

**UNIVERSITY OF ROCHESTER**  
**ENVIRONMENTAL HEALTH & SAFETY**

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| <b>Policy No.: FS035</b>   | <b>Approved by: Mark Cavanaugh</b>  |
| <b>Title: Fire Extinguisher Operation</b>  | <b>Date: 4/1/2022</b>   |
| <b>Revision No.: 3</b>   | <b>Page 1 of 2</b>  |
| <b>Prepared by: Brian Prinzing</b>   | <b>Reviewed/No Changes: 4/1/2022</b>  |
| <b>EH&amp;S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b> | <b>UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted</b> |

**I. PURPOSE**

This procedure outlines how to properly use a fire extinguisher.

**II. PERSONNEL AFFECTED**

All trained University of Rochester staff

**III. DEFINITIONS**

Class A Fires- Ordinary combustible materials such as wood, cloth, paper, rubber and plastics

Class B Fires- Flammable liquids and combustible liquids

Class C Fires- Energized electrical equipment

Class D Fires- Combustible metals (magnesium, titanium)

Class K Fires- Combustible cooking media (vegetable or animal oils and fats)

**IV. RESPONSIBILITIES**

**V. PROCEDURES**

A) Before using a fire extinguisher be sure that you have notified Public Safety of the fire, its location (X13), alerted others, and have begun the building's evacuation; **R.A.C.E.**

Relocate anyone in immediate danger of the fire

Activate the building fire alarm system. When time permits, call Public Safety at x13.

Confine the fire by closing all doors

Evacuate unless you have been trained within the last year on the proper use of fire extinguishers

B) Fire extinguishers are for controlling small fires before they have a chance to spread.

C) Before using a fire extinguisher be sure that you have a clear escape route, are familiar with the operation of a fire extinguisher and the fire extinguisher you have is suitable for the fire you are dealing with.

D) The extinguisher classification should be indicated on the front label of the extinguisher.

E) If you pick up an extinguisher and the seal that holds the pin in place is missing, the gauge is reading empty, or the extinguisher appears to be damaged, corroded or rusted, do not use it. Unless there is another extinguisher right there, immediately leave the area/building.

F) The most common classes of fire are Classes A, B, C.

G) Class K and Class D is not usually encountered except in special hazard areas such as kitchens or laboratories.

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- H) Once you have determined the extinguisher is the correct type for the hazard, proceed to operate the extinguisher using the **P.A.S.S.** technique to control and extinguish the fire.
- I) **P** – Pull the pin  
**A** – Aim at the base of the fire  
**S** – Squeeze the levers together  
**S** – Sweep back a forth until all contents of the extinguisher are expelled
- J) Once you have expelled the contents of your extinguisher, immediately exit the area/building. **Do not use more than one fire extinguisher on a fire.**
- K) Wait for Public Safety and the fire department to show up.

**VI. REFERENCES**

Selection and Placement of Fire Extinguisher, policy no. FS004

**VII. APPENDICES/FORMS**

**VIII. REVISION HISTORY**

| Date       | Revision No. | Description                            |
|------------|--------------|--|
| 3/7/2012   | New          | Initial development of policy          |
| 12/26/2012 | 1            | Updated Letter E under (V.) PROCEDURES |
| 7/12/2018  | 2            | Clarified the steps for RACE           |
| 4/1/2022   | 3            | Triennial review – no changes.         |