

	<b>PORTABLE FIRE EXTINGUISHERS</b>	Doc No:	5101 - 5005
		Issue Date:	19 Jun 2023
		Revision Date	N/A
		Revision:	0
<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 7	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
James Millsaps, Coordinator, Safety & Health	Kelly Bird, Director, Human Resources/Risk Management		

## TABLE OF CONTENTS

PARAGRAPH	PAGE
<b>1.0 PURPOSE .....</b>	<b>2</b>
<b>2.0 DEFINITIONS .....</b>	<b>2</b>
<b>3.0 REQUIREMENTS .....</b>	<b>3</b>
<b>4.0 CLASSES OF FIRES.....</b>	<b>4</b>
<b>5.0 INSPECTION, MAINTENANCE &amp; TESTING .....</b>	<b>4</b>
<b>6.0 TRAINING .....</b>	<b>5</b>
<b>7.0 RECORD KEEPING.....</b>	<b>6</b>
<b>8.0 ABBREVIATIONS.....</b>	<b>6</b>
<b>9.0 DOCUMENT HISTORY .....</b>	<b>6</b>

INTENTIONALLY LEFT BLANK

TITLE PORTABLE FIRE EXTINGUISHERS	SOP 5101 - 5005	DATE 19 Jun 2023
---	--------------------	---------------------

## 1.0 PURPOSE

- 1.1 To provide guidance for the safe selection, use and maintenance of portable fire extinguishers by Okaloosa County employees and contractors.

## 2.0 DEFINITIONS

- **Aqueous Film Forming Foam (AFFF):** fluorinated surfactant with a foam stabilizer which is diluted with water to act as a temporary barrier to exclude air from mixing with the fuel vapor by developing an aqueous film on the fuel surface of some hydrocarbons which is capable of suppressing the generation of fuel vapors.
- **Carbon Dioxide:** colorless, odorless, electrically nonconductive inert gas (chemical formula CO<sub>2</sub>) that is a medium for extinguishing fires by reducing the concentration of oxygen or fuel vapor in the air to the point where combustion is impossible.
- **Class A Fire:** fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.
- **Class B Fire:** fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.
- **Class C Fire:** fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.
- **Class D Fire:** fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.
- **Dry Chemical:** extinguishing agent composed of very small particles of chemicals such as, but not limited to, sodium bicarbonate, potassium bicarbonate, urea-based potassium bicarbonate, potassium chloride, or monoammonium phosphate supplemented by special treatment to provide resistance to packing and moisture absorption (caking) as well as to provide proper flow capabilities. Dry chemical does not include dry powders.
- **Dry Powder:** compound used to extinguish or control Class D fires.
- **Education:** process of imparting knowledge or skill through systematic instruction. It does not require formal classroom instruction.
- **Extinguisher Classification:** letter classification given an extinguisher to designate the class or classes of fire on which an extinguisher will be effective.

TITLE	SOP	DATE
PORTABLE FIRE EXTINGUISHERS	5101 - 5005	19 Jun 2023

- **Extinguisher Rating:** numerical rating given to an extinguisher that indicates the extinguishing potential of the unit based on standardized tests developed by Underwriters' Laboratories, Inc.
- **Halon 1211:** colorless, faintly sweet smelling, electrically nonconductive liquefied gas which is a medium for extinguishing fires by inhibiting the chemical chain reaction of fuel and oxygen.
- **Inspection:** visual check of fire protection systems and equipment to ensure that they are in place, charged, and ready for use in the event of a fire.
- **Maintenance:** performance of services on fire protection equipment and systems to assure that they will perform as expected in the event of a fire. Maintenance differs from inspection in that maintenance requires the checking of internal fittings, devices and agent supplies.
- **Multipurpose Dry Chemical:** dry chemical that is approved for use on Class A, Class B and Class C fires.
- **Sprinkler alarm:** approved device installed so that any waterflow from a sprinkler system equal to or greater than that from single automatic sprinkler will result in an audible alarm signal on the premises.
- **Sprinkler System:** system of piping designed in accordance with fire protection engineering standards and installed to control or extinguish fires. The system includes an adequate and reliable water supply, and a network of specially sized piping and sprinklers which are interconnected. The system also includes a control valve and a device for activating an alarm when the system is in operation.
- **Training:** process of making proficient through instruction and hands-on practice in the operation of equipment, including respiratory protection equipment, that is expected to be used and in the performance of assigned duties.

### 3.0 REQUIREMENTS

- 3.1 Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires on the size and degree of hazard that would affect their use.
- 3.2 Fire extinguishers rated for Class A fires shall be mounted so that the travel distance for employees to any extinguisher is 75 feet or less.

