











Fire Extinguisher Training and Use

Fire extinguishers are located throughout San Francisco State University (SFSU), near exit paths and corridors. Different fire extinguishers are placed according to the area's intended use. Be familiar with the fire extinguishers and manual pull stations in your work area, class, and dorms.

Campus Fire procedures

Prepare

- Obtain a map of all emergency exits, staircases, and fire alarm pull stations in your building
- Determine possible escape routes and location of the nearest building exits
- [Learn how to use a fire extinguisher \(external link to YouTube\)](#)
- Fires are classified according to the type of fuel that is burning. If you use the wrong fire extinguisher on the wrong fire class, you can make matters worse. It is, therefore, very important to understand the five different fire classifications. Fire types:

		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

Respond

- DO NOT ASSUME IT IS A FALSE ALARM OR A DRILL

Follow **RACE**:

- **Relocate:** Be aware of those who may need immediate assistance and guide people away from danger
 - Before opening any door, feel the doorknob with the back of your hand. If hot, do not open
- **Alarm:** Pull the fire alarm to alert others and start a building evacuation. Call 911 (UPD) from a hard-lined phone or 415-338-2222 from a mobile phone immediately to report the exact location of the fire/smoke.
 - If the alarm fails to operate, warn nearby occupants by knocking on doors and shouting warnings only if safe and time permits
- **Confine:** Close doors (do not lock) as you exit if it is safe. Shut off fuel sources, such as piped or bottled gas, only if safe and time permits
- **Evacuate:** Leave the building and move towards your assembly area. Do not use the elevator. Alert emergency responders of individuals who are trapped or unaccounted for

If there is smoke, stay low and crawl to the nearest exit

Use a fire extinguisher to put out a minor fire

Fire Extinguisher Use.

Contact EH&S at sfehs@sfsu.edu to ask about upcoming hands-on fire extinguisher training or schedule one for your group.

Follow **P.A.S.S.:**

- **P**ull the pin or the ring, breaking the safety tab (if the tab does not break when pulled, twist the pin or ring to break the safety tab)
- **A**im the nozzle at the base of the fire from about 8 feet away
- **S**queeze or press the handle to activate the extinguishing media
- **S**weep the nozzle slowly from side to side, aiming at the base of the flame

Continue discharge until the fire is extinguished or the extinguisher is empty

Clothing Fire:

- **Stop, drop, and roll!**
Video on stop drop and roll (external link to YouTube):
<https://www.youtube.com/watch?v=KPfT2O358pE>
- This will help smother the flame. If a safety shower or other source of water is near, drench the fire with water

Do not return to the building until emergency officials deem it safe to do so

If trapped during fire:

- Call 911 (UPD) from a land-line phone or 415-338-2222 from a mobile phone immediately to report the exact location of the fire/smoke and tell them your exact location and situation

- Place a blanket or similar article that is preferably wet along the bottom of the door to keep smoke out
- Retreat. Close as many doors between you and the fire as possible
- Hang a light-colored material out the window to attract the attention of rescue teams below if possible

Lab Fire procedures (in addition to the Campus Fire procedures)

- Ensure laboratory contacts for emergencies are up to date
- Educate laboratory personnel on what to do during a fire alarm. Include instructions for:
 - Turning off flames and other ignition sources
 - Closing the fume hood sash
 - Closing all hazardous materials containers, biohazards, chemicals and radiation
 - Turning off electrical equipment
 - Turning off gases and securing gas cylinders that are in use
- Identify the locations of the nearest emergency equipment (fire extinguishers, emergency shower, eyewash, spill kit, and fire blanket if available)
- Train individuals on the proper use of emergency equipment
 - Take fire extinguisher training
- Use the following procedures to smother clothing fires:
 - Use stop, drop, and roll
 - Place a fire blanket (if available) or lab coat to help smother the fire
 - Use a safety shower or other water source
 - DO NOT use the fire extinguisher on a person
- Determine possible escape routes and locations of the nearest building exits
- Know the outdoor locations where all lab personnel can reconvene; please visit the Office of Emergency Services (OES) for more information at <https://oes.sfsu.edu/emergency-procedures>
- All staff are required to exit the building when the fire alarm is activated.

To arrange fire extinguisher training for your department or staff, email the Environment, Health, and Safety (EHS) Department at sfehs@sfsu.edu to schedule hands-on training. One may call EHS at (415) 338-2565 to arrange fire extinguisher training.