

Comprehensive School Safety Plan [2025 - 2026]

School Site Gas Odor Response Protocol

If a school site believes they smell an odor of gas the School Site Administrator or Designee will:

1. **Notify Buildings & Grounds Work Control (B&G) at 415-695-5525**
2. If possible, determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).
3. If the gas odor emanates from outside the building, close all windows and doors and remain inside.
4. **If the gas odor emanates from inside the building, evacuate the building per the school's emergency plan, and wait for B&G and notify LEAD of evacuation.**

Some additional insight:

When a report of a gas smell is received at Buildings and Grounds from any SFUSD property, both Engineering and Plumbing are immediately dispatched to go directly out to the location of the reported gas smell. Both Engineers and Plumbers are equipped with portable handheld electronic natural gas sensing meters. The first staff on site is considered the lead person and responsible for communication and following protocol.

Upon arrival at the site, B&G staff will check in with site administration to identify the specific location of the smell. Once they have the specific location, B&G staff will go directly to the area of complaint and begin using their natural gas meters to investigate if any actual natural gas leak is identified in the area specified by the reporter.