

**FIRE PROTECTION / EXTINGUISHER
PROGRAM**



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SCOPE

R.W. LaPine, Inc. is establishing this program to protect employees whom may be involved in putting out small fires. At no time is this program establishing a “Fire Brigade”. Large fires or fires producing substantial smoke shall be contained by professional fire departments.

GENERAL RULES

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate. Therefore, the proper storage of fuel and oxygen sources shall be maintained. (Separation of 20 feet or a 5 foot high wall fire rated for 30 minutes.)

Employees shall follow these guidelines:

- Start using the extinguishers from a safe distance (Normally 6 feet) away then slowly move forward.
- Once the fire is out, keep an eye on the area in case it re-ignites.
- Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire.
- When a fire is discovered:
 - Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
 - Call 911 or activate the building fire alarm
 - If the fire is small (and only after having done these two things), you may attempt to use a fire extinguisher to put out the fire.

As you evacuate a building, close doors and windows behind you as you leave. This will help to slow the spread of smoke and fire.

WHEN NOT TO FIGHT A FIRE

Employees shall not fight a fire if any of the following circumstances exist:

- You don't have adequate or appropriate equipment.
 - If you do not have the correct type or large enough extinguisher, it is best not to try fighting the fire.
- You might inhale toxic smoke.
 - When synthetic materials such as nylon in carpeting or foam padding in a sofa burn, they can produce hydrogen cyanide, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.
- Your instincts tell you not to.
 - If you are uncomfortable with the situation for any reason, just let the fire department do their job.
- The fire is progressing too rapidly or too much smoke involved.
 - Evacuate the building don't take risks.
- Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.
 - In case of malfunctions, or something unexpected happens, you need to be able to get out quickly. You don't want to become trapped.

FIRE EXTINGUISHERS

Fire extinguishers shall be of the ABC Type, and properly maintained. The extinguishers shall be visually inspected monthly to verify that they are fully charged and that there is no damage to the unit. Annually they shall be inspected and provided a maintenance check.

TRAINING

Employees will be trained prior to any initial assignment requiring the potential use of a fire extinguisher and annually thereafter.

Employees will be trained in the following:

- Different types of fire extinguishers
 - APW (Air Pressurized Water)
 - CO₂ (Carbon Dioxide)
 - Dry Chemical (ABC)

- The proper method of using a fire extinguisher
 - Using the acronym “PASS”
 - Pull the Pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep back and forth

- Instructed in the different classes of fires
 - Class A: Wood, paper, cloth, trash, plastics-solids that are not metals
 - Class B: Flammable liquids-gasoline, oil, grease, acetone. Includes flammable gases.
 - Class C: Electrical-energized electrical equipment. As long as it is plugged in.
 - Class D: Metals-potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other extinguishing agents.