

Orange County Risk Management Division

Fire Extinguisher Procedures

The following procedures are effective October 1999:

It is strongly recommended that an employee from each division be designated, in writing, as a Fire Safety Representative. Copy of the designation letter should be forwarded to Risk Management Division. The Fire Safety Representative (FSR) will assume the following responsibilities:

1. Conduct a visual monthly inspection of all extinguishers in accordance with Orange County Safety Manual, Section 8, under Portable Fire Extinguishers and the National Fire Protection Association (NFPA). Monthly inspection procedures are outlined in Attachment 1.
2. After conducting the inspection, the FSR will initial the back of the fire extinguisher tag and record the date of inspection. This will indicate that an inspection has taken place in a timely manner.
3. The FSR will ensure that:
 - a. Risk Management Division is contacted (407-836-9647) when any service is needed including but not limited to notification of low pressure, missing tag, discharged extinguisher, missing pin, etc.
 - b. Information such as the type of extinguisher (i.e., ABC-CO –Water-Halon-Hood system or Industrial system), the floor number, address and zip code of the extinguisher location and the FSR's telephone number as well as the type of service requested is provided. Upon receipt of the request, Risk Management Division will compile all the information and fax it to the vendor. Do not contact the vendor directly by telephone or fax for service, as the vendor will not accept calls from anyone other than Risk Management. The vendor will then contact the FSR to set up a day, time and hour for the service call.
 - c. Once the service has been completed, they sign the work order and obtain a copy. A copy should then be forwarded to Risk Management Division for their records to verify that the service was completed and the vendor can be paid.
4. The FSR shall maintain a listing of the location of each extinguisher including type of extinguisher, serial number, and location as well as the date of annual inspection.

5. The FSR shall ensure that a fire evacuation route is posted in a conspicuous place.
6. The FSR shall ensure that he/she has knowledge of the operation of the fire extinguishers under their cognizance. If training in the operation of fire extinguishers is needed, contact Risk Management Division.

Monthly

In accordance with Orange County Safety Manual, Section 8, "All portable fire extinguishers shall be inspected by the division/department each month with the inspection date and inspector's initials recorded on the extinguisher inspection tag." This inspection is accomplished in the following manner:

1. Ensure the extinguisher is in the location designated by the fire evacuation plan.
2. Ensure that the fire evacuation plan/route is posted in a conspicuous place so that all employees are able to locate the extinguisher in case of emergency.
3. The designated FSR will open the extinguisher case and remove the extinguisher. If the extinguisher is mounted on the wall or in a case, the FSR shall remove the extinguisher and look at the pressure gauge dial located near the top of the extinguisher. The pressure gauge indicator should be in the green section of the dial. If the indicator is below the green portion or past the green section and into the red section, service is required.
4. Continuing the inspection, the FSR should inspect the rubber hose and nozzle, if so equipped, or the discharge nozzle, for any cracks. Check that no foreign materials are stuffed inside the nozzle.
5. Visually inspect the outer cylinder. The FSR should look for deep scratches or dents in the cylinder walls or bottom. Ensure the safety pin is secured by a safety seal (plastic break-away seal) and that the inspection tag is secured to the extinguisher. The date the extinguisher was last inspected by the licensed vendor is indicated by the holes punched on the month and year.
6. Upon completion of the inspection, the extinguisher tag should be initialed and dated by the FSR on the reverse side in the appropriate month. The extinguisher should then be remounted on the wall or in the case.