



Portable Fire Extinguisher Plan

RIM of the World Unified School District

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Safety and Risk Management Department

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Portable Fire Extinguisher Plan

Rim of the World Unified School District

Statement

Rim of the World Unified School District provides portable fire extinguishers for employees to use to extinguish incipient fires. The extinguishers are mounted and located so that they are easily identified and readily accessible to employees without subjecting the employees to potential injury.

Authority and Scope

Authority: California Code of Regulations, Title 8, Section 6151 (Portable Fire Extinguishers)

Scope: This Plan covers the placement, use, maintenance, and testing of portable fire extinguishers to extinguish incipient fires at the workplace.

Plan Administration

The table below provides the personnel and contact information for the Supervisor of the fire extinguisher plan.

Program Contact Information

Function	Name/Department	Contact Information
Supervisor of Maintenance	Jim Zimmer	Work phone: (909) 336-3447

Supervisor of Maintenance

The Administrator will:

- Develop and revise, when necessary, the Fire Extinguisher Plan
- Provide relevant training to personnel who are authorized to use fire extinguishers.
- Develop and implement a fire extinguisher maintenance and update schedule
- Take corrective action when needed

Site Administrator.

The site Administrator will:

- Ensure that only authorized employees use fire extinguishers

Plan Review and Update

The Plan will be reviewed annually. It will be revised when:

- New fire hazards are introduced to the workplace
- The regulations change
- Operations at the facility change that affect accessibility and use of fire extinguishers
- Near misses or accidents demonstrate a failure of the Plan

Definitions

Incipient fire—a fire in its beginning stage that can be controlled or extinguished with a portable fire extinguisher without the need for protective clothing or breathing apparatus.

Portable fire extinguisher—a manually operated, pressurized container that contains an agent that when discharged can extinguish an incipient fire.

Portable Fire Extinguisher Use

[Option 1—Emergency Action and Fire Prevention Plan has been established]

Portable fire extinguishers are provided for use by designated employees as authorized and trained to use them to fight incipient fires. All other employees must evacuate immediately upon the sounding of a fire alarm or when instructed by authorized personnel.

Selection, Types and Locations of Portable Fire Extinguishers

Selection UNIFIED SCHOOL DISTRICT

Portable fire extinguishers have been selected and distributed throughout the District by the maintenance and operations department on the basis of the types of anticipated workplace fires and on the size and degree of hazard that would affect their use.

Fire Extinguisher Inventory that lists each portable fire extinguisher distributed in the facility, its type, and location is available in Maintenance upon request.

Types and Ratings

This facility maintains U.L. (Underwriters Laboratories) - approved extinguishers for the following types of potential fires:

Type A—ordinary combustibles such as wood, cloth, paper, rubber and many plastics

Type B—flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas

Type C—energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances

Type D—combustible metals such as magnesium and potassium (uncommon)

Locations

Portable fire extinguishers are located in or in close proximity to all fire hazard areas. Following is the maximum employee travel distance to any extinguisher in the facility:

Type A—75 feet from a hazard area

Type B—50 feet from a hazard area

Type C—Applicable Type A or B distance

Type D—75 feet from the combustible metalworking area

Fire Extinguisher Operating Procedures

Authorized and trained employees will implement the pull-aim-squeeze-sweep (PASS) system for extinguishing incipient fires. Each employee will determine whether he or she is capable of fighting a fire on a case-by-case basis.

Following are the basic required conditions under which an employee may fight an incipient fire:

- The fire is small and at its beginning stage
- Heavy smoke is not present
- An appropriate fire extinguisher is readily available
- There is an unblocked exit immediately available for evacuation

One or more employees are authorized to get hold of the nearest appropriate extinguisher(s), move to a position upwind of the fire if the air is moving, and operate the extinguisher following the

PASS procedure:

1. P—Pull the pin located in the extinguisher's handle.
2. A—Aim the nozzle at the base of the fire.
3. S—Squeeze the lever or handle.
4. S—Sweep from side to side at the base of the fire until the fire is out or the canister is empty.

