

**Guidelines on Measures to be taken in case of incidents  
involving odours of gas including those from unknown sources**

Assuming that all classrooms are well ventilated, heads of schools are strongly advised to take the following steps unless there are obvious compelling reasons for proceeding otherwise.

- (1) Pupils reporting ill should be removed promptly from the classroom by the teacher to a sick-bay or a suitable room that can serve as a temporary sick-bay, or to the covered playground of the school if the number of children involved is large. The main purposes here are to segregate the affected pupils as quickly and quietly as possible from the rest of the pupils and to give them as much fresh air as possible.
- (2) The teacher should report the circumstances to the school head or in his absence the deputy head who should determine the necessity of calling for ambulance service so that immediate treatment/conveyance could be provided.
- (3) Where a smell of gas is thought to be coming from inside the premises, the staff should proceed as quickly as possible to ventilate the affected rooms, turn off all gas taps under safe circumstances and report the occurrence. No one should use matches, mobile phones, naked flames or operate electrical switches during this time. If the smell of gas disappears then the gas supplier should be requested to attend as soon as possible to check the installation before the gas supply is turned on again.
- (4) If the smell of gas still persists inside the premises after the gas taps have been turned off, then the Emergency Services, which include the Police, the Fire Services and the Government Chemist, on 999 and the gas supplier must be contacted immediately, using an outside telephone. If the smell of gas is coming from outside the premises, the school head or the responsible member of the staff should also call out the Emergency Services using a telephone in a safe area. Pupils and staff should be evacuated to a safe location and await arrival of Emergency Services. A roll-call should be arranged immediately after the order of evacuation.
- (5) In the sick-bay, the affected child or children should be kept in a comfortable and resting (lying or sitting) position and under the close supervision of a responsible member of the teaching staff. However, in cases where symptoms are distressing, the affected child /children should be sent to the nearest accident and emergency department immediately.
- (6) After a period of rest in the sick-bay, say 30-45 minutes, some of the affected children may recover sufficiently to return to class and should be allowed to do so. For those children who are still not feeling well, arrangements should be made to notify their parents to collect and take them home or to escort them to the nearest accident and emergency department in the area if they so wish. In serious cases of distress, the

affected child/children should be escorted to the nearest accident and emergency department for medical examination and parents should be notified at the same time.

All cases of incident involving reported odours of gas including those from unknown sources, suspected or confirmed, should be reported to the respective Senior School Development Officer without delay. They will be ready to offer every possible assistance. Full records of the class and persons affected with date, location and time should also be kept by the school head.