In the event of a fire, employees should follow these guidelines:

- Quickly gather your personal belongings (backpacks, purse, keys, etc.)
- Close all doors behind you – this will help prevent the spread of smoke and fire
- Pull the nearest fire alarm station
- Immediately begin to exit the building using the nearest safe exit
- Do not attempt to use the elevator

During building evacuations, employees should follow these guidelines:

- Proceed to the nearest safe exit in an orderly fashion, closing all doors as you exit
- Use care when descending stairs, use the handrails
- Assemble at least 100 feet from building – go to designated Rally Point if possible
- If known, provide emergency responders with information about people still in the building
- Provide information to emergency responders regarding the reason for evacuation (smell of smoke, location of fire, chemical spill, etc.)
- Never re-enter a building until instructed to do so by the fire department

When you hear an alarm, DO NOT assume it is a false alarm or a drill. Critical escape time may be wasted and you may endanger your life by hesitating.

FIRE EXTINGUISHER REVIEW

Important: The University does not require employees to use fire extinguishers.

However, if you have received fire extinguisher training and it is safe to extinguish a small fire while it is still in an incipient stage; you may choose to take action.

Please review the following fire extinguisher facts and instructions.

Types of fires:

Class A - Wood, paper, cloth, general trash
Class B - Flammable liquids, oil, gas, grease
Class C - Electrical, energized, electrical equipment
Class D - Combustible metals
Types of fire extinguishers:

The most common fire extinguishers on campus are: Water, CO2 and ABC rated extinguishers.

Each type of extinguisher has a specific application:

**WATER**
- Use only on Class A fires
  - Pressurized water
  - A pressure gauge is present

**CO2**
- Use on CLASS B and CLASS C fires
  - Hard, plastic nozzle
  - No pressure gauge

**ABC**
- Use on CLASS A, CLASS B, and CLASS C fires
  - Fine powder under pressure
  - Pressure gauge present

The most common extinguisher on campus is rated 2A10BC: this is a multi-purpose unit and will extinguish a small fire consisting of wood, paper, cloth, grease, or oil, as well as extinguish a small electrical fire.
Units rated BC only may be found in areas with activities such as cooking or where larger electrical circuits or electronic components are located (communication banks, etc.)

**Fire Extinguisher Use:**

*Always remember and use the P.A.S.S. Method*

**First:**
Stand 6 to 8 feet away from the fire; ensure that you still have access to an exit

**Then:**

1. **Pull the pin:** This will allow you to squeeze the handle in order to discharge the extinguisher.
2. **Aim at the base of the fire:** Aiming at the flames or at the smoke will be ineffective. Always aim directly at the base or “seat” of the fire.
3. **Squeeze the handle:** This will release the pressurized extinguishing agent.
4. **Sweep side to side:** Sweep the agent over the entire fire area. Continue until fire is extinguished. Keep an eye on the area for re-ignition.

Reminder: If for any reason your clothes catch on fire, STOP, DROP & ROLL – and cover your face with your hands to protect your airways from smoke.

**Notice:** All extinguished fires or discharging of an extinguisher must immediately be reported to University Police. (Includes accidental discharge & vandalism)

Remember that your personal safety is always a priority. We remind you to only use a fire extinguisher if it is safe to do so, you have been properly trained, and 911 has already been called. **When in doubt- get out!**

Please contact the Department of Environmental Health and Safety (x5126) if you have any questions or concerns.