



## **Emergency Equipment Inspection Policy**

### **Background**

In the event of a fire or other emergency that requires efficient exiting of a building, it is imperative that safety equipment and exit/emergency lighting are fully operational. To ensure that this equipment maintains operability, the Occupational Safety & Health Administration (OSHA), the National Fire Protection Association (NFPA), and the state/county building codes provide standards that employers must follow.

### **Purpose**

The purpose of this policy is to maximize safety and emergency preparedness. This policy also ensures compliance with OSHA standards, 29 C.F.R. 1910.157 (Portable Fire Extinguishers), 29 C.F.R. 1926.34 (Means of Egress), NFPA Standard 10 (Portable Fire Extinguishers) and state/county building codes.

### **Policy**

Portable fire extinguishers, exit signs, and emergency lights in campus buildings shall be inspected monthly to ensure that the devices are in proper working order. The EHS Manager will verify in June of each year that all fire extinguishers on campus have been properly inspected and the exit signs as well as the emergency lights are fully operational.

### **General Guidelines**

The Physical Plant Department maintains spreadsheets of every known fire extinguisher on campus. Each sheet includes information on the location and inspection information.

The resident advisors (RAs) are responsible for the dormitories' fire extinguishers. Physical Plant personnel are responsible for ensuring that all the other fire extinguishers are inspected monthly and that the exit signs/emergency lighting are operational throughout campus.

### **Inspecting Fire Extinguishers**

1. Ensure access to the extinguisher is not blocked and that the cabinet door, if applicable, opens easily.
2. The cylinder pressure should be within the recommended level on extinguishers equipped with a gauge. The needle should be situated in the green zone. If the needle is not in green zone, a work order needs to be initiated with the Physical Plant to replace the defective extinguisher using the following link:  
<https://tmaweb.davidson.edu/WebTMALogin/login.aspx>.
3. This corrective action should be noted on the inspection report.
4. Verify that the locking pin is intact, and the tamper seal is not broken.
5. Visually inspect the hose and nozzle to ensure they are in good condition.

6. Visually inspect the extinguisher for dents, leaks, rust, chemical deposits, or other signs of abuse/wear and note any findings on the inspection report.
7. If the extinguisher is damaged or needs recharging, remove it from service and note this deficiency on the inspection report.

Fire extinguishers must be pressure tested (a process called hydrostatic testing) every six (6) years to ensure the cylinder is safe to use. Additionally new inspection tags and seals must be installed each year. The campus Environment Health & Safety Manager coordinates these activities every January.

### **Checking Emergency Lights and Exit Signs**

1. Exit routes must be unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route
2. Exit signs battery backup is checked monthly by pressing the test button and observing a dimming followed by re-illumination. The green power light will go off when the test button is pressed. The test button is located on the side or bottom of the sign.
3. Self-luminous exit signs do not require an external power source or battery backup and only need to be verified that they are visible.
4. Emergency light operation is verified monthly by pressing the test button and holding for 30 seconds. The lights should stay illuminated for the entire 30 seconds. If an exit sign or emergency light is found inoperable, work order should be submitted to the Physical Plant via <https://tmaweb.davidson.edu/WebTMALogin/login.aspx>.

### **Training and Record Keeping**

Individuals responsible for monthly fire extinguisher inspections will receive training annually. Annual training is provided on-line via the EHS Training Matrix at <https://www.davidson.edu/offices-and-services/environmental-health-and-safety/training>. The EHS Manager will ensure that training records are accurately documented and maintained.

**Date of Adoption:** [7/12/2010]

**Last Revised:** [8/03/2022]