



**ARCADIA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINE**

**MAILBOX FIRES**

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**Approved:** \_\_\_\_\_  
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**PURPOSE**

To provide an effective method of handling fires in United States mailboxes and postal installations.

**PROCEDURE**

I. Postal Authority Notification

- a. Have dispatch contact the U.S. Postal Authority and request that a representative respond to the scene.
- b. In the event dispatch is unable to contact the U.S. Postal Authority, the Company Officer will be responsible for proper notifications.

II. Control and Extinguishment

- a. Control mailbox fire, if possible, without breaking open the boxes.
- b. Use CO2 or dry chemical to extinguish fires in mailboxes. Avoid the use of water if possible.
- c. If the contents of a mailbox are exposed, a member of the Fire or Police Department shall remain at the scene until the arrival of a postal authority representative.
- d. Unless the contents are exposed, standby will normally not be required. Fire Companies leaving the scene prior to arrival of Postal Authorities shall secure the box against continued use.