

## SAMPLE CO EMERGENCY PROCEDURE

### Carbon Monoxide Leak And / Or Alarm Activation <sup>1</sup>

#### 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.

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<sup>1</sup> 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.

## **SAMPLE CO EMERGENCY PROCEDURE**

- 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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