

**400 FIRE PREVENTION**

**1 of 1**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

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**401 INCIDENT REPORTING SYSTEM**

**1 of 2**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Procedure**

1. Complete a National Fire Incident Reporting Service (NFIRS) report for every fire incident in the East Lake District and/or Mutual Aid Response.
2. A hard copy generated from the County Computer shall be printed by the Officer-In-Charge (OIC) for all fires.
3. The hard copy will be submitted to Fire Prevention Division prior to the completion of the shift that the incident occurred.
4. Upon request, a report will be forwarded to the Chief of the Department for review.

**401 INCIDENT REPORTING SYSTEM**

**2 of 2**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Examples:**

**Code 1: Medical/Code 7: Water Rescue/Code 8: Air Transport**

Pinellas County EMS Report

**Code 2: Single Engine**

NFIRS-2

NFIRS-2 (if injury)

Pinellas County EMS (if injury)

**Code 3: Auto Accident**

Pinellas County EMS

NFIRS - 1

**Code 4: Structure Fire/Code 10: Brush Fire/Code 12: Car Fire**

NFIRS-1

NFIRS-2 (in injury)

NFIRS-3 (if FF injury)

Pinellas County EMS (if injury)

ELFR 406 (suspicious fires)

**Code 5: Fire Alarm**

NFIRS - 1

**Note:** if working Fire - Code 4

**Code 6: Haz Mat Incident**

NFIRS - 1

NFIRS - 2 (if injury)

NFIRS - 3 (in FF injury)

Pinellas County EMS (if injury)

**Mutual Aid Fires**

NFIRS-1

**402 Safety Surveys**

**1 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Purpose**

To familiarize all personnel with local businesses in the District, and to obtain emergency business information to complete building surveys, safety surveys, and pre-planning.

To gain knowledge of possible hazardous conditions which could result in other related emergencies. To maintain department records and documents for future reference, that will require quick decisions and formulation of plans of attack based on knowledge of structure and its contents.

**Responsibilities**

Under the direction of the Fire Prevention Division, Engine Companies will perform, on a regular basis, safety surveys of all local businesses to obtain and maintain current information concerning re-evaluation of pre-fire plans and to update business emergency information. The D/C from each shift will be responsible for final work product.

**Fire Safety Surveys**

Safety Surveys are the single most important non-fire fighting activity performed by the fire service. A well-planned fire prevention program, executed by conscientious well-trained individuals, can prevent many fires.

1. To detect and eliminate fire hazards.
2. To collect valuable information for the development of pre-fire plans.
3. To familiarize the fire company with the facility and area.
4. To inform and educate people.
5. To improve public relations.

All changes are to be highlighted in yellow.

**402 Safety Surveys**

**2 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Method of operation**

An individual conducting a fire safety survey must have confidence in his/her ability to meet the public, to make a favorable impression and to judge conditions.

1. Personnel are expected to present a good image and to conduct themselves professionally at all times.
2. Be prepared. Review the requirements for the type occupancy before you start the safety survey process.
3. Make a favorable impression in your greeting. Personnel shall identify themselves to the owner, manager, or person in charge and ask if it would be possible to conduct a Fire Safety Survey of their occupancy. If they are too busy, ask if you could schedule a survey at a more acceptable time. Remember, a favorable impression is projected from an individual's attitude. The "I have the right", "I have the power"-or "I have the authority" attitude is certain to antagonize or provoke them.
4. If possible, have the person in charge accompany you during the safety survey.
5. Make sure your safety survey is thorough. Utilize the department's safety survey forms at each establishment, making sure all areas are completed, unless they are not applicable. The following forms are needed to complete a safety survey:
  - a.) Fire Safety Survey form
  - b.) Inspection Detail report form
  - c.) Pre-plan form
  - d.) Fire Inspection for occupancies with kitchens (if applicable).
6. If you feel an occupancy exceeds your capabilities or if there are an excessive number of violations, the Fire Marshal should be notified.
7. Allow a reasonable amount of time for corrective action to take place (no more than 30 days unless approved by Fire Prevention). If corrective actions can be corrected immediately, then it should be done in your presence and so noted the safety survey form.
8. When the safety survey is completed, review your findings with the owner/occupant. If any corrective actions were noted, have the owner/occupant acknowledge by their signature on the Fire Safety Survey form and give them the white copy.

