

Quick Fire Safety Guide

The Occupational Safety & Health Administration requires that if the employer provides fire extinguishers for employees to use, the employees must be trained to properly use them. As a quick guide to being prepared, you should know the following.

TYPES OF FIRES AND EXTINGUISHERS

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

There are four different types of fires:

Type A - ordinary combustibles such as wood, cloth, paper, rubber and many plastics

Type B - flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas

Type C - energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances

Type D - combustible metals such as magnesium and potassium (uncommon)

Most of the fire extinguishers at Southeast Fishery Science Center (SEFSC) facilities are classified as ABC which can be used on the three common types of fires. Note that most extinguishers are limited and most small extinguishers will discharge their

GENERIC PROCEDURE FOR FIRE EMERGENCY

Each SEFSC facility has developed/implemented fire procedures specific to their particular setting. The below procedure identifies generic actions, each employee is responsible for complying with their respective facility specific procedures.

- Notify the fire department by activating the fire alarm pull box.
- Evacuate the building as soon as the alarm sounds using the closest, safe emergency exit assisting the disabled and visitors on your way out.
- Do not use the elevator, use the stairs to change floors. If you are disabled and not able to exit the building, go to the nearest safe area and wait for rescue.
- Close office doors if time permits on your way out.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire you may do so. Be sure you have a safe exit available and leave if one extinguisher does not put out the fire.
- Proceed to the designated

contents within 8-15 seconds.

ALL EMPLOYEES SHOULD KNOW

- Where the fire alarm boxes are in your area. They should be well marked and easy to access.
- Where the exit routes are in your area. The lighted exit signs will help guide you in heavy smoke.
- Where the fire extinguishers are located. The extinguishers must be mounted in a designated location, well marked and easy to access.
- The facility specific procedures to follow in the event of a fire. What steps to follow, where to go and how to use a fire extinguisher if needed.
- Never use the elevator during a fire alarm.

assembly area.

- If trapped, close your office door and call 911.

FIRE EXTINGUISHER USE - REMEMBER THE P-A-S-S WORD

Although extinguishers can vary in size, color and type of extinguishing agent, all devices operate basically the same way. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operate following the P-A-S-S procedure:



P - Pull the pin located in the extinguisher's handle.

A - Aim the nozzle at the base of the fire.

S - Squeeze the handle.

S - Sweep from side to side at the base of the fire until the fire is out.