



## RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	<b>Business Managers</b>
Date:	January 2013
From:	Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: <a href="mailto:gwendolyn.arps@aon.com">gwendolyn.arps@aon.com</a> Tammy C. Basten, Facilities and Properties Director, <a href="mailto:tbasten@gbdioc.org">tbasten@gbdioc.org</a>
Re:	<b>Carbon Monoxide Poisoning</b>

Each year more than 400 Americans die from unintentional Carbon monoxide (CO) poisoning. An additional 20,000 visit the emergency room, and more than 4,000 are hospitalized due to overexposure. CO is a colorless, odorless, tasteless gas that is extremely toxic but difficult for people to detect. CO is found in combustion fumes, such as those produced by cars and trucks, small gasoline engines (leaf blowers, lawnmowers, snow throwers, etc.), stoves, lanterns, burning charcoal and wood, and gas ranges and heating systems. CO from these sources can build up in enclosed or semi-enclosed spaces. People and animals in these spaces can be poisoned by breathing it. Poisoning is typically more common during the winter months and during power outages.

**Symptoms:** The most common symptoms of CO poisoning are headaches, dizziness, weakness, nausea, vomiting, chest pain, and confusion. High levels of CO inhalation can cause loss of consciousness and death. CO poisoning can be difficult to diagnose because the symptoms mimic other illnesses such as a cold or influenza. Fatalities from CO poisoning is highest among those that are 65 and older.

**Prevention:** You can prevent CO poisoning by following the recommendations listed below.

- Have your heating system, water heater and any other gas, oil or coal burning appliances serviced by a qualified technician annually.
- Install a battery-operated CO detector in your home and replace the batteries twice a year
- Never burn anything in a stove or fireplace that isn't vented to the outside.
- Have all chimneys checked / cleaned annually.
- Never use a gas range or oven for heating your home or office.
- Never use a charcoal or gas grill indoors.
- Never leave a vehicle running in the garage with the garage door shut.
- Never leave gas powered equipment such as lawnmowers and snow throwers running in the garage with the garage door shut.

**Treatment:** If you suspect you or someone else is suffering from CO poisoning, immediately move the person to a well ventilated area. If the symptoms don't subside, seek immediate medical attention.

Source: Centers for Disease Control and Prevention

If you believe that you may have an issue please contact the CMG's claim department. Attached the most current Incident Report Form for all claim reports to CMG.

# Incident Report Form 2012-2013

## *Property / Liability / Auto / Crime*

Parish/School: (Name & Complete Mailing Address)		Phone:	
		Fax:	
		E-mail:	
Contact:		Title:	
Date/Time of Incident:		Specific Location:	
Injured Party: Name/Address/Age: (include parent or guardian name if a minor)			
Phone Number:		Alternate Number:	
Injured Party: Parishioner <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor <input type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/> Please check the most applicable description as it relates to the incident.			
Medical or First Aid Offered? Yes <input type="checkbox"/> No <input type="checkbox"/>		Accepted or Refused	Transported by Ambulance:
Description of Accident or Damage:			
Were Photographs Taken? – Suggested for property losses over \$5,000, vehicle accidents and liability claims that may have premises factors involved:			
Public Authority Contacted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Authority:		Incident Report Number:
Auto Claim Information:	Vehicle Involved - Year:		Make/Model:
Witnesses: Name/Address/Phone:			
Additional Comments/Information: (If additional space is required, please use reverse side or an additional page)			
Date:		Completed By:	
Please complete and report immediately with as much information as available at the time of loss. Submit this report directly to Kathy Mussman and Katie Cox at Catholic Mutual Group. Preference for submission: E-mail: <a href="mailto:kmussman@catholicmutual.org">kmussman@catholicmutual.org</a> & <a href="mailto:kcox@catholicmutual.org">kcox@catholicmutual.org</a> or Fax: 402-551-9138 or Phone: 800-228-6108 Also submit a <b>copy</b> to Aon Risk Solutions: Laura Erdmann: <a href="mailto:laura.erdmann@aon.com">laura.erdmann@aon.com</a> or fax 920-431-6352.			
<b>RETAIN A COPY IN YOUR PERMANENT FILE</b>			