

CARBON MONOXIDE DETECTION AND RESPONSE

All new and existing District buildings that have appliances, devices, or systems that may emit carbon monoxide (carbon monoxide sources), and all attached garages, must have a means of detecting carbon monoxide. Carbon monoxide sources include but are not limited to: fuel fired furnaces; fuel fired burners; space heaters with pilot lights or open flames; kerosene heaters; wood stoves; fireplaces; and ovens, dryers, water heaters, and refrigerators that use gas or liquid fuel.

Alarms will be placed in every classroom containing a carbon monoxide source in the space and every classroom adjacent to a garage. Alarms will also be placed in every non-classroom space containing a carbon monoxide source in the space, and outside every non-classroom space containing a carbon monoxide source in the space at a location that maximizes detection of and notification of the building occupants. Alarms will also be placed in either all spaces served by a carbon monoxide-producing heating/ventilating/air conditioning (HVAC) system or alternately two interconnected alarms (one in the first space served by the carbon monoxide-producing HVAC system, and the second located in an approved location, such as the corridor in the vicinity of the area served by the HVAC system or a main office area, so as to result in fastest notification of the occupants).

The District's building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

However, the following sequential response actions shall serve as standard operating procedure:

1. Upon the discovery of an activated carbon monoxide alarm in a facility, the fire and smoke alarm system will automatically be activated. Begin evacuation just as you would for a fire related emergency in accordance with established emergency evacuation plans.
2. The local fire and emergency services will automatically be notified by the fire alarm system.
3. Initiate accountability procedure to determine if any staff, students, or visitors are injured or missing.
4. Upon their arrival, advise the fire department of the situation. Assist the fire department incident command with activities related to the incident, such as accountability of building occupants, building plans (maps with building layout), locations of utilities shut down, etc.
5. Resume, curtail or cease building operation, as advised by fire department officials. They will determine if and when occupants may enter the building as well as whether the full building is safe to occupy or if any section(s) must remain closed off. Notify staff, students and parents.

Carbon Monoxide Detection and Response (Continued)

6. Determine source of the emissions responsible for causing alarm activation and facilitate repairs to correct the situation immediately.

Ref: 19 NYCRR § 1228.4

Adopted:

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