

Sample Emergency IAQ Management Plan

For General Complaints (which may indicate an urgent IAQ situation):

- Document specific details of the complaint, including adverse health effects experienced.
- If someone is experiencing physical symptoms, conduct a thorough health evaluation.
- Visually inspect the facility for obvious problems, such as:
 - evidence of water damage (could suggest mold/mildew)
 - inadequate housekeeping
 - use or misuse of chemicals
 - ventilation system problems
- Refer to specific checklists within *IAQ Tools for Schools*

For emergencies:¹

Defined

In emergencies, time is limited to avert serious health problems or property damage, such as:

- obviously life-threatening situations, such as hazardous materials spills
- symptoms of carbon monoxide poisoning such as headaches, dizziness, drowsiness, nausea, and combustion odors
- widespread breathing difficulties such as shortness of breath, chest tightness, or respiratory irritation
- diagnosed Legionnaire's disease
- flooded/water-damaged carpet and other materials

Actions

In an emergency:

- Immediately seek medical or public health assistance (e.g., local or state health department).
- Evacuate affected area, if warranted.
- When appropriate, such as for carbon monoxide poisoning or chemical spills, ventilate the affected area with large amounts of outside air; use temporary fans if needed.
- In the case of flooded water-damaged carpet and other materials, dry the saturated material within 48 hours to avoid mold contamination.
- Inform building occupants and parents of minors of the problem and maintain clear communication.

¹ University of Minnesota environmental Health and Safety web site.
<http://www.desh.umn.edu/iaq/school>