SAMPLE CO EMERGENCY PROCEDURE

Carbon Monoxide Leak And / Or Alarm Activation

GENERAL ACTIONS APPLICABLE TO ALL STAFF

● Carbon Monoxide detectors are located in the following areas:
  ○ ________________________________
  ○ ________________________________
  ○ ________________________________
  These detectors provide an audible alarm from the detector itself. They are not connected to or part of the building fire alarm system.

● If a Carbon Monoxide alarm is activated, staff should take the following actions:
  ○ Evacuate the immediate room/area of both patients/residents and staff. Consider the evacuation of the entire compartment if several residents have displayed illnesses or symptoms of Carbon Monoxide poisoning. Move to fresh air immediately.
  ○ Contain the area where the alarm has been activated by closing doors.
  ○ Call 911 and the utility company (Phone ___________) and inform them that a Carbon Monoxide detector has been activated.
  ○ Notify the following positions of incident as quickly as possible:
    ■ ________________________________
    ■ ________________________________
  ○ Meet the fire department and inform them of the location of the alarm.
  ○ Administer immediate medical attention to anyone complaining of associated illness by bringing exposed individuals to an area of fresh air. Call EMS as needed.
  ○ Consult with fire department and utility company upon their arrival to see if further evacuation is necessary.

ADMINISTRATION

● Establish Incident Command System and follow the Incident Commander Job Action Sheets.
  Note: If fire department is responding they will establish a Command Post outside the facility. The Administrator or designee should be present at the Fire Department Command Post along with a representative from Facilities/Maintenance.

● Ensure that the Fire Department (911) and Gas Company have been notified.

1 Carbon Monoxide is a dangerous gas produced as a result of incomplete combustion (i.e. heating systems are not working correctly). You can't smell, taste or see Carbon Monoxide.
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● Inform all units and departments of the situation and be prepared to evacuate additional areas based upon the fire department’s findings and recommendations.
● Have Department Heads in affected area account for staff and patients/residents and report results to the Command Post.
● Provide emergency responders with a listing of potential sources of Carbon Monoxide within the facility.

FACILITIES/MAINTENANCE
● If safe to do so, turn off sources of incomplete combustion. (boilers, stoves, water heaters, etc.)
● Investigate potential external sources of Carbon Monoxide (i.e. vehicle running).
● Shut down HVAC to limit spread throughout the building. If source is determined to be external, turn off air handling units that bring in outside air.
● If appropriate check flues, vents and chimneys for proper operation
● Advise emergency responders of “Emergency Utility Shut-Off Locations”.
● Contact appropriate repair vendors as necessary.

NURSING
● Closely monitor any patients/residents and staff who may have been exposed to Carbon Monoxide or display signs or symptoms of exposure:
  • Sudden flu-like illness
  • Dizziness, headaches
  • Nausea or vomiting
  • Fluttering or throbbing heart beat
  • Red skin complexion
  • Unconsciousness
● Ensure EMS has been requested.
● Document the incident. Complete all paperwork.
● Notify responsible party/family of patient, as necessary.
● Notify patient(s) physician, as necessary.

Sample Procedure Provided by:

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