

FAIRFIELD PUBLIC SCHOOLS

INTEROFFICE MEMORANDUM

TO: Principals & Head Custodians.
FROM: Dave Fryer
DATE: March 14, 2011
SUBJECT: CO Monitors

In response to recommendations by the State of Connecticut, the District has installed CO monitors in all of our school boiler rooms, as well as the high school auto shops. These units are a plug-in type with battery backup. When activated, they will emit a high-pitched sound to alert occupants to a potential problem with CO levels.

Should an alarm be activated, the proper response should be the following:

- Evacuate the immediate area, i.e., the boiler room or auto shop space.
- Contact the Fairfield Fire Department via the normal phone number (203-254-4700). **DO NOT CALL 911.**
- Advise the Fire Department that you have an activated CO monitor and request that they inspect and test the area.
- The Fire Department will dispatch a unit with air monitor devices and advise once on site.

Remember, there is no need to evacuate the entire building for such an alarm, only the immediate area.

Please advise your staff of these procedures in order to avoid misunderstandings. Should pending State regulations require further installations or other procedures, you will be notified as we implement them.

If you have any questions, please advise.