

FIRE PROTECTIVE APPARATUS - GENERAL

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1.01 Fire Protective Apparatus is provided in telephone buildings for extinguishing small fires and for retarding the spread of large fires until the arrival of the Fire Department. This section outlines the method of providing such equipment.

2. INSTALLATION OF PROTECTIVE APPARATUS

2.01 The Plant Department is responsible for installing, testing, and maintaining fire protection apparatus, and for instructing employees in the proper use of it in accordance with other practices.

2.02 The amount, type and location of # protective apparatus will be specified for each new office, garage, warehouse, etc., (or major addition) by the Chief Engineer, who also will prepare requisitions for the same to be delivered to the local plant representative. All plans and specifications for buildings will show the location of this equipment and the contractor will mount and install necessary brackets and backboards for the fire protective apparatus.

2.03 The Plant Department will receive and inspect all new fire extinguisher equipment, charge and tag it, and deliver it to the Contractor and supervise the installation by the Contractor. This is to be done prior to the starting of any work by the Western Electric, so that adequate protection will be available during the hazardous, unpacking and installation period.

2.04 For small offices or other locations where only one or two extinguishers are needed, the District Plant Superintendent shall order the required extinguishers and locate them in the room with the telephone equipment where they will be readily visible and accessible.

2.05 The type and number of fire protective apparatus units listed in the table attached to Section H43.010 shall be considered as minimum requirements and additional units and types provided as appears consistent and appropriate for the quarters involved.

3. INSTRUCTION OF EMPLOYEES

3.01 The Plant Department is primarily responsible for instructing employees of all departments in the use of fire protective apparatus in accordance with other instructions, and for fighting fires should they occur. It must be remembered that safety and avoidance of personal injury and loss of life are the first considerations.

3.02 In most cases, other departments will be concerned chiefly in providing for the orderly exit of their employees when necessary. However, any employees, regardless of department, left in charge of or alone with telephone property should be thoroughly instructed in the use of fire protective apparatus. This applies particularly to Traffic Department employees in offices not attended continuously by Plant employees. Also, care should be taken to see that these employees know which Plant employees to call and where they may be reached in case of fire or other emergency.

3.03 A demonstration is the most practicable method of providing instructions in the proper use of fire protective apparatus. There appears to be no other adequate method by which employees may be taught how to estimate the scope of a fire and how to determine the best method of extinguishing it or of controlling it until the arrival of the Fire Department.

3.04 At least one demonstration should be made each year before as many employees in a building as possible, showing the method of using each kind of apparatus.

It is suggested that the demonstration take place at the time when the chemical extinguishers, such as soda acid and foam type, are due to be recharged. In offices where carbon dioxide and water type extinguishers are installed, it will be advisable to discharge one of each for demonstration purposes.

4. USE OF FIRE PROTECTIVE APPARATUS

4.01 Where available, carbon dioxide dry gas extinguishers should first be used on small fires followed by the use of asbestos gloves to remove or snuff out any remaining embers.

4.02 If carbon dioxide extinguishers and asbestos gloves are not available or prove to be inadequate, use water, limiting the amount to that necessary to bring the fire under control in order to minimize water damage. Soda acid extinguishers should be used if water is not available. In unheated locations the Pump Type - Anti-Freeze (See Note) should be used. Tarpaulins should be used to minimize water damage.

NOTE: Existing "Fyr-Fyter"(non-freeze) Extinguishers should be retained in service as long as adequate and serviceable.

4.03 Fires in oil or grease should first be attacked with a carbon dioxide extinguisher or with a foam type extinguisher. If the burning liquid flows over the floor its progress may be stopped and the fire controlled by the use of a sand barrier.

5. FIRE DEPARTMENT

5.01 Appropriate measures shall be taken by the local Plant representative to make the acquaintance of and establish good working relations with the Fire Chief and his assistants, including the supervisory personnel of Volunteer fire fighting organizations in the smaller exchanges. He shall arrange in so far as possible, for such personnel to annually visit Telephone Company buildings housing telephone equipment. At the time of such visits he shall explain to them the bad effects of water or chemicals applied directly to the equipment which should be avoided unless the severity and advanced stage of the fire demands such action in which case there

shall be no hesitancy in their use. Arrange for cooperation in the use of dry gas, asbestos or other Telephone Company protective equipment when available in lieu of water or chemicals when feasible to do so.

5.02 In case of fire the Fire Department should be called promptly unless it is certain that the fire can be controlled without their aid.

6. RECHARGING SCHEDULE

6.01 Soda acid and foam type extinguishers shall be recharged annually and the date of recharge entered on the tag which is attached to each unit. All extinguishers in each district shall be recharged as of the date shown in the following schedule which has been arranged to spread orders on the Western Electric Company for recharging material.

6.02 Schedules:

<u>Date</u>	<u>Area</u>	<u>District</u>	
April 1	Minn.	St. Paul - Dwtm.	#
April 1	Minn.	St. Paul - Suburban	#
April 1	Minn.	St. Paul - Southern	#
April 1	Minn.	Southern	
June 1	Minn.	St. Cloud	
Aug. 1	Minn.	Duluth	
Sept. 1	Minn.	Minneapolis-North	#
Sept. 1	Minn.	Minneapolis-Central	#
Sept. 1	Minn.	Minneapolis-South	#
April 1	Iowa	Des Moines	
June 1	Iowa	Waterloo	
July 1	Iowa	Sioux City	
Aug. 1	Iowa	Davenport	
Sept. 1	Iowa	Council Bluffs	
April 1	Nebr.	Sioux Falls	
May 1	Nebr.	Omaha	
June 1	Nebr.	Grand Island	
Aug. 1	Nebr.	Rapid City	
May 1	N.Dak.	Jamestown	
May 1	N.Dak.	Bismarck	
July 1	N.Dak.	Kemmare	
July 1	N.Dak.	Valley City	
July 1	N.Dak.	Fargo	
Aug. 1	N.Dak.	Williston	
Aug. 1	N.Dak.	Rugby	
Sept. 1	N.Dak.	Grand Forks	
April 1	S.Dak.	Aberdeen	##
April 1	S.Dak.	Huron	##
Aug. 1	S.Dak.	Pierre	##

6.03 Orders for recharging material shall be forwarded approximately two weeks prior to the date shown in the schedule in order that the extinguishers can be recharged on the specified dates.

7. WEIGHING SCHEDULE

7.01 The Plant Department shall establish a definite schedule for weighing

carbon dioxide extinguishers and the gas cartridges in water type extinguishers according to the stipulation in the Bell System Practice covering each type. These should be weighed at least annually and recorded on the tag on each extinguisher.