1.0 PURPOSE:

To reduce the risk of fire by eliminating opportunities for ignition of flammable materials and to ensure routine inspections of sprinkler systems are conducted. To comply with all local, state, and federal requirements regarding fire extinguishers and to ensure that all employees are trained in the proper use of fire extinguishers.

2.0 POLICY:

Each Signature facility will comply with local, state, and national fire safety standards. Each Signature facility will have an adequate quantity of ready to use fire extinguishers and fully trained employees in the event of a fire.

3.0 RESPONSIBILITIES:

A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

4.0 PROCEDURE:

A. Every exit within the building must be clearly visible or conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape.

B. Exits shall never be blocked.

C. Any doorway or passageway which is not an exit or access to an exit but may be mistaken for an exit must be identified by a sign reading “Not An Exit” or a sign indicating it actual use (i.e., “Storageroom”). All exits must have signs which are clearly marked by a readily visible sign. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source providing no less than five foot-candles on the illuminated surface. Signs must have six-inch letters with a ¾ stroke.

D. Electrical sources of ignition such as DC motors, switches, and circuit breakers should be eliminated where flammable liquids are handled or stored. Only approved explosion-proof devices should be used in these areas.

E. Open flames, such as cutting and welding torches, furnaces, matches, and heaters should be kept away from jobs using flammable liquids.

F. Only non-sparking tools should be used in areas where flammable liquids are stored or handled.

G. Every effort should be made to eliminate the possibility of static sparks. Proper grounding procedures must be followed when flammable liquids are transferred or transported.

H. Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen.

I. Generally, flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases, other properties such as toxicity, reactivity, and corrosivity also must be considered.

J. Each facility must have an emergency evacuation plan. All emergency exits shall conform to NFPA standards (see Procedure 20.0: Emergency Action Plan).

K. Each fire system will be inspected or tested in a manner and frequency that meets the requirements of appropriate NFPA code section.

L. The water fire suppression system is comprised of a system of risers and branch lines throughout the facility and the hydrants located around the exterior of the facility. The various portions of the system will be tested as follows:

a. Monthly – A test of the sprinkler system will be conducted by Signature personnel each month to the recommendation of the system manufacturer and/or state law. This may include a flow test of each riser system, verification of post indicator valve (PIV), wall valve monitoring, visual inspection of gauges, valves, verification of alarm signal receipt by the control system, and monitoring station. A Monthly Sprinkler System Inspection Form (attached) should be used.

b. Annual – The sprinkler system contractor will do an inspection of all riser valves and controls once per year. The sprinkler system contractor will also do an inspection and test of the fire hydrants (if applicable) once per year.

c. All inspection forms should be retained in a safety notebook or electronic folder at the facility for a minimum of three years.

M. For fire systems which are linked to a central monitoring system, the system will be tested as follows:

a. Monthly – The test of the sprinkler system will include verification that all devices are sending the proper signal to the monitoring system and that the monitoring system is sending the signals through to the central station. This is done in conjunction with the monthly sprinkler system inspection – see L above.

b. Annual – The security system contractor will conduct an annual inspection of the system to verify function and condition of all components. Completed inspection forms must be retained in a safety notebook or electronic folder at the facility for a minimum of three years.

N. Every employee shall receive Fire Extinguisher Training upon hire, and every employee shall receive Fire Extinguisher Training annually.

O. 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.

P. Extinguishers must be installed on hangers, brackets, in cabinets, or on shelves. Extinguishers shall not have a gross weight exceeding 40 pounds and the top of the extinguisher must not be more than five feet above the floor.

Q. Extinguishers must be clearly visible and unobstructed. In locations where, visual obstruction cannot be avoided, directional arrows must be provided to indicate the location of extinguishers and the arrows must be marked with the extinguisher classification.

R. A three foot by three foot no storage zone must be marked on the floor in front of a wall or column mounted extinguisher. Such zone shall be red or red with white stripes.

S. In addition to the normal locations throughout the facility, each facility is required to have fire extinguishers located in the following areas:

- On each forklift
- In each truck
- At the propane storage area
- In the employee breakroom
- In the office

T. There are four classes of fires (described below). The Facility Leader must review the requirements and risks at the facility to ensure that appropriate extinguishers are present:

1. Class A: involve materials such as wood, paper, and cloth which produce glowing embers.
2. Class B: flammable liquids such as such gasoline, oil, paint, etc. and most hydrocarbon liquids which must be vaporized for combustion to occur.
3. Class C: electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, etc.
4. Class D: involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

U. Only fires that meet the following characteristics shall be attempted to be extinguished:

- The fire must be small enough to be extinguished with a portable fire extinguisher.
- The materials that are burning must be known and the extinguisher is the proper type for the materials burning.
- There is an unobstructed escape route should the fire not be extinguished.
- Consideration is made for hazardous or highly flammable materials near the fire.

V. The following procedure shall be implemented when using a fire extinguisher:

- Stand with your back to the exit
- Stand 10-20 feet away from the fire
- Pull the pin
- Aim at the base of the fire
- Squeeze the lever
- Sweep from side to side

W. Fire extinguishers must be tested and inspected by a third party each year. A certification tag must be placed on each extinguisher.

X. Fire extinguishers must be inspected each month by the Safety Committee. The inspection tag on the extinguisher must be initialed and dated each time the extinguisher is inspected.

Y. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

A. Monthly Sprinkler System Inspection Form

6.0 PROCEDURE HISTORY

Original Issue - 8/2018
Revised – 2/2023

NUMBER 11.0 – FIRE PREVENTION & FIRE EXTINGUISHERS

ATTACHMENT A – MONTHLY SPRINKLER SYSTEM INSPECTION FORM

FACILITY: _____ YEAR: _____

MONTH	CHECKED BY	CIRCLE ONE
JAN		PASS
		FAIL
FEB		PASS
		FAIL
MAR		PASS
		FAIL
APR		PASS
		FAIL
MAY		PASS
		FAIL
JUN		PASS
		FAIL
JUL		PASS
		FAIL
AUG		PASS
		FAIL
SEP		PASS
		FAIL
OCT		PASS
		FAIL
NOV		PASS
		FAIL
DEC		PASS
		FAIL

The following items were inspected each month as indicated above:

- Flow test of each riser system
- Verification of Post Indicator Valve (PIV) and wall valve monitoring
- Visual inspection of gauges and valves
- Verification of alarm system
- If the inspection fails, immediate action will be taken to repair (no more than two days).

This form should be retained in a safety notebook or electronic folder at the facility.