

Fire Extinguisher Use Guidelines

For an Emergency, Dial

9-1-1

From a University Phone
Obtain an Outside line, Dial

9-1-1

**If a fire
should
occur...**



Get Out



Stay Out



Stay Alive

Employees are **not** expected to fight fires.
**In the event of a fire, you should alert others and
immediately evacuate the building.**

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices to fight fires due to the danger of their personal safety, which would result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

A fire extinguisher may be utilized to clear a safe path to an exit or "shoot your way out" of a building if you are trapped. Before using a fire extinguisher, you should know how to properly select and operate one.

Selection of a Fire Extinguisher

It is important to use the right kind (Class) of extinguisher for the fire. The following letters identify the classes of fire extinguishers:

- **Class A** - For ordinary combustible solids including paper, wood, coal, rubber, and textiles such as wastebaskets, small pieces of furniture, etc. A pressurized water fire extinguisher.
- **Class B** - For flammable and combustible liquids, including gasoline, diesel fuel, alcohol, motor oil, grease, and flammable solvents. Typically, a dry chemical fire extinguisher and can be used on all three Classes if it is rated as an ABC fire extinguisher.
- **Class C** - Electrical equipment. A carbon dioxide fire extinguisher.



ORDINARY



FLAMMABLE



ELECTRICAL



RUTGERS

Administration and Public Safety

This document meets the Training and Education requirements for Portable Fire Extinguisher - OSHA 29 CFR 1910.157(g)(1)

For any Emergency Dial **9-1-1** or Obtain an Outside line then dial **9-1-1**
New Brunswick Campuses (732) 932-7111 or 2-7111 from any Campus Phone
Newark Campus (973) 353-5111 or 5111 from any Campus Phone
Camden Campus (856) 225-6111 or 6111 from any Campus Phone

Fire Extinguisher Use Guidelines

If you find yourself trapped and required to "shoot your way out" or to clear a safe path to an exit, the following are guidelines on how to use the extinguisher:

P.A.S.S. - Use of a Fire Extinguisher

PULL

Holding extinguisher upright, twist the pin to break the plastic safety seal. Pull the pin completely out.

AIM

Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

SQUEEZE

Squeeze the handle. This releases the extinguishing agent.

SWEEP

Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Watch the fire area. Back away if fire breaks out again repeat the process.

If possible, do not attempt to extinguish any fire without calling for help and pulling the fire alarm.

- Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.
- Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.
- Remember: Aim at the base of the fire, not at the flames!
- Don't turn your back on it! Back away from the fire, watching it to make sure that it does not reignite.

When a fire or suspected fire (i.e., smoke) is discovered, your first reaction should always be to RACE.

R.A.C.E. - In Case of Fire

RESCUE

When you discover a fire, rescue/alert people in immediate danger if you can do so without endangering yourself. Alert others in the immediate area.

ALARM

Sound the alarm by pulling the alarm pull station nearest you and call 9-1-1 from a safe distance.

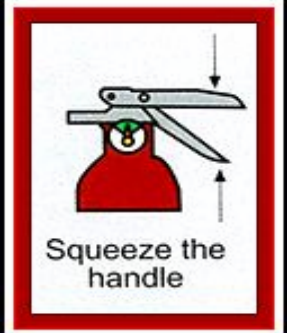
CONFINE

Close all doors, windows and other openings, if it is safe to do so.

EVACUATE

Evacuate the building and gather outside.

P.A.S.S.



For Departmental training, contact the RUES Training Center at 732-932-4800

For more information on fire safety and fire prevention contact:

Rutgers University Emergency Services † rues.rutgers.edu † 732-932-4800
Rutgers Environmental Health and Safety † rehs.rutgers.edu † 732-445-2550