



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) CARBON MONOXIDE DETECTOR ACTIVATION

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel-burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, etc., can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present.

1. DETECTION

As a precaution against carbon monoxide (CO) exposure hazards, all residence halls and houses are equipped with CO detectors, as required by NYS Fire Code. Many of these detectors are hard-wired into the fire alarm system, while others are “local” (battery operated) detectors.

- Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, red/flushed skin and dizzy spells.
- If you have reason to believe there might be a CO hazard present, immediately exit to fresh air and notify Campus Safety at ext. 3333 or (315) 781-3333.

2. DETECTOR ACTIVATION

If the CO detector in your building activates an audible warning:

- Immediately evacuate the building.
- Ensure all other occupants evacuate by pulling the red fire pull station located at the entrances/exits of the building.
- Once outside, call Campus Safety at ext. 3333 or (315) 781-3333, and advise them of the situation.

3. EVACUATION

During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

- Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Remain calm and do not panic.

EAP-Carbon Monoxide Detector Activation

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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