A. In order to protect employees from injury, only employees who are trained and authorized shall attempt to extinguish fires and then only incipient (small) fires as defined in training. The following is a listing of job classifications in which employees' job duties require that they may be working near flammable materials on a regular basis. They shall be trained prior to initial assignment and annually thereafter per OSHA regulations and will be authorized to use fire extinguishers after training. These classifications are:

- Medical Lab Technology - lab instructors and assistants
- Dental Lab Technology - lab instructors and assistants
- Veterinary Technology - lab instructors and assistants
- Biological & Physical Sciences - lab instructors and assistants
- Automotive Technology - instructors and assistants
- Electronic Eng. Technology - instructors and assistants
- Environmental Technology - instructors and assistants
- Mechanical Engineering - instructors and assistants
- Graphic Communication - instructors and assistants
- Physical Plant - employees
- Public Safety - Officers
- Aviation Technology - instructors
- Heating and Air Conditioning Technology – instructors and assistants
- Hospitality Management Technology - lab instructors and assistants
- IT Services - Technicians
- *Other departments deemed necessary

B. Upon discovery of a fire, individuals shall immediately pull the fire alarm, evacuate the building, and call Public Safety (or designate someone to call Public Safety). Once the Public Safety Officer(s) have arrived on the scene, they will take charge of the situation.

C. The installation of all fire extinguishers and fire protection systems will meet required building and fire codes. Fire extinguishers shall be selected and distributed based on the class of fire.

D. All fire extinguishers will be inspected and have appropriate maintenance performed annually by a company approved by the State Fire Marshall's office.
E. The Public Safety Department-Safety & Security will be responsible for visually inspecting pressure levels, hoses (for obstructions), seals and nameplates on all fire extinguishers on a monthly basis. Documentation of inspections shall be completed and maintained by the Public Safety Department.

F. As a matter of quality assurance, the Supervisor of Safety & Security or designee will also inspect a random sampling of all fire extinguishers on a monthly basis.

G. The Supervisor of Safety & Security or designee will coordinate the inspection of all fire systems according to current fire code. These systems include: standpipe, fire hoses, fixed fire suppression systems, alarm systems, fire pumps, fire doors, sprinklers and fire hydrants.