



CARBON MONOXIDE SAFETY CHECK

**A TOOLKIT FOR PROTECTING
PEOPLE AND PROPERTIES**

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PROVIDED BY **CO SAFE SCHOOLS**



CARBON MONOXIDE EXPOSURE IMPACTS LONG AND SHORT-TERM HEALTH, AND CAN QUICKLY TURN INTO A LIFE-THREATENING EMERGENCY.



SYMPTOMS OF CO TOXICITY:

- **CAN START AS:** Slight headache, nausea or vomiting, fatigue, weakness, flu-like symptoms
- **CAN QUICKLY MOVE TO:** Throbbing headache, drowsiness, confusion, fast heart rate
- **WITHOUT INTERVENTION, CAN LEAD TO:** Convulsions, unconsciousness, brain damage, heart and lung failure, death

WHAT TO DO IMMEDIATELY:

If you notice the start of, or a progression of, symptoms above affecting one or multiple people, or if you're experiencing them yourself, **get yourself and others out of the building into fresh air immediately.**

Do not wait on alarm to sound, as there may be an alarm malfunction (or no alarm at all).

Call 911 and tell them you believe people have been exposed to carbon monoxide, and answer the questions the dispatcher asks you calmly.

Follow your building's planned emergency evacuation procedures, **regardless of inclement weather.** With CO exposure, it is imperative you remove people from the building into fresh air as soon as possible.

FIXED AND PORTABLE CO SOURCES: HOW ARE WE AT RISK?

- | | |
|--|--|
| <input type="checkbox"/> We have a fuel or oil-fired heating system (furnace, boiler, HVAC units, rooftop or ground mounted makeup air units). | <input type="checkbox"/> We have lab, shop, or use-specific equipment such as: gas outlets, torches for welding/maintenance, gas fired kilns, or stationary/ portable engines. |
| <input type="checkbox"/> We have permanent or portable emergency generators within or immediately surrounding the bldg. | <input type="checkbox"/> We conduct maintenance or cleaning operations on site that use propane or gas-powered floor cleaners/polishers, lift trucks, or conduct vehicle maintenance in structures that are attached/unattached. |
| <input type="checkbox"/> We have fuel-fired kitchen equipment such as ranges, ovens, steamers, braisers and dishwashers. | <input type="checkbox"/> We allow vehicles to idle in close proximity to our building (vehicles may be private, public, or delivery). |
| <input type="checkbox"/> We have fuel-fired hot water heaters, heat pumps, or gas dryers. | <input type="checkbox"/> We use or allow the use of portable fuel-burning space heaters in our building. |
| <input type="checkbox"/> We have or allow the use of propane or charcoal grills in and around the building's property. | <input type="checkbox"/> Landscaping crews or property maintenance crews often use fuel-fired equipment on our school grounds regardless of whether or not people are in our buildings (such as mowers, weed eaters, pressure washers, etc.) |
| <input type="checkbox"/> We have a ventilation system that brings in air from the outside for distribution inside our building. | <input type="checkbox"/> We allow the use of gas-powered forklifts in and around the building. |
| <input type="checkbox"/> Construction crews, city maintenance, or road crews using fuel-fired equipment conduct projects in our building or on our property, or just outside of our property, regardless of whether or not people are in our building. | |

INSPECTION & MAINTENANCE FREQUENCY:

- ☐ Monthly / Equipment:
- ☐ Quarterly / Equipment:
- ☐ Annually / Equipment:
- ☐ As needed / Equipment:

VISUAL: Attach a map to the back of the toolkit. Each room/hallway/ gathering area is a "Space." Place a "FCO" in every space where a fixed source exists. Place a "PCO" in every space a portable source could potentially impact (floor cleaners, equipment, vehicles, etc.) Last, shade rooms that are currently covered by detection to see where your gaps are.

CARBON MONOXIDE TRAINING: HOW PREPARED ARE WE?

- ☐ Key staff and occupants have received training on how to identify symptoms of carbon monoxide.
- ☐ Key staff and occupants have been trained on how and where detection is located in the building, and how it will respond to the presence of CO *if working properly*.
- ☐ Key staff and occupants are aware of the fixed and potential for portable sources located in or around our building and property.
- ☐ Key staff and occupants have been provided an evacuation and action plan as it relates to CO specifically *and feel comfortable with it*.
- ☐ Key staff and occupants understand who they should reach out to should they have additional questions about CO training, prevention and protection within our building.

ALARM INSPECTION/TESTING:

- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Date of last test:

Our building's CO alerting and detection system is:

- ☐ Hardwired + automatically alerts emergency services
- ☐ Hardwired + alerts a key staff member through a central dashboard
- ☐ High-sensitivity plug-in alarms w/ battery backup (single stations, alert at lower PPM level)
- ☐ Low-sensitivity plug in detectors w/ battery backup (single stations, alert at UL standard PPM level)
- ☐ None. Reliant on staff or occupants to see issue

Our building has CO Detection in the following locations (see map):

- ☐ Our hardwired system can alert to an issue anywhere within the building
- ☐ Our hardwired system will only alert to a CO issue if they occur within these specific areas:
- ☐ Our single-station alarms (not network connected) can be found in the following locations:
- ☐ We do not have detection installed.

SOURCE & DETECTION AUDIT (+ ATTACHED VISUAL MAP)

Total # of "Spaces" in Our Building:

Current # of "Spaces" Covered By Detection:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

