

**Author:**

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Name & Function

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**1. Purpose**

1.1. Fires are a real hazard in a laboratory environment, operators need to know what to do in case of a fire at the workplace.

**2. Scope/Objective**

2.1. To train operators on the proper procedure for dealing with a fire should one break out during work hours at Plan LBC, Inc.

**3. Responsibilities & Accountabilities**

3.1. Supervisors and managers must train technicians on fire safety.

3.2. It is the responsibility of the extraction technicians to read and understand this SOP. Following reading, observe described process by a qualified trainer and log training into the training binders.

**4. Safety Equipment/PPE:**

4.1. Standard PPE includes – hair net and beard net (if applicable), lab shoes, gloves, lab coat or overalls, and safety glasses.

4.2. Additional PPE for specific process – Not applicable.

**5. Procedure**

5.1. Should a fire break out, there are signs on all laboratory exits showing exit points.

5.2. Depending on the severity of the fire, an operator may choose to attempt to suppress the fire or leave for safety. Operator safety comes first.

5.3. If the operator chooses to attempt to fight the fire, locate a fire extinguisher for the appropriate fire type, assess the situation and determine the source of the fire, and remember the following acronym: PASS

5.3.1. P – Pull the pin

5.3.2. A – Aim at the base of the fire

5.3.3. S – Squeeze the trigger

5.3.4. S – Sweep the nozzle from side to side.

5.4. If fire has been extinguished, secure the rest of the laboratory from further damage.

5.5. If an ethanol fire happens and the operator chooses to suppress the fire – eliminate all ignition sources (stop the source that caused the fire or kill power),

do not touch or walk through the spilled material, stop the leak if you can do it without risk, and use clean, non-sparking tools to collect the absorbed material.

- 5.6. To extinguish an ethanol fire, a CO<sub>2</sub>, Halon, or Dry chemical extinguisher that is marked, B, C, BC, or ABC may be used.
- 5.7. An alcohol-type or alcohol-resistant (ARF) foam may be used to effectively combat ethanol fires.
- 5.8. **NEVER USE WATER** to control a fire involving a high-concentration fuel such as ethanol or E85.
- 5.9. After situation has been assessed or handled, operator must call 911 if necessary, keep unauthorized personnel away from building, keep upwind of fumes and/or smoke, keep out of low areas, and move to the designated fire drill area.
- 5.10. Operators should shut down processes to the best of their ability in the case of a fire, kill electricity if necessary, and move to the designated fire drill area.
- 5.11. Fire drill area is across the street from the facility.

## **6. Emergency Protocol**

- 6.1. Nearest emergency medical center is at 3700 E South St, Lakewood, CA 90805
- 6.2. In case of any emergency call 911 immediately. Notify supervisors if not already notified.
- 6.3. In case of any fire, call 911 immediately and request fire department assistance. Refer to Fire Safety SOP for fire safety instructions.

## **7. Planned Maintenance**

- 7.1. Not applicable.

## **8. Distribution**

- 8.1. This SOP is to be distributed to manufacturing and quality assurance personnel.

## **9. Health, Safety and Environmental**

- 9.1. Always wear a laboratory frock or coat, gloves, hair nets, shoe covers, safety goggles, ear plugs, face masks where applicable, face shields where applicable, and heat resistant gloves where applicable.
- 9.2. If an emergency or injury occurs, call 911 to report immediately.
- 9.3. Visitors may not enter manufacturing C1D1/C1D2 area without proper orientation or prior authorization.