**SOP 53 – Incident Involving Fire Extinguisher Discharge or Tampering** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If a fire extinguisher is discharged for any reason (emergency or accidental), notify the General Manager or on-site lead immediately.
2. If discharged in response to a fire, follow fire emergency SOPs first, then secure and isolate the extinguisher for inspection.
3. If the discharge appears to be accidental or intentional tampering:  
   * Do not confront the individual involved
   * Document any guests, staff, or children near the area at the time
   * Take photos of the discharged extinguisher and any resulting mess or damage
4. Secure the empty extinguisher and place it out of service. Do not leave it in a public area.
5. Check that a replacement extinguisher is available and accessible in the same location. If not, notify management to deploy a temporary unit.
6. Record:  
   * Time and location of the incident
   * Type of extinguisher discharged (ABC, CO₂, etc.)
   * Cause of discharge (fire, misuse, prank, unknown)
7. Complete an Incident Report including:  
   * Description of the event
   * Persons present
   * Witness statements (if applicable)
8. If tampering is confirmed, management will determine whether to pursue disciplinary action, charge the responsible party, or file a police report.
9. Extinguishers must be recharged, inspected, and certified by a licensed vendor before returning to service.
10. Maintain accurate records for all extinguisher discharges for liability and regulatory compliance.