
Chapter: General Institutional

Subject: Portable Fire Extinguishers Procedure

1. **Purpose**

The purpose of this procedure is to ensure that the College complies with all applicable local, state, and federal requirements related to the location, inspection, maintenance, and use of portable fire extinguishers, and to help the College prepare for fire situations to maintain a safe campus environment. With respect to portable fire extinguishers, the College is subject to Standard 10 of the National Fire Protection Association (NFPA-10), as well as Occupational Safety and Health Administration regulation 29 CFR 1910.157.

2. **Use of Portable Fire Extinguishers**

In the event of a small, manageable fire, *only College employees who have been trained* on how to use portable fire extinguishers in accordance with Section 5 of this procedure should attempt to extinguish the fire. If the fire is too large to be safely extinguished, or if the employee encountering the fire has not been trained on how to use a portable fire extinguisher, the employee should pull a nearby fire alarm and evacuate the building.

3. **Selection and Location of Portable Fire Extinguishers**

- a. Portable fire extinguishers must be installed in College locations with a risk of fire, such as kitchens and academic laboratories, as well as on exit corridor walls and other common areas, and in locations pursuant to applicable county, state, or federal building code.
- b. The College must ensure that the class of portable fire extinguisher selected for a particular location matches the size and degree of the potential fire hazard.
- c. Portable fire extinguishers must be spaced out for use by employees so that the travel distance for any employee from their workstation to an extinguisher is 75 feet or less.
- d. Portable fire extinguishers must be clearly visible or properly marked with signage to ensure they can be quickly located in an emergency, with the handle no more than five (5) feet above the ground for easy access.

4. **Inspection and Maintenance of Portable Fire Extinguishers**

- a. The College shall visually inspect all portable fire extinguishers monthly.

- b. The College shall ensure that all portable fire extinguishers are subject to an annual maintenance check, and shall maintain records of such checks.
- c. The College must ensure that any portable fire extinguisher that does not pass visual inspection or annual maintenance inspection is tagged as out-of-order and is replaced as soon as reasonably practicable.

5. **Training on Portable Fire Extinguishers**

The College shall identify and train all individuals with regular exposure to potential fire hazards on how to use portable fire extinguishers. Such training will be provided upon initial onboarding and at least annually thereafter.

President Initials: FDW

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