



*For Maintenance
and Custodians*



In Case of Fire

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A fire is an emergency a school must plan for. A critical decision when planning is whether or not employees should fight a small fire with a portable fire extinguisher or simply evacuate. Small fires often can be put out quickly by a trained employee with a portable fire extinguisher.

In case of fire:

- Activate the building fire alarm system and notify the fire department by calling 911.
- Assist any persons in immediate danger, or those incapable on their own, to exit the building, without risk to yourself.
- Attempt to extinguish the fire but only:
 - ✓ If the fire is small and contained
 - ✓ If you are safe from flame and smoke
 - ✓ If you have a means of escape
 - ✓ If your instincts tell you it's okay.

Using an Extinguisher Safely

Fire extinguishers all operate in a similar manner. To operate, use the **PASS** system:

Pull the pin at the top of the extinguisher. The pin keeps the handle from being accidentally pressed when the extinguisher is not in use.

Aim the nozzle toward the base of the fire. Stand 8 to 10 feet from the fire.

Squeeze the handle to discharge the extinguisher.

Sweep the nozzle back and forth at the base of the fire, as you squeeze the handle lever, until it appears to be out. Watch it carefully since it may re-ignite.

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- Evacuate if the extinguisher is empty and the fire is not out
 - Evacuate if the fire grows larger, if there is too much smoke, if you have difficulty breathing or if your escape route is in danger.

Also remember that fire extinguishers must be given a “quick visual check” monthly. Is the extinguisher in the correct location; is it visible and accessible; does the gauge show the correct pressure; and are the nozzles free of blockage?

Don't be a hero. If you have the slightest doubt about your ability to fight a fire...EVACUATE IMMEDIATELY!