**402 COMPANY INSPECTION**

**3 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Building & Detail Report Forms**

The previous building survey will be returned to each assigned individual for review. Changes will be highlighted in yellow. When the changes have been entered into the computer, a red line will be drawn on the form to acknowledge completion.

**II Fire Safety Survey Form**

**NOTE:** Remember to review the requirements for type occupancy,—before you conduct the fire safety survey. Be careful not to check a corrective action that may not be required for that type occupancy, and; if in doubt, ask Fire Prevention.

**A. Safety Survey with corrective actions found**

1. If a corrective action is marked, then write the correction needed in the remarks area of the form. Have the owner/occupant acknowledge the corrective actions by their signature and give them the top copy.
  - a. The yellow copy, along with the Detail Report form, is to be sent to Fire Prevention office for their file.
  - b. The pink copy is retained by the assigned individual.

**NOTE: VERY IMPORTANT - We go back and do the resurvey on or before the date noted on the form. Also, if you get a station change - it is your responsibility to make arrangements to see that the safety survey gets done on time.**

**B. Resurvey - Some corrective actions still exist**

1. If; during a safety survey; you find some corrective actions still exist, then make out a new survey form and note in the remarks area that this is the 1<sup>st</sup>/ 2<sup>nd</sup>, resurvey, and that corrections still exist or have been corrected.

**402 Safety Surveys**

**4 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**C. Resurvey - Found Satisfactory**

1. If all the corrective actions are found corrected on your re-visit, then place your copy and the occupant's copy together and "check off" the Satisfactory block; mark in the resurvey date and sign the form.
2. Give the white copy back to the occupant and send your copy to the Fire Prevention office for filing.
3. If occupant lost white copy, complete new Fire Safety Survey form, leaving the white copy for occupant. Note on Fire Safety form that occupant lost original – 2<sup>nd</sup> copy.

**D. Safety Survey - Found Satisfactory - First Visit**

1. If a Fire Safety Survey was found Satisfactory on a first visit, then mark the block that states: "The above premises were surveyed and found to be satisfactory." Sign the form, give the white copy to the occupancy, send yellow and pink copy to the Fire Prevention office.

**E. Safety Survey - Non Compliance**

1. If you have done two re-inspections of an occupancy and they still have not complied with noted corrective actions, then you may pass the safety survey on to Fire Prevention. Please attach a note to your last copies of the safety survey for that occupancy explaining why occupancy did not pass the safety survey.

**402 SAFETY SURVEYS**

**5 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

FIRE SAFETY SURVEY  
FIRE PREVENTION BUREAU

Chapter 4A-48  
Fire Safety Standard for Fire Alarm Systems

Recently, the State Fire Marshal's Office enacted a new rule, 4A-48, Fire Safety Standards for Fire Alarm Systems.

The purpose of this rule is to establish standards, by rule, for the installation, maintenance, alternation, repair, monitoring, inspection, replacement, or servicing of fire alarm systems. Specific Authority 633.70(4), F. S. Law Implemented 633.70, 633.701, F. S.

These rules apply to both new and existing fire alarm systems. This rule went into effect June 1990.

A test certificate shall be provided to the consumer when a fire alarm system is installed, serviced, tested, repaired, improved, or inspected. The local Fire Department may require more information if deemed necessary.

In addition, alarm systems shall be tested at least annually by those persons licensed pursuant to F. S. 489. A new standard service tag meeting the requirements of this rule, shall be securely affixed to the fire alarm control of each fire alarm system which is installed and each time a system is installed, service, tested, repaired, inspected, or improved.

The Fire Department may require corrective action for any system deemed non-functional.

If there are any questions, please do not hesitate to contact Fire Prevention.

**402 SAFETY SURVEYS**

**6 of 6**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**ATTENTION**

**COMPANY IN-SERVICE INSPECTORS**

**NOTICE**

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

SHALL CONDUCT AN INSPECTION PRIOT TO

OCCUPANCY PER FIRE PREVENTION CODE

N.F.P.A 1 (CHAPTER 1, 1992)

\*THIS NOTICE SHALL REMAIN\*  
POSTED UNTIL REMOVED BY  
A FIRE OFFICIAL  
CALL FOR INSPECTION

DATE: \_\_\_\_\_

\_\_\_\_\_  
FIRE MARSHAL  
727-784-8668

We are now using the above decal on vacant occupancies as we find them. Hopefully, this will give us a better knowledge of who is moving into our District.

