

Carbon Monoxide Alarm Response Procedure

SUNY Oneonta

Purpose:

To establish guidelines for departments when responding to Carbon Monoxide alarms/incidents.

General Information:

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at 35 parts per million (ppm) over an 8 hour period, in the general work-place. The U.S. Environmental Protection Agency (EPA) has established that residential levels are not to exceed 9 ppm over an 8 hour average.

Location of CO Detection:

- Current buildings/areas with CO detection (locations vary by building). **These alarms are local and not tied into any central fire alarm system.**

President's Residence (top of stairs on second floor)

Bugbee School (Rooms 100,101,102,103,104)

Health Center (Room114)

Hulbert Hall (Rooms 201,202,203,204,205,206,209,210,211,212,213,214)

Higgins Hall (Suites G1,G2,G3 and G4)

213 West St (battery)

166 East St (battery)

Clinton St apartments

Procedures: In the event of an alarm.

Residence Life and Building Occupants-

- Activate the nearest fire alarm pull station and evacuate the building.
- Notify UPD with as much information as possible, including location of the alarm.

UPD Dispatcher –

- Notify Oneonta Fire Department (OFD) and request response.
- Dispatch officer to building affected
 - Notify OSES and request response
 - Notify Facilities Operations, or, if after hours HVAC tech on duty. If no HVAC tech is on duty, notify Heating Plant.
 - If the alarm is in Hulbert Hall, notify OAS/Sodexo.
 - If the alarm is in the Health Center, notify the Director.
 - If the alarm is in Bugbee School, notify the Director of the SUCO Children's Center.

Facilities Operations/HVAC/Heating Plant–

- Bring CO meter to the scene (kept in Central Heating Plant) and stand by to assist OFD when it is determined that the building is safe to enter.
- Dilute CO levels with supplemental ventilation if requested by OFD.
- Investigate cause of alarm.
- Shut down/tag out any equipment or appliance that is found to be the source.
- Take necessary action to mitigate the situation/cause..
- Once levels of CO have been reduced to a safe level (below 9 ppm) attempt to reset the detector(s) and allow occupants to reenter the building.