

# CO Response Checklist

| <b>Step 1 – Initial Interview of Residents</b> |  |     |    |
|--|--|-----|----|
| 1.   | Are people inside residence?   | Yes | No |
| 1A.  | If YES, evacuate all occupants. Occupants should remain outside until FD has inspected conditions inside the home and authorized re-entry. |     |    |
| 2A.  | Resident's Name:   |     |    |
| 2B.  | Resident's Address:  |     |    |
| 2C.  | Resident's Phone Number:   |     |    |
| 3.   | Are members of the residence feeling ill?  | Yes | No |
| 3A.  | If YES, begin first aid and request EMS or confirm EMS is responding   |     |    |
| 3B.  | If YES, what symptoms are they experiencing?   |     |    |
|  | Headache   | Yes | No |
|  | Dizziness or drowsiness  | Yes | No |
|  | Nausea   | Yes | No |
|  | Shortness of breath or irregular breathing   | Yes | No |
|  | Confusion or disorientation  | Yes | No |
|  | Flu like symptoms  | Yes | No |
|  | Fever  | Yes | No |
|  | <i>Note: symptoms of moderate CO poisoning are similar to those of the flu but without the associated fever</i>                            |     |    |
| 4.   | Collect information on potential sources of CO   |     |    |
| 4A.  | What fuel burning appliances or equipment were in use at the time of the alarm?  |     |    |
| 4B.  | What exhaust fans were in use at the time of the alarm?  |     |    |
| 4C.  | What fuel burning appliances or equipment were in use in the 24 hours before the alarm?  |     |    |
| 4D.  | Was any resident refinishing furniture or staining before the alarm activated?   | Yes | No |
| 4E.  | Were any generators or portable heaters being used inside the residence?   | Yes | No |
| 4F.  | Were any vehicles idling in an attached garage or anywhere near the residence prior to the alarm activation?                               | Yes | No |
| <b>Step 2 – Initial Survey of Residence</b>    |  |     |    |
| 1.   | Detector Information   |     |    |
| 1A.  | Confirm the activated detector is a CO detector  | Yes | No |

|  |  |     |       |
|--|--|-----|-------|
| 1B.  | Check activated CO detector to see if it has digital readout or high level memory  |     | (ppm) |
| 1C.  | Remove activated CO detector from residence to outside – does unit reset?  | Yes | No    |
| 2.   | Measure and record CO readings throughout the residence  |     |       |
| 2A.  | CO measurement outside residence   |     | (ppm) |
| 2B.  | CO measurement in doorway  |     | (ppm) |
| 2C.  | Location:  |     | (ppm) |
| 2D.  | Location:  |     | (ppm) |
| 2E.  | Location:  |     | (ppm) |
| <b>Step 3 – Identify Potential Sources of CO</b> |  |     |       |
| 1.   | Close all windows and doors to residence   |     |       |
| 2.   | Turn on all fuel burning appliances and all other potential CO sources in residence  |     |       |
| 3.   | Wait 15 minutes for sources to reach operating temperature and for CO to accumulate in residence<br>(Note: cold appliances give off more CO than when warmed up)                                       |     |       |
| 4.   | Measure and record CO readings throughout the residence  |     |       |
| 4A.  | Location:  |     | (ppm) |
| 4B.  | Location:  |     | (ppm) |
| 4C.  | Location:  |     | (ppm) |
| 4D.  | Location:  |     | (ppm) |
| 4E.  | Location:  |     | (ppm) |
| 4F.  | Location:  |     | (ppm) |
| 5.   | Were elevated levels of CO detected? (Levels greater than 9 ppm are considered elevated)   | YES | NO    |
| 5A.  | If YES, go to Step 4, Line 1. If NO, follow steps below to create a worst case scenario to check for down drafting   |     |       |
| 6.   | Leave all fuel burning appliances and other CO sources ON<br>Turn on all kitchen and bathroom exhaust fans, clothes dryer, and other exhaust fans<br>Wait 10 minutes for CO to accumulate in residence |     |       |
| 7.   | Measure and record CO readings throughout the residence. Check for down drafting near vents and flue pipes.  |     |       |
| 7A.  | Location:  |     | (ppm) |
| 7B.  | Location:  |     | (ppm) |
| 7C.  | Location:  |     | (ppm) |
| 7D.  | Location:  |     | (ppm) |
| 7E.  | Location:  |     | (ppm) |
| 7F.  | Location:  |     | (ppm) |

|                                      |  |     |    |
|--------------------------------------|--|-----|----|
| 8.                                   | Inspect chimneys and vents for blockages, debris, corrosion, holes, rust, cracks and separations   |     |    |
| 9.                                   | Were elevated levels of CO detected? (Levels greater than 9 ppm are considered elevated)   | YES | NO |
| 9A.                                  | If YES, go to Step 4, Line 1. If NO, go to Step 4, Line 2  |     |    |
| <b>Step 4 – Incident Termination</b> |  |     |    |
| 1.                                   | Elevated Levels of CO found  |     |    |
| 1A.                                  | Shut off the suspect appliance or if source is unknown shut off all sources of CO  |     |    |
| 1B.                                  | Notify County Dispatch to have PSE&G respond   |     |    |
| 1C.                                  | Ventilate residence until CO levels are below 9 ppm and advise resident not to use suspect appliance(s)  |     |    |
| 2.                                   | No elevated CO levels are found  |     |    |
| 2A.                                  | Check residence for detector location problems.  |     |    |
| 2B.                                  | Detector located within 15 feet of a fuel burning appliances   | YES | NO |
| 2C.                                  | Detector located near household chemicals or aerosols  | YES | NO |
| 2D.                                  | Detector located in an area subject to wide temperature and humidity swings  | YES | NO |
| 2E.                                  | <p>If no elevated CO levels are detected give residents advice based on information gathered.</p> <p>Advise resident it is a good idea to have multiple detectors.</p> <p>Advise resident that sometimes the source of CO is intermittent and difficult to track down.</p> <p>Never advise resident the detector is defective.</p> |     |    |