Each engine crew will have decals available in case you come across a vacant occupancy. Decals should only be applied to glass surfaces, such as the door glass or window, where there is no chance of scratching/damaging the surface when decal is removed.

If you should post a decal, please fill out and forward to the Fire Marshall's Office an Inspection Report noting the occupancy is vacant. If there are any questions, please contact Fire Prevention.

**403 PRE-FIRE PLANS**

**1 of 2**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Responsibilities**

Driver Engineers will develop, update, and maintain Pre-Fire Plans to be kept available on all emergency primary response vehicles. During the annual Fire Safety Survey, preplans will be updated. In addition, any additional information that is pertinent to the occupancy that may be an aid in the prevention and/or limitation to the loss of life and property shall be noted.

Fire Prevention shall assign sections of the District to each shift and Station for inspections and preplan development. The District Chief will assure that the assigned preplans are updated on a monthly basis.

**Objectives**

To develop, maintain and review Pre-Fire Plans for the East Lake Tarpon Special Fire Control District as assigned by the Division Chief of Fire Prevention. This will allow personnel an opportunity to familiarize themselves with our primary response structures, the occupants and any hazard or potential hazard that may exist under emergency conditions. Familiarity, public relations and review of these plans are all essential parts of East Lake Tarpon Special Fire Control District's "Plan of Operation".

Pre Plan(s) will be on a CD at each station for the Driver Engineers. When changes are needed to existing plans, or the creation of new pre plans, it is the responsibility of the Driver Engineers. Changes to existing pre plans and new plans are to be reviewed by the Lieutenant and District Chief and sent to Fire Prevention Office via email at [www.fireprevention.com](http://www.fireprevention.com).

403 Pre-Fire Plans

2 of 2

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Fire Flow Calculations**

Before you can determine whether or not the water supply is adequate for a structure, you must figure the minimum fire flow required. To determine the minimum amount of (water) fire flow needed for a structure, find the total square feet (area) in an undivided non fire-stopped area.

If you have a structure, single or multi-storied, with no rated fire stops to contain the fire, you would figure the total area of the structure. If you have a structure of modern construction with rated doors, stairwells and/or elevator shafts, figure the volume of two floors.

Formula:

$$L \times W \div 3 \times \text{Stories} = \text{GPM}$$

L = Length W = Width

Example 1: 50 x 100 four story structure without proper fire stops.  
 $50 \times 100 \div 3 \times 4 = 6667$  GPM required  
L W  $\div 3$  Stories

Example 2: 100 x 200 multi-storied structure with fire resistant construction.  
 $100 \times 200 \div 3 \times 2 = 13333$  GPM required  
L W  $\div 3$  Stories

This formula is based on light to moderate fire loading and doesn't take into consideration heavy run off or water needed for exposures. Water requirements under certain conditions can and will require three times what the basic formulas indicate.

The formula is based on a rule of thumb that will handle most situations encountered on the fire scene and will allow you, through fire flow test information obtained from the water department or tests that you have run yourself, determine if adequate water supply is available from hydrants and mains that protect the structure.

Water flow determination documented on the Pre-Plan forms shall be from the HT04081 Account. When entering this information, use "Flow 2" GPM for the necessary hydrant information.

If the minimum fire flow is not available in the immediate area, what steps can be taken to augment the fire flow? Example: Can the water Department boost volume and pressure in the area? Will relay pumping with the use of the hose truck be practical? Is the use of the fire boat for inland pumping possible? How many extra pumps will be needed to supply water to pumps at fire?

**404 HYDRANT FLOW TEST & MAINTENANCE**

**1 of 5**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Purpose**

To create a guideline for annual hydrant flow test and maintenance.

To familiarize all personnel with locations of existing and new hydrants and to obtain water supply information for pre-fire plans.

