



# SAFETY ALERT

## Reporting Procedures for Fire Extinguishers

RISK MANAGEMENT & SAFETY

**Date:** July 2014  
**Topic:** Fire Extinguishers  
**RMS Contact:** Lisa Phillips, Bognar.6@nd.edu  
**NDFD Contact:** Bruce Harrison, Harrison.43@nd.edu

**Contact RMS:**

**Tel: 631-5037**

### Description

There have been 2 lab fires within the last few years where a fire extinguisher was found to be inoperable.

### Findings

- During both fires, the first extinguisher that was accessed did not work, however both fire extinguishers were current with the monthly and annual inspections and within their hydrostatic tests dates.
- The inoperable extinguisher was sent to the vendor and showed no mechanical malfunction.
- In both incidents researchers were trained on how to use fire extinguishers, however, not all University personnel receive fire extinguisher training resulting in discharged fire extinguishers not being reported or replaced.
- Gaps were identified in the monthly fire extinguisher inspections and modifications are being implemented.

### Recommended Actions

- If you come across a fire extinguisher with a broken or missing pin seal (plastic tie around the pin), notify the Notre Dame Fire Department (NDFD) at 631-6200.
- Do not use a fire extinguisher if you have not been trained. If you desire fire extinguisher training contact NDFD at NDFD@nd.edu
- If a fire is discovered: evacuate the area, call 9-1-1- from a campus phone or 574-631-5555 from a cell phone. If you are trained and feel safe in doing so, use the appropriate fire extinguisher.
- If you use a fire extinguisher, please notify NDSP Dispatch at 574-631-5555.