

## GAS LEAK CALL FORM

Person Reporting Leak: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

Address \_\_\_\_\_

Location of Reported Leak \_\_\_\_\_

Any suspected propane gas leak, even without an odor detected, **requires immediate emergency action.** Extreme action is called for since the potential for death or serious injury from a flash fire or explosion could occur if a suspected leak or a gassy odor is ignored.

**Immediately Instruct the Caller:**

- To immediately evacuate the residence/building without hanging up the phone or turning off/on light switches, appliance motors or anything else that could create a spark. **GET EVERYONE OUT OF THE HOUSE.**
- We will dispatch a service technician immediately and if needed we will notify local emergency personnel.
- To move to a safe area and keep all persons away from the leak area until emergency service personnel arrive on-site and the area has been determined to be safe.
- Once everyone is outside of the house, the gas tank or cylinder valves may be shut only if it can be done safely.
- **Do not allow anyone** except qualified gas professionals or fire department personnel to enter the home until a complete inspection can verify the dwelling is safe to enter.
- **Do not re-enter the area** until a trained service person or the fire department advises it is safe to do so.

**Do not try to judge for yourself the level of danger of a gas leak by trying to determine if the smell of gas is weak or strong. All gas leaks pose a serious threat. A combustible mixture of propane may still be present even if no gassy odor is detected.**

Call Taken By \_\_\_\_\_ Time Dispatched \_\_\_\_\_ am pm

Service Call Completed by \_\_\_\_\_

Date Completed \_\_\_\_\_ Time \_\_\_\_\_ am pm

Petroleum Manager Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Describe problems encountered during service call: \_\_\_\_\_

\_\_\_\_\_

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