**Responsibilities**

Fire Prevention shall assign designated sections of the District, to be known as the NORTH, CENTRAL and SOUTH. The District Chief will assure that the hydrant assignments are completed.

The Driver Engineer, under the direction of the Shift Lieutenants, shall coordinate shift duties with the annual hydrant inspections and ensure the completion of the annual flow testing and hydrant maintenance of his/her respective section prior to **November 15.** A minimum of **twelve (12) hydrants** will be tested and entered into the County System on a **monthly basis.** The Driver Engineers are responsible for the testing, maintenance, reporting hydrant deficiencies to Fire Prevention, data entry, keeping hydrant log book up-to-date, and the follow up of reported hydrant deficiencies. New hydrants found within assigned areas will be reported to Fire Prevention for number assignment. All new hydrants within assigned area will be tested when found.

**Flow Tests**

- Use pitot gauge to obtain PSI .
- Cap gauge to determine static and residual pressure.

**Record Keeping**

- All hydrants, after being flowed, will be entered into the computer data base.

**Hydrant Maintenance**

- Flow hydrants annually to determine correct operation.
- When placing hydrant back in-service, flow hydrant to determine any change in pressures.

**404 HYDRANT FLOW TEST & MAINTENANCE**

**2 of 5**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

The Hydrant Testing and Maintenance Program is allocated to each shift (56, 57, 58 A. B. C). Each Shift will be provided with a hydrant work sheet. County owned (O) Out-of-Service (OOS) hydrants need to be reported to Fire Prevention via Department E-Mail.

Fire Prevention will put in a request for service with proper authority. The Pinellas County Contact fax number for public hydrants is 453-6731.

Private hydrants need to be reported to Home Owner Associations and/or Management Companies.

Any hydrant reported OOS whether public or private will be logged in the hydrant log book.

The hydrant log books shall be kept in each of the first response units.

**It is imperative to follow up on (on a weekly basis) hydrants that are out of service.**

**404 HYDRANT FLOW TEST & MAINTENANCE**

**3 of 5**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**COMPUTER ENTRY**

LOGIN

UNDER MASTER MENU

LOGTO HT04081

HYDRANT TEST SYSTEM MAIN MENU

1 = Enter flow test/service data

HYDRANT TEST SYSTEM ENTRY MENU SUB-MENU

1 = Enter, revise, delete flow data

HYDRANT TEST SYSTEM TEST DATA ENTRY SCREEN

Enter hydrant number: enter  
Date of Test: enter  
New Test: Y enter Y enter  
Time Flowed: enter  
Personnel Number enter  
Outlets flowed: 1 enter  
Orifice Tested: 2.50 enter  
Static Pressure: enter  
Residual Pressure: enter (if tested)  
Pitot Pressure: enter (if tested)  
Record Flow 2 for pre-plans

**HYDRANT SAFETY AND FLOW TESTING**

1. All of East Lake Tarpon Special Fire Control District hydrants are the dry barrel type.
2. **DO NOT** stand in front of outlets when removing caps. If cap is spurting water under pressure while it is being removed, this tells you that the hydrant is pressurized and there is potential for injury. Recheck the off position of the hydrant. Open and close the hydrant a couple of times if necessary to clear debris or incrustation away from the foot valve. After closing, back off (counter clockwise) 1/4 to 1/2 turn to open drain.

**404 HYDRANT FLOW TEST & MAINTENANCE**

**4 of 5**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

If for obvious reasons the hydrant appears to be unsafe to test, report it out of service. Place out of service hydrant bag over hydrant.

3. Water hammer is a very real concern. Open and close hydrants slowly. No quarter turn or gated valves should be used in conjunction with hydrant testing. East Lake Tarpon Special Fire Control District has a liability for broken plumbing, fixtures, water heaters, etc. Household belongings damaged from such an event also falls within this liability, not to mention the costs of replacing mains and the loss of water supplies in the area of an incident.

**WARNING:** No one, including the operator, should stand in front of a discharge outlet or steamer when a hydrant is being opened. The general construction of hydrants, as well as the surge of water from the main may cause the discharge outlet to blow out of the barrel section.

