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S.O.P. #: 400-10 (Formerly 400-31)

SUBJECT: STATION CARBON MONOXIDE DETECTORS

DIVISION: EMERGENCY OPERATIONS

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Objective: To provide a policy for installation of CO monitors in the station's main dormitory. Also for recording any alarm incidents in the station electronic ledger, and notification of the Safety Officer.

Section 1: Installation in Stations

- A. Each station has received one CO monitor for installation in the station's main dormitory.
- B. The CO monitor shall be installed in a location determined by the Fire Department's Safety Office.

Section 2: Testing and Notification Procedures

- A. The CO unit shall be tested weekly, and an entry made in the station's electronic ledger. Entry shall verify the test was completed and document any problems with the CO monitor.
- B. Should the monitor alarm sound indicating a CO presence, the station will be evacuated and secured, and the Battalion/Division Chief shall be notified. The closest Fire Department unit with a CO monitor will be dispatched to evaluate the station. The station shall remain closed until the source of the CO is located. All pertinent information shall be recorded in the station electronic ledger. A Form 58 will be forwarded to the Safety Officer documenting the time, date, and CO level reading and action taken.

Section 3: Safety Office Procedure

- A. Alarm documentation from stations shall be kept in a data base.
- B. Stations with repeated alarms shall be investigated to find the source of the alarm.
- C. The Safety Office will coordinate with the Station Officer any necessary corrective action(s).