Safety Precautions

Employees will evaluate the risks of fighting an incipient fire before attempting to extinguish it.

Escape if the fire grows. If employees elect to put out a fire and it grows too large to control, they will immediately escape through the nearest exit, and close—but NEVER LOCK—the door behind them if possible.

Keep away from hazardous substances. When hazardous substances are involved, smoke and gases released from a fire can be toxic, so employees should never attempt to put out a fire if they have any doubts about their own safety and health. If they have any doubts, employees will evacuate the

area and wait for emergency responders who have the proper equipment and are trained in fire-fighting procedures.

Inspection, Maintenance, and Testing

All portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

Inspection and Maintenance

The lead custodian assigned to the each school sites will visually inspect all portable fire extinguishers monthly according to the following guidelines:

- Extinguishers must be located in their designated location, secured properly and the proper type for the hazard area.
- Access to extinguishers is not obstructed.
- Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
- Legible operating instructions are on the extinguisher nameplate facing outward.
- Seals and tamper indicators are not broken or missing.
- Pressure-gauge readings or indicators are in the operable ranges.
- Inspection tags must be initialed and dated

An annual inspections of each extinguisher will be conducted at the same time the extinguishers are professionally serviced by a third party vendor. The vendor will meet and or exceed the following guidelines:

- Conduct all monthly inspection checks.
- Inspect the hose and nozzle for cracks, blockages, or other damage.
- Inspect the extinguisher shell for corrosion, dents, or other damage.
- Weigh carbon dioxide extinguishers to ensure no weight deviation greater than 10%.

Corrective Actions

Defective extinguishers will be removed, marked or tagged with information about the defect, and placed in a designated location until repair and/or recharging is performed.

The inspector will immediately complete a work order in the School system and indicate a high priority to have a replacement extinguisher in place when portable fire extinguishers are removed from service for maintenance and recharging.

Recordkeeping

The Supervisor of Maintenance will retain a record of the annual inspection and maintenance date for each extinguisher for at least one year after the last entry or the life of the extinguisher shell, whichever is less.

Portable Fire Extinguisher—Inspection and Maintenance Record form and maintenance records available upon request in Maintenance.

Records of inspections and maintenance procedures performed under contract by outside vendors must be submitted to the Supervisor of Maintenance and Facilities at the end of each contract year.

Hydrostatic Testing

All portable fire extinguishers will be hydrostatically tested at regular intervals and whenever they show evidence of corrosion or mechanical damage.

See Attachment for a copy of the Certified Hydrostatic Test Schedule form.

The Supervisor of Maintenance & Facilities will ensure that portable extinguishers are hydrostatically tested at the intervals listed in Attachment except when:

- The unit has been repaired by soldering, welding, brazing, or use of patching compounds
- The cylinder or shell threads are damaged
- There is corrosion that has caused pitting, including corrosion under removable name plate assemblies
- The extinguisher has been burned in a fire
- A calcium chloride extinguishing agent has been used in a stainless steel shell

Extinguishers subject to the exceptions described above will be tested or replaced immediately upon discovery of damage.

An internal examination of cylinders and shells will be made prior to the hydrostatic tests.

Extinguisher hose assemblies.

Hydrostatic tests will be performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval will be the same as specified for the extinguisher on which the hose is installed.

Recordkeeping

The Supervisor of Maintenance will retain a certified record of hydrostatic testing for each portable extinguisher according to the time intervals listed in Attachment. Each record will include the date of the test, the signature of the person who performed the test, and the serial number, or other identifier, of the fire extinguisher that was tested. Such records will be kept until the extinguisher is hydrostatically retested at the specified time interval, or until the extinguisher is taken out of service, whichever comes first.

Training

The site Administrator will submit a request to provide employees authorized to use portable fire extinguishers with Target Solutions training or will provide an alternative educational program upon initial employment and annually thereafter to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

Employees who have been designated to use firefighting equipment as part of an emergency action plan will be trained in the use of the appropriate equipment.