11.1.7 FIRE EXTINGUISHER TRAINING

PURPOSE:

This policy will provide guidelines for the use of fire extinguishers in a safe manner on Baylor University property. The objective is to comply with all federal, state, and local codes by providing training and education to familiarize employees with the general principles of fire extinguisher use and the hazards involved with the incipient stage of fire fighting. A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of a fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property.

SCOPE:

These guidelines set forth in this policy apply to all extinguishers on campus, and to all employees, students, and visitors of Baylor University.

RESPONSIBILITY:

A. Fire Extinguishers

1. Extinguisher Use

   No one at Baylor University is required to fight a fire as a part of his or her responsibility. However, voluntary use of a fire extinguisher by an employee who is properly trained can save both lives and extensive property loss.

   Portable fire extinguishers must be installed in workplaces regardless of other fire fighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

2. Classification of Fires and Selection of Extinguishers

   Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

   a. **Class A** fires involve materials such as wood, paper, and cloth which produce glowing embers or char.

   b. **Class B** fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.

   c. **Class C** fires involve fires in live electrical equipment or in materials near electrically powered equipment.

   d. **Class D** fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

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Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, the asset to be protected, and other factors pertinent to the situation.

3. Proper Use

Remember **PASS** for the proper use of a fire extinguisher

a. **P**ull the pin:
By pulling the pin, the operating lever is unlocked and allows you to discharge the extinguisher.

b. **A**im low:
Point the extinguisher hose/nozzle at the base of the fire.

c. **S**queeze the lever:
This will discharge the extinguishing agent. Some extinguishers may have a button or other means of activation.

d. **S**weep from side to side:
While you are aiming at the base of the fire, you should sweep back and forth until the fire is extinguished. If the fire re-ignites, repeat the process.

Other safeguards include:
• Keep your back to an exit so that there is a viable means of retreating from the fire.
• Stand at least 8 feet from the fire and begin PASS.
• If the fire does not extinguish immediately, leave the fire.
• Have the fire department survey the area to ensure the fire has been extinguished and that there are not concealed areas where a fire could be smoldering.

4. Training

Fire extinguisher training and education will be provided as required by OSHA Standard 29 CFR 1910.158 (g).

1. Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.
2. The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.
3. The employer shall provide employees who have been designated to use fire fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.
4. The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

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5. Location and Marking of Extinguishers

Extinguishers will be conspicuously located, easily identified, and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted brackets will be used as extinguisher locations whenever possible. In most cases extinguishers will be located in hallways or in common areas and not in rooms. They shall be placed just outside of a room and allow accessibility to the room occupants as well as other occupants of the building. Extinguishers should not be stored in locked rooms or offices. Individuals or departments that wish to have fire extinguishers installed in a restricted access area (office, lab, etc.) will be held fiscally responsible for the installation, service, and repair of the unit, as coordinated by the Department of Risk Management.

Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers.

Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate.

4. Condition

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

5. Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, or in cabinets. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor.

Extinguishers mounted in cabinets or wall recesses will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color that will distinguish it from the normal decor.

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control. OSHA requires that the travel distance for Class A and Class D extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster that Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed on the basis of appropriate patterns for Class A and B hazards. It is required that no extinguisher have a travel distance more than 75 feet.

6. Inspection and Maintenance

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Fire extinguishers must be inspected monthly by Baylor Facilities Preventative Maintenance. This inspection should include a visual check of the hose (not cracked), the pressure gage (in the green area), the container (not damaged or dented), and the location (is the unit missing). This requires an inventory of the extinguishers assigned to the building to be used as a checklist. A form listing all fire extinguishers by location for the purpose of conduction the monthly inspection will be provided by Baylor Facility Services. Any discrepancies must be reported immediately to the Department of Risk Management (710-4586) or to Baylor Facility Services (710-1361).

In addition, the Department of Risk Management will periodically check each unit to insure its operation. An inspection will also be made once a year by Central Texas Security & Fire Equipment to insure that all units are in the proper location, that they have been inspected monthly, and that they are in working condition.

Once an extinguisher is selected, purchased, and installed, it is the responsibility of Baylor Facility Services and Central Texas Security and Fire to oversee the inspection, maintenance, and testing of fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged.

7. Additional Fire Extinguishers for a Special Event

Contact Risk Management (710-4586) or the Service Response Center (710-1361) to obtain additional Fire Extinguishers. Training on the use of Fire Extinguishers must be completed prior to the special event. The Department of Risk Management offers formal Fire Safety and Fire Extinguisher training through out the year. For more information, or to set up a class, contact our office at 710-4586.

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[Signature on File] _____ _____

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Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

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Charles D. Beckenhauer Date
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