
SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

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FIRE PROTECTION

All employees are to know the location and proper use of fire fighting equipment in their office, department, or area.

POSITIVELY observe all "NO SMOKING" signs.

Maintain a clear passage to all fire extinguishers and emergency equipment at all times. Never hang anything on, or place anything below or in front of an extinguisher limiting, in any way, its accessibility.

All extinguishers must be serviced and checked yearly, bearing a tag showing the date of last inspection.

All extinguishers must be painted red and any extinguisher housing or location identified with red.

Only "HALON" type fire extinguisher should be used in rooms with computer or electronic equipment to prevent damage to such equipment.

Use only approved solvents for cleaning purposes.

Gasoline shall be stored in an approved type of container which is painted red with proper labeling. The container shall have a vented self closing lid with a spark arrester which is not to exceed six-gallon capacity. Other flammable liquids shall be stored in approved type containers with proper labeling consistent with the fire protection required for such substance.