

**CITY OF SEASIDE**  
**Standard Operating Procedure #73**  
**Fire, Smoke, and Fire Extinguisher Procedures**

**I. PURPOSE**

The purpose is to establish procedures to be followed in case of fire or smoke, methods for fire prevention, and operating procedures for fire extinguishers.

It is the responsibility of all employees to familiarize themselves with the floor plan (including the location of all fire extinguishers) and emergency evacuation plan for their assigned work location.

**II. FOR FIRE INSIDE YOUR OFFICE**

1. Call 911 to report the fire.
  - a. Give your name and state that you are with the City of Seaside.
  - b. Give your address.
  - c. Give your location (Division/Section).
2. Alert others in the building by pulling fire alarm trip switch.
3. Attempt to extinguish fire with hose or extinguisher, only if fire is small and localized. **LIFE SAFETY ALWAYS COMES FIRST!**
4. If you cannot safely extinguish the fire:
  - a. Evacuate the area;
  - b. Close all doors and windows as you leave; and
  - c. Follow evacuation procedures.

**III. FOR FIRE OUTSIDE YOUR OFFICE**

1. Call 911. (Refer to II. 1).
2. If a door stands between you and the fire, feel the door – **IF IT IS HOT** – **DO NOT OPEN IT!**
  - a. Call the Fire Department again, and tell them your situation.

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- b. Place material along the bottom of your door to keep out the smoke.
  - c. **RETREAT** – Close as many doors between you and the fire as possible.
  - d. If an outside window is available, open it or break it and hang a light colored material out to attract attention.
3. If the door is not hot – **OPEN IT CAUTIOUSLY** – stand behind the door and prepare to close it fast.
  4. Walk to the closest safe stairway or exit.
    - a. Activate the fire alarm trip switch.
    - b. Follow evacuation procedures.

**IV. PREVENTING FIRES**

1. Do not allow accumulation of trash or waste material.
2. Throwing or storing trash, empty boxes or other packaging materials in the staircases or exits is **NOT PERMITTED**. It is your main exit and could trap you in an emergency if full of flammable material.
3. Do not empty ashtrays in wastepaper baskets that contain paper or other flammable material. Do not throw cigarette butts into wastebaskets, dumpsters, or onto rugs.
4. In the event a wastepaper basket catches fire and no water is immediately available, place another metal basket over it to smother the fire – then follow with water.
5. Keep wastepaper baskets away from draperies.

**V. OPERATION OF FIRE EXTINGUISHER** (instructions also located with extinguisher)

1. Procedure
  - a. Pull the safety pin (usually a twist-pull action).
  - b. Aim nozzle, horn or hose at the base of the fire.
  - c. Squeeze the trigger handle.
  - d. Sweep slowly from side to side.

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2. **ALWAYS** recharge a fire extinguisher once it has been discharged (even if it is only used for a few seconds).
3. **ALWAYS** maintain an area of three (3) feet clearance around **ALL** fire protection equipment.

**VI. TYPES OF EXTINGUISHERS**

1. The fire extinguishers in City Hall are dry chemical. Their range is 10 feet and their contents can be discharged in 60 seconds.
2. A Halon fire extinguisher designed for use only on computers is located inside the server room. This extinguisher is to only be used for computer fires only and is not to be used in a confined space.

**X. TRAINING**

All City employees shall be trained on this plan and fire extinguisher use when they are initially hired. All City employees shall be retrained any time this plan is modified or updated. Employees will receive annual training on fire extinguisher use.

**XI. DOCUMENTS**

1. Related Documents: Documents related to this procedure include:
  - SOP #72 - Fire Prevention Plan
  - SOP #74 - Evacuation Plan
  - No Smoking Policy

2. Document Control

The Safety Committee is responsible for maintaining this procedure. The procedure shall be reviewed annually and revised at the time of any change which would materially alter the plan.

**XII. RECORDS**

1. The City shall maintain records that certify that each employee:
  - a. Has had initial training in this plan;
  - b. Is trained anytime the plan changes; and
  - c. Is trained anytime the employee's responsibilities change such that the fire hazards he/she may be exposed to change.

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2. These training records will be kept by the Departmental Safety Coordinators in accordance with the City's Injury and Illness Prevention Program record keeping policy.

**XII. REFERENCE**

Title 8, Code of California Regulations, §6151, *Portable Fire Extinguishers*.