

California State University, Chico  
**Employee Fire Response Guide**



**IN CASE OF A FIRE**

**Call 911 from any campus phone  
(or 911 from a cell phone)**

**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

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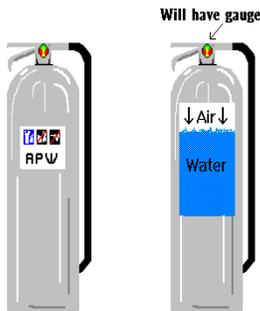


Class **K**- Cooking oils (compatible with extinguishing medium in hood systems)

**Types of fire extinguishers:**

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

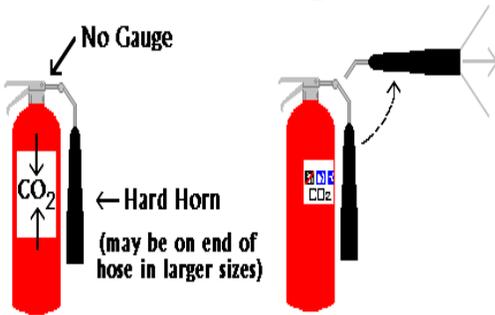
Each type of extinguisher has a specific application:



**WATER**  
Use only on Class A fires

- Pressurized water
- A pressure gauge is present

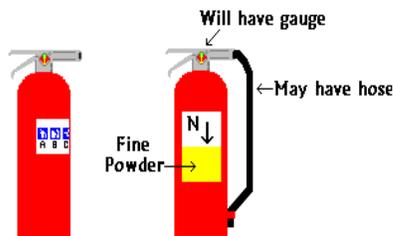
**Carbon Dioxide Extinguisher**



**CO2**  
Use on CLASS B and CLASS C fires

- Hard, plastic nozzle
- No pressure gauge

**Dry Chemical Extinguisher (ABC)**



**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.

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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:**

- **P**ull the pin: This will allow you to squeeze the handle in order to discharge the extinguisher.
- **A**im 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.
- **S**queeze the handle: This will release the pressurized extinguishing agent.
- **S**weep 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.