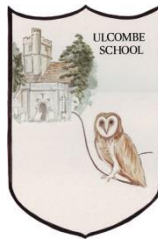


# Ulcombe Church of England Primary School



## Emergency Procedure for Liquid Petroleum Gas Incident

### Document History

Document adapted from Kingswood Policy May 2022

Approved by EHT May 2022, noted by Federation GB 24 May 2022

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*Throughout the document the term 'Headteacher' may refer to the position of Executive Headteacher or Head of School (depending who is based on site)*

## Emergency Plan for Liquid Petroleum Gas Incident

The person in control at premises where LPG is stored in bulk tanks must complete the boxes overleaf and

- circulate to all staff who need to know what to do
- put in a prominent place for a visual reminder
- bring to the attention of anyone hiring or using the premises out of hours

### HAZARDS

LPG is an extremely flammable gas which is heavier than air, so leaks can sink into underground spaces and voids under buildings.

If inhaled, it can cause nausea, headache and drowsiness. In poorly ventilated areas, unconsciousness and asphyxiation may result.

A gas leak from a tank or from pipework may also lead to an explosion and/or a fire, so it is important that everyone is aware of the emergency procedures for your premises.

### EMERGENCIES

#### **If you can smell gas or suspect a leak**

- do not switch on or off any lights or electrical equipment, including fire alarm call points
- do not use any naked flames or use cooking equipment
- do not smoke
- if the smell is indoors, open windows and ventilate all low level areas
- close the emergency control valve outside the premises
- close the isolation valve on the tank itself if you can do so safely
- contact Calor on their emergency telephone number:

**0845 7 444 999**

#### **If a fire occurs in the vicinity of the tank**

- activate the evacuation plan for your premises\*
- dial 999 immediately to call Kent Fire and Rescue
- tell them there is an LPG tank on the premises
- if the fire is small, and has not yet reached the tank or pipework, consider whether it is possible to use a fire extinguisher on the fire, providing you have been trained to do so.
- close the emergency control valve if safe to do so.
- if in any doubt, leave the premises and go to a safe place
- be alert to changes in wind direction that might make it necessary to change location of safe place

**If a fire occurs at the tank**

- do not try to fight the fire yourself
- activate the evacuation plan for your premises\*
- dial 999 immediately to call Kent Fire and Rescue
- tell them there is an LPG tank on the premises
- close the emergency control valve if safe to do so.
- leave the premises and go to a safe place

*\* Consider changing your normal muster point for fire, if it is in the vicinity of the LPG tank*

**Muster point for LPG emergency**

(NB may be different to the muster point for fire)

Muster point for LPG emergency is the same as fire, on the playground away from building and opposite side of school from LPG. We do also have a second muster point if the site needs to be completely vacated this is at the village hall (car park) and can be accessed through the side gate entrance to the school

**Special arrangements for this site**

The LPG cage is away from the school building but near the car park. If a leak was detected, with no risk of fire then the children would be kept inside the school building with doors and windows closed and sent home if necessary.  
In case of fire, pupils and staff would be evacuated to the muster point, and the emergency services contacted.

**Key people on site**

Executive Headteacher/Head of School, responsible for evacuation of staff and children

The office holds the keys to the LPG cage (in key safe), Head of School, office staff or caretaker to deal with contractors or emergency services and Calor Gas service desk.

**Important telephone numbers**

Fire Brigade- 999 (in an emergency)  
Calor gas- 01795 477101  
Service desk – 0845 3000346

# Site diagram, inc location of emergency control valve

(Not to scale)

