

**Alexander County Government
Fire Extinguisher Policy and Training Guidelines**

**FIRE EXTINGUISHER
WRITTEN PROGRAM INCLUDING TRAINING GUIDELINES**

*Written: 06-05-2006
Approved: 06-30-2006*

Alexander County Government Fire Extinguisher Policy and Training Guidelines

- I. Functions of Safety Responder
 - A. Employees trained in the use of portable fire extinguishers may attempt to Extinguish a fire if the following conditions exist:
 - a. All occupants are being evacuated
 - b. Emergency response personnel have been notified
 - c. The appropriate type of extinguisher is available
 - d. The fire is small and contained to the area of origin
 - e. The employee is able to avoid smoky environments and is able to fight the fire with their back to the exit
 - f. If an employee has not attended fire extinguisher training or if he/she is in doubt that all of the above conditions exists, the employee is not to attempt to fight the fire and shall evacuate the building immediately
- II. Training Outline
 - A. Introduction
 - a. Emphasize that a portable fire extinguisher can be a useful firefighting tool, but proper training is required in order for people to use extinguisher safely and effectively
 - B. Discuss the fire tetrahedron
 - C. Discuss the different types of fires (Classes A, B, C, D, & K)
 - D. Discuss the proper type of extinguisher to use on each type of fire
 - E. Discuss fire fighting decision criteria (hazards)
 - F. Explain fire extinguisher use (P.A.S.S.)
 - G. Show video
 - H. Conduct quiz/answer questions (if required)
 - I. Conduct hands-on extinguisher training

**Alexander County Government
Fire Extinguisher Policy and Training Guidelines**

- III. Training and Record Keeping Requirements
 - A. Safety Responders are required to attend annual training
 - B. Training will be offered to all employees
 - C. There will be a minimum of one (1) person per department location required to be trained and maximum number to be trained is unlimited
 - D. Documented training records with employee signatures will be maintained in the Human Resources Department.