



### Introduction

First and foremost, let the fire department fight fires. In the event of a fire building occupants should move away from the immediate location of the fire, pull the building fire alarm, and evacuate the building.

The main reasons for having fire extinguishers readily available are to suppress a fire along an escape route so trapped persons can exit a burning structure and to extinguish or contain a fire to protect property. Remember, life safety is more important than saving property.

### Responsibilities

#### *Environmental Health and Safety*

Environment Health and Safety (EHS) will supply and maintain approved fire extinguishers and various suppression systems in campus facilities, excluding Housing and Dining Services and Student Affairs buildings.

#### *University Staff and Students*

University staff and students are responsible for knowing:

- Fire evacuation routes,
- Locations of fire extinguishers, and
- Locations of fire alarm pull stations.

Teaching personnel, supervisors, and others who have groups of people under their direction are responsible for ensuring the orderly evacuation of these people in the event of a fire or fire alarm.

### Requirements

The University has a legal obligation to conform to the regulations issued through the Uniform Building and Fire Codes as adopted by the State of Oregon:

- Fire extinguishers will primarily be placed in hallways and made accessible within 50-75 feet of travel.
- Extinguishers will not be placed inside rooms (including laboratories), unless there is a very specific risk identified by the Corvallis Fire Prevention Officer or EHS.

Additional extinguishers may be available upon request after review and approval by the Corvallis Fire Prevention Officer or EHS.

### Training

University employees should not use fire extinguishers unless they have been formally trained in the proper operation of extinguisher use. If you would like to receive this training, please watch the Employee Fire Extinguisher Training Video (See [Reference Material](#)).

It is the sole responsibility of the supervising employee to ensure all employees under their direction obtain fire extinguisher training if employees want to use fire extinguishers. This training must be documented with the date and name of person(s) who received this training. Training records must be held onsite.

### Required Monthly and Annual Inspections

EHS will inspect fire extinguishers monthly and annually that are required by code.

If a department would like to purchase an extinguisher for use in their space, then contact EHS for approval.

#### *Monthly Inspections*

Upon approval from EHS, it is now the duty of the department to inspect the extinguisher every month verifying:

**Contact EHS:**  
safety@oregonstate.edu  
oregonstate.edu/ehs/  
541 • 737 • 2273

- The zip-tie or plastic strip is intact holding the pin in position,
- The gauge reads “charged” or is in the green zone,
- The extinguisher is undamaged,
- All parts are in working order, and
- The inspection is documented and includes a list of the fire extinguisher(s) present, inspector’s name, and the date. This record must be held onsite.

### **Annual Inspections**

Every year, fire extinguishers need to have an annual inspection performed. This requires a trained individual to analyze the extinguisher and verify its working order. If you have questions about this service then please contact us.

### **Fire Extinguishers in Other Work Settings**

#### **Vehicle Extinguishers**

The University’s policy for regulating fire extinguishers is limited to occupied building spaces. EHS does not monitor or maintain fire extinguishers in personal, state issued, or departmental vehicles/boats/etc. It is our recommendation that the department purchase their own UL listed fire extinguisher from a reputable source (e.g. home improvement stores) and inspect it monthly (see **Monthly Inspections** section above).

#### **OSU Farm/Off-Campus Worksites**

It is not recommended to supply an extinguisher at an off-campus site where there is no relevant hazard or source of ignition present. Common hazards where a fire could be imminent would include a power supply to a building, the presence of ordinary combustibles, and/or the storage of fuel or flammable chemicals. EHS can audit these locations to determine the risk and hazards present.

### **Additional Information**

If any department has questions about fire extinguishers in their work space, or which class of fire extinguisher is appropriate for their work space, then contact EHS.

### **Reference Material**

- [Laboratory fire safety \(external link\)](#)
- [Employee Fire Extinguisher Training Video](#)

