



## Safety Checklist

### Things To Do Right Now

- **Propane Smell.** Teach everyone in your home or building what propane smells like. North Star Energy has safety materials with a “scratch and sniff” attached. The odor on this is similar to propane odor. Always take action if you smell any kind of foul odor.
- **Emergency Procedures.** Learn what to do in the event that you smell gas and about the dangers that carbon monoxide can pose.

### If You Smell Gas

1. **No Flames or Sparks!** Immediately put out all smoking materials and other open flames. Do not operate lights, appliances, telephones, or cell phones. Flames or sparks from these sources can trigger an explosion or a fire.
2. **Leave the Area Immediately!** Get everyone out of the building or area where you suspect gas is leaking.
3. **Shut Off the Gas.** Turn off the main gas supply valve on your propane tank, if it safe to do so. To close the valve, turn it to the right (clockwise).
4. **Report the Leak.** From a neighbor’s home or other nearby building away from the gas leak, call North Star Energy right away. If you can’t reach North Star Energy, call 911 or your local fire department.
5. **Do Not Return To the Building or Area until North Star Energy, your emergency responder, or qualified service technician determine that it is safe to do so.**
6. **Get Your System Checked.** Before you attempt to use any of your propane appliances, North Star Energy or a qualified service technician must check your entire system to ensure that it is leak-free.

**Flammable Materials.** Move any flammable and combustible materials (such as paper, clothing, wood, gasoline, and solvents) away from any propane appliances.

**Learn About Your Propane System.** Request a visit from North Star Energy to learn what’s “under the dome” on the top of your propane tank. Identify the shut-off valves, regulators, and safety relief valve, and how they operate.

**Talk With Your Children.** Be sure they understand the following important safety tips:

- Learn what propane smells like.
- If you smell gas, tell an adult right away and then go outside
- Do not turn or play with the knobs or other controls on a stove, oven, water heater, or other appliance.
- Do not play around or climb on a propane tank, gas line, appliance, or other parts of the propane system.

## **Things To Do At The Start Of The Heating Season:**

Annual Safety Check. Once a year (at the start of the heating season), ask North Star Energy to do a complete safety check of your propane system and appliances.

## **Things To Do As Needed:**

- **Monitor Your Fuel Gauge.** Check the fuel gauge on your propane tank periodically. Contact North Star Energy if the propane level is running low (less than 20%).
- **If You Do Run Out of gas, close the shut-off valve on your propane tank.**
- **Report Damage.** Alert North Star Energy to any major dents, rust, or other damage to your propane tank, appliances, and other parts of your propane system.
- **Disconnected Gas Lines.** Be sure that any disconnected gas lines are plugged or capped. Contact North Star Energy or a qualified service technician to do this job safely.
- **Closing Up A House.** When closing up a house for an extended absence, consider shutting off the propane system at the tank as well as at each appliance. When you return, ask North Star Energy to re-light your pilot lights and restore gas service.
- **Ice And Snow.** Carefully clear snow and ice from regulators, regulator vents, piping, tubing, and valves, as well as from your tank and the area around it.
- **After A Storm.** After high winds, heavy rain, or any other weather emergency, check your propane tank and system. If anything appears to have been damaged, contact North Star Energy right away.