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:

**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.

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