City of Bloomfield Gas Distribution  
Carbon Monoxide Policy

Procedures to follow when calls to the City Office or Davis County Law Center for possible carbon monoxide poisoning: The Qualified personnel answering the call should determine if the caller exhibits signs of CO poisoning. Symptoms of CO poisoning include dull headache, weakness, nausea, vomiting, confusion, dizziness and difficulty breathing. If they believe they have these symptoms EMS shall be dispatched along with City Gas Technicians immediately. Advise all callers to vacate the premises & wait outside or next door for EMS & City Gas Technicians to arrive. Do not ventilate the structure until an accurate CO reading is taken & recorded by City Gas Technicians.

Calls to the City during working hours (Monday - Friday, 7am-4pm):
1. Enter the work order with the name, address, phone number, date & time the call was received, & forward to the gas technician electronically.
2. Immediately contact the gas technicians with the information.
3. Gas technicians shall respond to the call immediately.
4. Gas technician shall complete the work order with a description of the action taken, with the arrival time & completed time recorded.

Calls to the Davis County Law Center during & After working hours:
1. Immediately page the On-call Gas Technician. Give them the name, address, phone number and the time the call was received by the dispatcher
2. Gas technician shall respond to the call immediately.
3. Dispatcher will complete the call out sheet with the name, address, phone number, date & time call was received, date & time the Gas technician was dispatched, action taken: (who was called, instructions given to caller & gas technician, etc.).
4. Gas technician will complete a work order with all documentation completed before leaving to ensure nothing is forgotten.
5. The completed call out sheet shall be forwarded to the Director of Public works:  
richard.wilcox@cityofbloomfield.org and the Gas Technicians:  
todd.schumaker@cityofbloomfield.org & khaled.al-khanfar@cityofbloomfield.org to be kept on file.

If carbon monoxide is found to be present, the resident will be required to leave. In certain circumstances: cold weather, the gas can be left on but the resident must stay somewhere else until repairs are made & no level of CO is present. The Gas Technician has the right & obligation to shut off gas service to anyone for safety purposes and lock out the Gas meter set.

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Dan Wiegand , Mayor                                                                           Date