

1. All employees shall know the location and be properly trained in the operation of all firefighting equipment.
2. Portable fire extinguishers shall be suitable to the conditions and hazards involved. They also will be provided and maintained in good operating condition. Each extinguisher will be serviced at least once a year and tagged and dated to show this.
  - Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible.
    - Extinguishers weighing 40 pounds or less shall be installed so the top is not more than 5 feet above the floor.
    - Extinguishers weighing more than 40 pounds shall be installed so the top is not more than 3 ½ feet above the floor.
  - Fire extinguishers shall not be obstructed or obscured from view.
3. When using a typical extinguisher, follow the “PASS” method. Hold the extinguisher upright and:
  - Pull the pin, stand back eight or ten feet.
  - Aim at the base of the fire
  - Squeeze the handle
  - Sweep at the base of the fire with the extinguishing agent
  - If you aim high at the flames, you won’t put out the fire. Remember, too, that most extinguishers have a very limited operation time, only 8-10 seconds, so you have to act fast and spray correctly at the base of the fire, not at smoke or flames.
4. Gasoline shall never be used as a cleaning agent.
5. An approved safety container shall be used for handling flammable liquids up to five gallons.
6. Post “NO SMOKING” signs in the vicinity of fueling and flammable storage areas.
7. The furnace room shall be kept free of all combustible material and the heating system periodically checked to make sure it is in good operating condition.
8. All electrical installations must follow the National Electrical Code for the class of occupancy that exists.
9. Before quitting for the day, an inspection shall be made of each work area and all equipment for possible fires.
10. In the event of a fire, report the fire first, if possible, then try to extinguish it.
11. The number of the nearest fire department shall be conspicuously posted near the phone in the plant.
12. Rubbish shall only be burned in approved incinerators.

## **Exits**

1. Every building designed for human occupancy shall be provided with exits sufficient to permit the prompt escape of occupants in case of emergency.
2. All passageways to exits must be unobstructed and accessible at all times.
3. Exits shall be marked by readily visible signs reading EXIT with letters not less than 6 inches high.

4. Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located as to be likely mistaken for an exit, shall be identified by a sign reading "Not an Exit" or shall be identified by a sign indicating its actual character, such as "To Basement".
5. Where occupants may be endangered by the blocking of any single exit due to fire, there shall be at least two means of egress removed from each other.