

PROCEDURE: CARBON MONOXIDE ALARM RESPONSE			NUMBER: WP-78
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Andrew Konowalchuk	CLASSIFICATION: Work Procedure	EFFECTIVE: March 13, 2025 SUPERSEDES: NEW

PURPOSE:

To outline the required actions when a carbon monoxide (CO) alarm is activated on Western University property, ensuring the safety of all occupants and the prompt identification and mitigation of potential CO hazards.

PROCEDURE:

Alarm Activation

When a CO alarm activates or is reported:

- Treat all activations as potential emergencies.
- Western Special Constable Service (WSCS) must be notified immediately.
- Occupants should follow directions provided by WSCS and evacuate the affected area as directed.
- Facilities Management building services staff shall notify their Manager or Lead Caretaker if an CO alarm is activated or building is evacuated.
- All other Facilities Management staff shall notify their Manager or Manager-on-call.
- FM Leader to notify AVP of Facilities Management if a building is evacuated.

Types of Alarm Signals

Alarm Behavior	Meaning / Action Required
Single chirp every minute	Indicates a low battery or end-of-life warning. Notify Facilities Management to replace or service the detector.
Continuous alarm tone	Indicates possible CO presence. Evacuate immediately and contact WSCS.

Client Services Responsibilities:

Receiver of the call should obtain location.

1. Immediately transfer call to WSCS Communications.
2. Dispatch a qualified person to the location in question and notify them that the call has been transferred to WSCS.

Qualified Person: Mechanical On-call or HVAC Technician

Investigating Person or Qualified Person on Site Responsibilities:

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<ol style="list-style-type: none"> 1. In coordination with Stores, ensure that the following are available: <ol style="list-style-type: none"> a. Transportation to the affected building. b. Cell phone. c. Multi gas detector capable of detecting natural and propane gas as well as carbon monoxide concentrations. Ensure that the detector is operational, and calibration is current. 2. Standby in a safe place outside the building for further direction based upon WSCS/LFP assessment in progress. 3. Provide access to building systems and CO detector information if required. 4. Assist WSCS/LFD in identifying and isolating potential CO sources (e.g. Boilers, generators, furnaces). <ol style="list-style-type: none"> a. Isolate malfunctioning equipment as required and as safe to do so. 5. Portable multi-gas meters should be used by HVAC on-call FM persons responding, to confirm readings and verify “all-clear” conditions before entry. 	