PRO-U5950.01E  Responding to Discharged Fire Extinguishers

Action by:  

University Residences: Resident Advisor or Director, or any person in Academic Buildings:  

1. **Finds** that one or more fire extinguishers have been discharged.  

2. **Contacts** the University Police dispatcher or officer.  

Any person University Police Dispatch  

3. **Dispatches** Public Safety personnel to site to contact caller and limit powder spread (see #6 below).  

4. **Calls** for a Facilities Management (FM) Work Control (business hours) or Steam Plant (after hours) for fire extinguisher clean-up trained staff member to cleanup of the powdered material.  

5. **Notifies** Tech Maintenance, if fire alarm system has been activated.  

**NOTE:** If the fire alarm has sounded, the fire alarm panel may not be re-set until the clean-up has been completed.  

6. If a fire alarm was activated and a fire watch is required, **coordinates** with Procedure BFA 5000.04A, responding to a fire alarm.  

Public Safety Personnel  

7. **Secures** the area ‘contaminated’ with the powder from access by any persons until clean-up occurs using the following approaches:  

   - **Closes** the door to a room and find another space for occupants to stay temporarily  
   - **Keeps** people from entering a larger area, using a sign
PROCEDURE

Action by:facilities management work control (business hrs) or steam plant (after hrs)

Action:

- If it is in a hallway, advises persons to stay inside their rooms with the doors closed to avoid breathing dust, unless dust has entered room and then persons should leave area.

**NOTE:** The powdered fire-extinguishing agents used on campus are non-toxic powders, but breathing them can cause respiratory symptoms, such as, watery or irritated eyes, nasal passages, and throat, sneezing, and chest tightness.

8. Calls out the fire extinguisher clean-up trained staff. Call Environmental Health and Safety for any actual fire or if the event occurred in a room where hazardous materials are present.

9. Obtains personal protective, equipment, clean-up kit, camera, and keys and responds to site of discharge.

10. Immediately, contacts the UPD officer and coordinates the following points during the contact:

   - The FM Supervisor or Manager should call out Environmental Health and Safety for any actual fire or if event occurred in a room where hazardous materials are present.

   - The affected area shall be secured from continued access.

   - Determines whether the responding employee(s) can perform the clean-up or if the FM Supervisor or Manager should call a vendor.

   o If vendor required, the responding employee remains on-site to coordinate and document vendor work including
Action by:                      Action:

area photography and replacement of used extinguishers.

- If a mechanical system is impacted, it must be locked and tagged out prior to clean-up.
  - If so, additional employees may be called in to evaluate the system.

11. **Photographs** the affected area.

12. **Cleans** up the affected area or coordinates clean-up with vendor.

13. **Replaces** discharged extinguishers with full ones.

14. **Notifies** University Police dispatcher when the clean-up is completed.

15. **Returns** empty fire extinguishers to Facilities Management, along with keys, camera and clean-up kit.