

# VILLAGE OF BLOOMINGDALE FIRE PREVENTION

## I. INTRODUCTION

One of the most fearsome and damaging disasters that can occur in the workplace is fire. Fires can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

## II. SAFETY PROCEDURES

### A. Display & Access

1. The emergency evacuation maps shall be posted in every work area in all Village facilities.
2. Fire extinguishers and equipment shall be prominently displayed for usage, and kept in working condition, clear for easy access at all times.
3. All fire exit doors shall be kept closed, with illuminated signage, with clear access to the exit at all times. Exits shall **NEVER** be locked, chained or otherwise from the inside.

### B. Fire Extinguishers

#### 1. How to Use Fire Extinguishers- PASS

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

#### 2. Types of Fire Extinguishers

**Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

**Class B** fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish.

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**Class C** fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.

**Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only.

**Water extinguishers** or APW extinguishers (air-pressurized water) are suitable for **class A fires only**. Never use a water extinguisher on grease fires, electrical fires or class D fires - the flames will spread and make the fire bigger! Water extinguishers are filled with water and pressurized with oxygen. Again - water extinguishers can be very dangerous in the wrong type of situation. Only fight the fire if you're certain it contains ordinary combustible materials only.

**Dry chemical** extinguishers come in a variety of types and are suitable for a combination of **class A, B and C fires**. These are filled with foam or powder and pressurized with nitrogen.

**BC** - This is the regular type of dry chemical extinguisher. It is filled with sodium bicarbonate or potassium bicarbonate. The BC variety leaves a mildly corrosive residue which must be cleaned immediately to prevent any damage to materials.

**ABC** - This is the multipurpose dry chemical extinguisher. The ABC type is filled with monoammonium phosphate, a yellow powder that leaves a sticky residue that may be damaging to electrical appliances such as a computer

### C. Flammable Materials

#### 1. Storage & Placement

- a. Oily rags and other flammable wastes shall be kept covered in metal containers. Such debris shall be removed from shop buildings as soon as possible and, never left unattended in a Village facility overnight.
- b. Hazardous materials must be located away from heat, flame, water & damage.
- c. Cleaning and other solvents marked **Extremely Flammable** (a flash point below 140 degrees) shall be kept in OSHA approved safety containers or fire cabinets.
- d. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. shall be handled and dispensed in smaller (one gallon) OSHA approved safety containers, having a spring-lift cap.
- e. All containers must be labeled as to their contents.

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- f. The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed.
- g. Hazardous operations, including welding, grinding, and cutting, shall be isolated away from other operations and any flammable materials.

2. **No Smoking**

- a. The Village of Bloomingdale is a no smoking facility in accordance with the requirements of Smoke Free Illinois. The Village of Bloomingdale is an Equal Opportunity Employer.
- b. Any smoking outside of Village Facilities or Vehicles shall not be in areas where hazardous substances are present.