

Agency Name
Transit Policies and Procedures

Subject	Fire Extinguishers
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Provide instructions for safe and effective use of fire extinguishers during fire emergencies.

Definitions

Fire extinguisher: A portable device that discharges a jet of water, foam, gas, or other material to put out a fire.

Procedure

Equip all Agency vehicles with a minimum 5-pound fire extinguisher. Instruct Drivers to verify that all fire extinguisher certification tags are up to date during their daily pre-trip inspections.

Drivers are not required to fight a fire and should only use a fire extinguisher if all of these conditions apply:

- Dispatch and 911 have been contacted.
- Vehicle is evacuated.
- Fire is small and contained.
- Exit is clear and fire can be fought with Driver's back to the exit.
- Driver can stay upwind to avoid smoke.
- Fire extinguisher is immediately at hand.
- Driver knows how to properly use the extinguisher.

The extinguisher should be aimed at the base of the flames and the following P.A.S.S. method should be applied:

- P – Pull the pin on the extinguisher handle.
- A – Aim the hose at the base of the flames from a safe distance.
- S – Squeeze the handle of the extinguisher in two to three second bursts.
- S – Sweep from side to side to spread the material over the affected area.

If Drivers are unable to extinguish the fire or if personal safety is impacted, they should close the doors (leaving them unlocked) and move away from the fire.

Fire extinguishers should be recharged immediately after use. If discharged even a small amount or if the pin is pulled for any reason, a replacement should be provided. Agency fire extinguishers should be inspected as part of the annual maintenance inspection.

Responsibilities

The Transit Director is responsible for equipping all Agency vehicles with fire extinguishers and should ensure that all fire extinguishers have been charged and inspected. Drivers are responsible for verifying that certification tags are current.