

California State University, Chico
Employee Fire Response Guide

IN CASE OF A FIRE

**Call 9 + 911 from any campus phone
(or 911 from a cell phone)**

In the event of a fire California State University, Chico employees should follow these guidelines:

- Pull the nearest alarm station
 - Immediately exit the building

During building evacuations, Chico State employees should follow these guidelines:

- Proceed to the nearest exit in an orderly fashion
 - Assemble at least 100 feet from building
 - If know, provide emergency responders with information about people still in the building
 - Provide information to emergency crews about the reason for evacuation
 - Never re-enter a building until instructed to do so by the fire department

If you hear an alarm, DO NOT assume it is a drill, your life may depend on it!

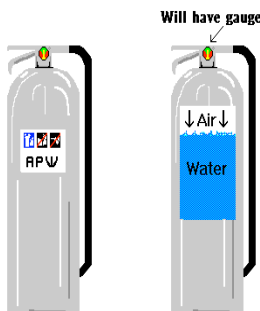
In the event of a fire the University does not require employees to use a fire extinguisher. However, if you have received fire extinguisher training and are comfortable in extinguishing an incipient stage fire, please review the following fire facts and fire extinguisher instructions.

Types of fire:

- Class **A** - Wood, paper, cloth, 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 extinguishers. Each has a specific use:

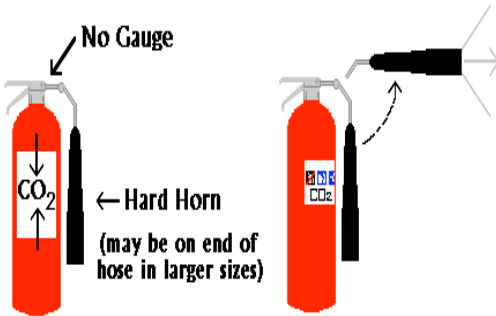


WATER
Use on Class A fires

- Pressurized water
- A pressure gauge is present

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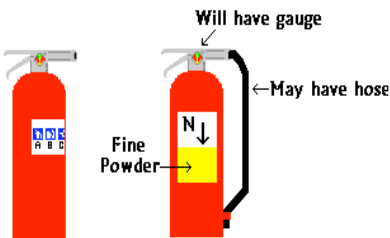
Carbon Dioxide Extinguisher



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

Remember the P.A.S.S. Method

Pull the pin: This will allow you to squeeze the handle in order to discharge the extinguisher.

Aim at the base of the fire: Aiming at the middle will do no good. The agent will pass through the flames.

Squeeze the handle: This will release the pressurized extinguishing agent.

Sweep side to side: Cover the entire area that is on fire. Continue until fire is extinguished. Keep an eye on the area for re-lighting.

Note: All extinguished fires must be reported immediately to University Police.