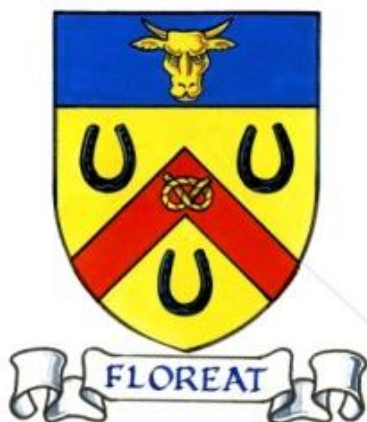




CARBON MONOXIDE **EVACUATION PROCEDURE**

UTTOXETER TOWN COUNCIL

CARBON MONOXIDE EVACUATION PROCEDURE

UTTOXETER TOWN HALL

Carbon monoxide (CO) is a colourless, tasteless gas, as well as a chemical asphyxiant. It is extremely harmful to all who breathe it because it prevents your blood from carrying oxygen to your cells. Increased levels within an enclosed area can lead to poisoning or death.

1. What to do if the carbon monoxide detector goes off

- Do not ignore the alarm, always assume it is working properly and unsafe levels of CO have been detected.
- All personnel should evacuate the building and find fresh air. The assembly point is outside Wilko's in the High Street.
- Once outside, call the **Emergency Gas Helpline – 0800 111 999** and report the detector has been activated.
- Never assume it is safe to re-enter the building even when the alarm stops.
- Only when the Gas Emergency Team have determined it is safe for you to enter the building, should you do so.

2. What are the symptoms of carbon monoxide exposure?

- Headache
- Dizziness
- Fatigue or weakness
- Nausea
- Vomiting
- Loss of consciousness
- Light headiness
- Blurred vision
- Sleepiness
- Loss of muscle control
- Increased heart rate
- Tightening in the chest
- Confusion or disorientation
- Medical attention should be sought if suffering from any of the above

As well as the basic procedure outlined above, employees should remember the following points when an evacuation takes place.

- Keep calm, do not panic, act decisively and quickly.
- If possible, open windows and doors, this helps diminish the amount of CO in the air but the source may still be producing gas. Do not let this delay you leaving the building.
- Do not rush or push, shout or talk loudly and above all else **DO NOT PANIC**.
- Any visitors are the responsibility of the person they have come to see and they should be escorted at all times where possible.

3. General – All Staff should:

- Ensure that all visitors are informed of their nearest assembly point via a short housekeeping brief on arrival.
- Periodically familiarise yourself with:
The sound of the CO detector alarms and the location of the assembly point.
- Apply common sense.

Reviewed and adopted at Council's Annual General Meeting held 16 May 2023, 21 May 2024 and Reviewed at Council's Annual Meeting held 13 May 2025