IN CASE OF A FIRE

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

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

• Quickly gather your personal belongings (backpacks, laptop, purse, car keys, etc.,)
• Close all doors behind you – this will help prevent the spread of smoke and fire
• Immediately exit the building using the nearest safe exit
• Activate the building fire alarm system using the nearest fire alarm pull station; located at building exits including at stairwells*
• Do not attempt to use the elevator
• Assist others to the best of your ability

*O’Connell does not have pull stations, fire alarm system is fully automatic.

During building evacuations, follow these guidelines:

• Proceed to the nearest safe exit in an orderly fashion, do not run, close all doors as you exit
• Use care when descending stairs, use the handrails
• Assemble at least 100 feet away from building – go to the buildings designated Emergency Assembly Point: Emergency Assembly Point Map (link to em prep tab)
• If known, provide emergency responders with information about people still in the building
• Provide information to emergency responders regarding the reason for evacuation (sight or smell of smoke, location of fire, chemical spill, etc.)
• Never re-enter an evacuated building until authorized to do so by the Fire Department, University Police or other authority
• Follow the instructions of floor evacuation coordinators, they will be wearing orange safety vests

If you hear the building fire alarm, evacuate! DO NOT assume it is a false alarm or a drill as you may endanger your life and that of others by hesitating.

Note: If you are unsure if the fire alarm is sounding within your building, open the door to the corridor to verify. Never assume the alarm is sounding in another building.

For information related to how to respond to other emergencies, please refer to the University Emergency Response Guide (link)
FIRE EXTINGUISHER USE GUIDE

*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.

**Fire Extinguisher Class and Use:**

- **Class A** - Wood, paper, cloth, ordinary rubbish
- **Class B** - Flammable liquids, oil, gas, grease
- **Class C** - Electrical, energized, electrical equipment
- **Class D** - Combustible metals
- **Class K** - Cooking oils (compatible with extinguishing medium in hood systems)

**Types of fire extinguishers:**

Fire extinguishers likely to be on campus include: Water, CO\textsubscript{2}, and multi-purpose (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**

*Carbon Dioxide- CO\textsubscript{2}*

*Use on CLASS B and CLASS C fires*

- Hard, plastic nozzle
- No pressure gauge
The most common extinguisher on campus is rated 2A10BC: this is a multi-purpose fire extinguisher and will extinguish a small fire consisting of wood, paper, cloth, grease, or oil, as well as extinguish a small electrical fire.

Extinguishers 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 a clear path to an exit

**Then:**

- **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 flames or at the smoke will be ineffective. Always aim directly at the base or “seat” of the fire.
- **Squeeze the handle:** This will release the pressurized extinguishing agent.
- **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 clothing catches on fire, STOP, DROP & ROLL. Also, cover your face with your hands to protect your face and protect your airways from smoke.

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

Remember that your personal safety is always priority. Only use a fire extinguisher if it is safe to do so, you have been properly trained, and 911 has already been called.

Questions: Please contact the Department of Environmental Health and Safety at (530) 898-5126.