Alexander County Government
Fire Extinguisher Policy and Training Guidelines

FIRE EXTINGUISHER
WRITTEN PROGRAM INCLUDING TRAINING GUIDELINES

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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
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.