1. **INSPECT HYDRANT THREADS** - Remove all hydrant caps and inspect for thread damage. Clean and lubricate all outlet threads. Be sure gaskets are in good condition. Put all but one 2 1/2" cap back on the hydrant.
2. **FLUSH HYDRANT** - Open main valve half way to the position at which the drains open. Allow water to flow through the drains under pressure for about 10 seconds. This will flush the drains. (It will take approximately 10 turns of the hydrant wrench.) This will also flush the hydrant barrel of contaminants which could cause damage to the gauge. Close the hydrant and back off (counter clockwise) 1/4 to 1/2 turn to open drain. Proceed to #3 immediately.
3. **CHECK DRAIN** - Place hand over 2 1/2" discharge outlet on the hydrant. If the hydrant is draining properly it will create some suction on your hand. If there is no vacuum, check for draining by looking into the steamer opening for water level. If not draining, report hydrant.
4. **CHECK HYDRANT OPERATION** - Place 2 1/2" cap/gauge on discharge outlet. Open bleeder provided on 2 1/2" cap/gauge. Once air is bled, open hydrant fully, checking ease of operation. If stem action is tight, repeat operation several times until opening and closing action is smooth and free. Water conditions may be such as to cause "hard water build-up" on stem threads. This series of opening and closing operations usually is sufficient to remove this build-up. If main valve rod is still hard to operate, report hydrant.
5. **STATIC PRESSURE READING** - Open the hydrant all the way. While the hydrant is under full pressure, check the leakage at joints and around outlets. Take 2 1/2" cap/gauge reading at this time and record it under the static pressure reading on the worksheet. Once static pressure is recorded, shut hydrant off completely.

**404 HYDRANT FLOW TEST & MAINTENANCE**

**5 of 5**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**6. RESIDUAL AND FLOW READINGS - Remove the last 2 1/2" cap.**

- A. Put tip on the pitot gauge on 2 1/2" discharge.
- B. Fully open the hydrant.
- C. Take pitot reading.
- D. Take the reading from the 2 1/2" cap/gauge while the water is flowing from the hydrant. This will be the residual pressure

**IMPORTANT** - Excessive flushing agitates and stirs sediment in the bottom of the water main, rendering water unpalatable for drinking and cooking. It also causes damage to plumbing fixtures and water heaters. For health and safety reasons, once hydrant is opened and the water appears milky looking, continue flushing until water clears.

- E. Slowly close the hydrant. Now record both residual and flow (pitot) readings on the worksheet.

**7. PUTTING HYDRANT IN SERVICE - Replace caps. Tighten with a hydrant wrench, then back them off slightly so they will not be excessively tight, and leave tight enough to prevent removal by hand.**

**8. OBSTRUCTION OF HYDRANT - Check to see that the hydrant is in plain view from all street approaches. Remove minor obstructions. If too overgrown, there are poles, fences, hedges, etc., obstructing view or preventing full use of the hydrant, report it to Fire Prevention.**

**405 BURN PERMITS**

**1 of 1**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Purpose**

East Lake Tarpon Special Fire Control District shall document and maintain control of all controlled burning within the District, by virtue of the provisions of the Pinellas County Open Burn Ordinance Section 58, Article V (open burning).

**Responsibilities**

East Lake Tarpon Special Fire Control District shall inspect each burn site before a burn permit is issued. The use of Air Curtain Incinerators is the only means of combustion of land clearing debris. No Air Quality Division Department permits are required for Air Curtain Incinerators that are designed and used as portable units and that will not operate on any one site for more than six months in any year. Prior authorization to use a portable Air Curtain Incinerator must be obtained from the local control authority.

The Company or individual responsible for maintaining the burn-pit site must notify East Lake Tarpon Special Fire Control District each day of burning. The Fire Marshal or Shift Commander shall be notified of citizen complaints and investigate problems. East Lake Tarpon Special Fire Control District reserved the right to re-inspect the burn-pit site, for purposes of revoking or refusing further burning.

A burn permit will be issued after burn site has been inspected and approved for permission to burn. This form will be kept on file in Fire Prevention.

**Objectives**

Air Curtain Incinerators may operate as portable units provided that the following conditions are met:

- a. Pit width, length, and side walls shall be properly maintained so that the combustion of the waste within the pit will be maintained at an adequate temperature and with sufficient air recirculation to provide enough residence time and mixing for complete combustion and control of emissions. Pit width shall be 7 to 12 feet, and length of the pit shall be no longer than the manifold of the incinerator. (Reference: Pinellas County Ordinance 17-5).

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Purpose**

To ensure thorough investigations of all fires to determine cause of origin which result in life or property loss.

**Non-Suspicious Fire**

The Officer-In-Charge (OIC) will fill out the State National Fire Incident Reporting System (NFIRS) Report for each fire related incident. A narrative will be created outlining the facts and circumstances associated with the incident. In addition, the narrative will contain the phrase “this fire is of a non-suspicious nature”.

**Suspicious Fire**

The OIC will determine the nature of the incident. If the OIC (if not the D/C) has determined and/or cannot determine the nature of the incident, the District Chief will make the determination to contact an inspector. The OIC will start gathering information that is pertinent to the incident. (Ex: witnesses, accelerants, if occupancy was occupied, etc.).

If it is determined by the District Chief that there is a reasonable cause to suspect a crime has been committed, the District Chief will request LK400 to respond. If LK400 is not available, ask dispatch to respond a Fire Inspector. The Fire Inspector will determine the appropriate resources needed to aid in the investigation. However, when a Fire Inspector is not on the scene, the OIC is responsible for the reports which pertain to the investigation. The Pinellas County Sheriff’s Office will aid in all arson related fires.

Fires of a non-suspicious nature will have the following forms completed:

Structure Fire – NFRIS

Motor Vehicle Fire – NFIRS

Wild Land Fire – NFIRS

**Note:** An investigator report will be written for all fires of a suspicious nature.

**Civilian Fire Fatalities:**

Any incident involving a civilian fire fatality the State Fire Marshal’s Office will be contacted and requested to respond an investigator. The Pinellas County Sheriff’s Office will also be contacted to respond an officer, if not already on the scene.

**407 JUVENILE FIRE SETTER PROGRAM**

**1 of 1**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

If a juvenile is involved, the Officer-In-Charge shall fill out the Juvenile Firesetter Program Referral Form (407.1). If the incident is associated with a suspicious fire, contact an Inspector.

**408 MONTHLY EXTINGUISHER INSPECTION**

**1 of 2**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Purpose**

To ensure that each extinguisher/extinguishment system will be “quick checked” the first day of each month.

Definition “Quick Check”: It is intended to give reasonable assurance that the extinguisher/extinguishment system is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious physical damage or condition to prevent its operation.

**Responsibility**

It is the direct responsibility that the District Chief ensures that the extinguisher “quick check” procedure is completed.

**Procedure:**

1. Located in designated place.
2. No obstruction to access or visibility.
3. Operation instructions on nameplate legible and facing outward.
4. Safety seals and tamper indicators not broken or missing.
5. Fullness determined by weighing or hefting.
6. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle-hose.
7. Pressure gauge reading or indicator in the operable range or position.
8. Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units).
9. Check to insure only the operating instructions are on front of extinguisher and HMIS label is in place (Hazardous Material Identification System).

**408 MONTHLY EXTINGUISHER INSPECTION**

**2 of 2**

**History:** Effective: 4/2/10 Revised: 3/23/10 Original 11/00

**Maintenance Record Keeping**

Record of the inspection will be attached to the extinguisher or system with a label or an electronic coding system (bar coding). In addition to the label or bar codes, a permanent record of the status of the extinguisher or system will be documented in the Extinguisher/Extinguishing System Inspection log. The Extinguisher/Extinguishment System Inspection Forms will be kept in the Extinguisher/Extinguishment System Log Book located at each station.

Fire extinguishers that pass the applicable six (6) year requirement of National Fire Protection Agency (NFPA) 10 Chapter 4-4.3 shall have the maintenance information recorded on a suitable metallic label or equally durable material having a size of 2" by 3 1/2".

The following codes will be used when filling out the Extinguisher/Extinguishment System Inspection.

Extinguisher- Ext.  
Extinguishment System - Sys  
Operational - Ops.  
Out-of-Service-OOS

**Verification of Service**

Each extinguisher/extinguishment system that has undergone maintenance that includes internal examination or that has been recharged shall have "verification of service" tag attached.