

## Guide to Portable Fire Extinguishers

### When to Fight a Fire...

Fight the fire only if all of the following are true:

- Everyone has left or is leaving the building.
- The Fire Department or Campus Police is being called.
- The fire is small and confined to the immediate area where it started (waste basket, cushion, small appliance, etc.).
- You can fight the fire with your back to a safe escape route.
- Your extinguisher is rated for the type of fire you are fighting
- You know you can effectively operate a fire extinguisher.

A portable fire extinguisher can put out a small fire or contain it until the Fire Department arrives. Portable fire extinguishers are not designed to fight a large or spreading fire. Even against small fires they are useful only under the right conditions.

- An extinguisher must be large enough for the fire at hand. It must be fully charged and in working order.
- The operator must know how to use the extinguisher quickly without taking time to read the directions.



### When NOT to Fight a Fire...

There are times when you should not fight a fire with a portable extinguisher:

- If the fire is spreading beyond the immediate area where it started, or is already a large fire.
- If the fire could block your escape route.
- If you are unsure of how to properly operate the extinguisher.
- If you are in doubt whether the extinguisher is proper for the type of fire at hand.

If any one of these conditions is true, leave immediately. Close off the area and leave the fire to the Fire Department.

### Protect Yourself at All Times

- Stay low to the ground and position yourself between six and eight feet away from the fire.
- Avoid breathing the heated smoke and fumes or the extinguishing agent.
- If the fire starts to spread or threatens your escape route, get out immediately.
- Make it a point to notice the locations of the fire extinguishers in your area.
- Pick up a fire extinguisher in a non-emergency situation, look at it, know its weight, and know the type of fire it will extinguish.

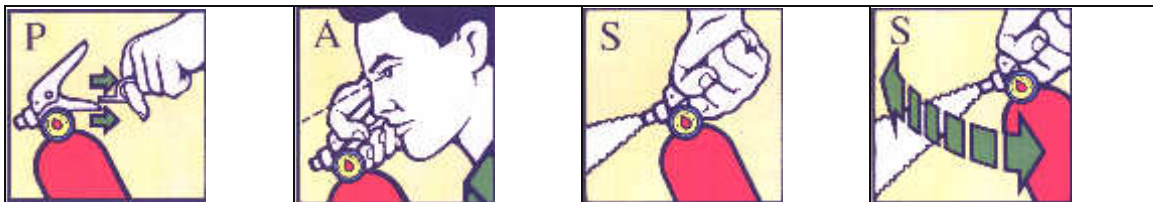
### Don't Forget To:

- Call the Fire Department or Campus Police if a fire is seen.
- Pull a fire alarm/pull station (Campus Police is then notified through the alarm system).
- Call Campus Police or the Fire Department even if you extinguish the fire yourself so they can observe the situation and make sure the fire is completely extinguished.
- Wait outside the building for the Fire Department to arrive so you can show them the location of the fire.

---

### Remember:

If you are called to use a fire extinguisher, just think of the word P.A.S.S.



- ✓ PULL the safety pin at the top of the extinguisher.
- ✓ AIM the nozzle or hose at the base of the flames.

✔ SQUEEZE or press the handle.

✔ SWEEP from side to side at the base of the fire.