TITLE	SOP	DATE
PORTABLE FIRE EXTINGUISHERS	5101 - 5005	19 Jun 2023

- 3.3 Fire extinguishers rated for Class B fires shall be mounted so that the travel distance for employees to any extinguisher is 50 feet or less.
- 3.4 Fire extinguishers rated for Class C fires shall be mounted so that the travel distance for employees to any extinguisher is 75 feet or less.
- 3.5 Fire extinguishers will be required and maintained only in County vehicles and equipment that came from the manufacturer equipped with them.

#### 4.0 CLASSES OF FIRES

- 4.1 **Class A Fires** are fires involving ordinary combustible materials (wood, cloth, rubber, etc.).
- 4.2 **Class B Fires** are fires involving flammable liquids (oils, grease, paints, etc.).
- 4.3 **Class C Fires** are fires involving energized electrical equipment.
- 4.4 **Class D Fires** are fires involving combustible metals (magnesium, sodium, etc.).
- 4.5 Portable fire extinguishers will be mounted, located and identified, so that they are readily accessible to employees without subjecting the employee to possible injury.
- 4.6 Portable fire extinguishers will be maintained in a fully charged and operable condition. They should be kept in their designated place at all times, except during use.
- 4.7 Portable fire extinguishers will be located so as to be easily identified from a reasonable distance.
- 4.8 Portable fire extinguishers will have as a minimum an inspection tag attached showing an annual maintenance inspection date either punched, stamped or written. For those that have the extinguisher mounted exposed to the elements, a plastic- or plastic-coated card is preferred.

#### 5.0 INSPECTION/MAINTENANCE/TESTING

- 5.1 Portable fire extinguishers shall be visually inspected monthly. This inspection shall include a check of at least the following items:
  - 5.1.1 Located in a designated space.

TITLE	SOP	DATE
PORTABLE FIRE EXTINGUISHERS	5101 - 5005	19 Jun 2023

- 5.1.2 No obstructions to access or visibility.
- 5.1.3 Operating instructions on nameplate legible and facing outward.
- 5.1.4 Seals and tamper indicators not broken or missing.
- 5.1.5 Determine fullness by weighing or "lifting".
- 5.1.6 Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- 5.1.7 Pressure gauge reading or indicator in the operable range or position.
- 5.1.8 Inspection tag securely attached.
- 5.1.9 This inspection will be recorded on the inspection tag and kept with the extinguisher.
- 5.1.10 Extinguishers will be subject to an annual maintenance check by qualified personnel

5.2 Stored pressure dry chemical extinguishers require a 12-year hydrostatic test, will be emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. Non-refillable disposable containers will be discarded after 12 years. All rechargeable dry chemical fire extinguishers require hydrostatic testing every 6 years.

5.3 A replacement fire extinguisher or an equivalent protection will be provided when portable fire extinguishers are removed from service for maintenance and recharging.

## 6.0 TRAINING

6.1 Where portable fire extinguishers are provided for employee's use in the workplace, an education program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting will be in place. Directors and Managers are responsible for coordinating instruction and ensuring training is performed.

6.2 Fire extinguisher training will be provided upon initial employment and at least annually thereafter.

6.3 Training programs will include, but are not limited to the following:

TITLE PORTABLE FIRE EXTINGUISHERS	SOP 5101 - 5005	DATE 19 Jun 2023
---	--------------------	---------------------

- 6.3.1 Classification of A, B, and C fires.
- 6.3.2 Types of fire extinguishers.
- 6.3.3 How to operate fire extinguishers.
- 6.3.4 How to extinguish fires.

**7.0 RECORD KEEPING**

7.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

**8.0 ABBREVIATIONS**

ABBREVIATION	DESCRIPTION
AFFF	Aqueous Film Forming Foam

**9.0 DOCUMENT HISTORY**

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

INTENTIONALLY LEFT BLANK



# FIRE EXTINGUISHER TRAINING FORM

I affirm that I have received training in the use of fire extinguishers in accordance with Okaloosa County's Safety Policies.

The training included but was not limited to the following:

1. Class A, B, C and D fires.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Types of Fire Extinguishers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. How to Properly Operate a Fire Extinguisher.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. How to Properly Extinguish a Fire.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### TRAINEE SIGNATURE:

1. Name (Print):	2. Job Title	3. Department:
4. Signature:		5. Date:

### TRAINER SIGNATURE

1. Name (Print):	2. Job Title:	3. Department:
4. Signature:		5. Date: