**SOP 54 – Incident Involving Smoke Alarm or Carbon Monoxide Detector Activation** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If a smoke alarm or carbon monoxide (CO) detector activates in any park-owned building or public facility, treat it as a potential emergency.
2. Evacuate the affected area immediately. Do not allow re-entry until cleared by the General Manager or emergency responders.
3. Call 911 if:  
   * Smoke is visible
   * The alarm continues for more than 30 seconds without cause
   * Anyone on-site reports dizziness, nausea, or breathing issues (possible CO exposure)
4. Do not attempt to disable or reset the alarm until the cause is identified and the area is declared safe.
5. Notify the General Manager or on-site lead without delay.
6. Record:  
   * Exact location of the alarm
   * Time of activation
   * Observations (e.g., smoke, odor, heat, guest symptoms)
   * Weather or environmental conditions if relevant
7. Take photos of the alarm unit, surrounding area, and any indicators (e.g., blinking lights, error codes).
8. Complete an Incident Report including:  
   * Type of alarm (smoke or CO)
   * Actions taken
   * Involvement of fire department or medical personnel
9. After the incident, ensure the detector is inspected, tested, and replaced or reset by qualified personnel before reopening the area.
10. If the alarm was caused by misuse, vandalism, or tampering, follow appropriate disciplinary and reporting procedures.