

## Fire Extinguishers

### If a fire breaks out

- Relocate any individuals needing help to a safe area away from the fire.
- Tell others to evacuate and assist others as well.
- Activate the nearest pull station (if available), AND call 911 to report the fire.
- Contain the fire (i.e., shut hood sash, close doors in the fire area.
- Extinguish the fire if you are trained and comfortable doing so.

If you do choose to extinguish the fire, please only do so if:

1. The fire is small and not spreading rapidly
2. There is no immediate danger and there is a clear escape path
3. The appropriate type extinguisher is available and in working condition (e.g., ABC extinguisher should not be used for metal fires. Water or high pressure should not be used on grease fires)
4. You have been trained on the use of fire extinguishers, including reviewing this fact sheet annually during lab-specific training.

### If you choose to use a fire extinguisher

1. Stay between the fire and an exit
2. Stand 6-10 feet from the fire and get upwind (if outside)
3. Remember **PASS**:
  - **Pull** the pin, release a lock latch, or press a puncture lever
  - **Aim** the extinguisher at the base of the fire
  - **Squeeze** the handle of the fire extinguisher
  - **Sweep** from side-to-side at the base of the flame
4. Fully discharge the extinguisher and back away when your extinguisher runs out of material

### After extinguishing

1. Always watch as you back away in case the fire flares up again
2. Call 911 to report current fire status even if it has been successfully extinguished
3. Notify your supervisor of the incident
4. Notify Health, Safety, and Risk Management (612) 626-6002
5. Report the use of the fire extinguisher to Facilities Management on your campus so it can be recharged

# Fire Extinguishers (cont.)

## Monthly Fire Extinguisher Inspection

Visually inspecting fire extinguishers once a month is recommended. Examine the following:

- **Accessibility:** Confirm the extinguisher is visible, unobstructed, and in its designated location.
- **Pin:** Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- **Gauge:** Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- **Age:** Check the last professional service date on the tag. A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.

Contact Facilities Management on your campus for service if the tamper tag missing, the extinguisher feels light, the gauge reads low, or the service date greater than one year.

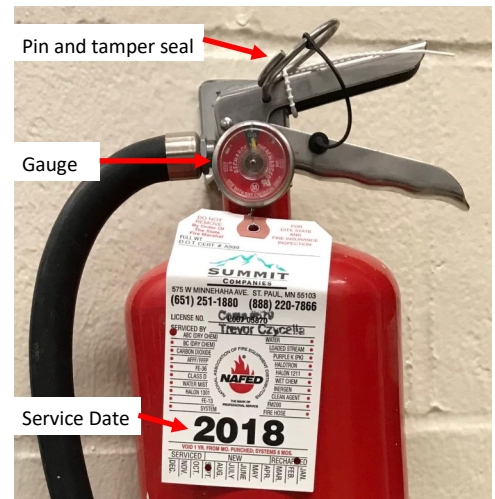


Figure 1: A fire extinguisher in the lab displaying the pin, gauge, and date serviced.

## Fire Extinguisher Training

Health, Safety, and Risk Management (HSRM) staff offer fire extinguisher training by department request. To request training, contact your Research Safety Partner or the HSRM main line at (612) 626-6002.



Figure 2: Live fire extinguisher training provided by HSRM staff.