

## An Employee’s Guide to Proper Selection and Use of Portable Fire Extinguishers in University Buildings

**NOTE** – The intent of this guide is that University employees are **NOT REQUIRED** to fight fires they discover with portable fire extinguishers; but to provide employees with the information needed to use portable fire extinguishers if a small fire situation arises.

**Types of Fire:**

- Class “A” – Involves ordinary combustibles like: wood, paper, & cloth
- Class “B” – Involves flammable & combustible liquids and gases
- Class “C” – Involves a fire in electrical equipment
- Class “D” – Involves flammable & combustible metals
- Class “K” – Involves a fire in a commercial cooking appliance

**Various types of Portable Fire Extinguisher installed in University buildings:  
Types of Fires**

Types of Portable Fire Extinguishers	Class A	Class B	Class C	Class D	Class K
<b>ABC Dry Chemical</b>					
<b>BC Dry Chemical</b>					
<b>CO<sub>2</sub> (Carbon Dioxide)</b>					
<b>Pressurized Water</b>					
<b>Pressurized Water Mist</b>					
<b>Wet Chemical</b>					
<b>Dry Powder</b>					
<i>CleanGuard</i> (Halon Replacement)					

**Operation of a Portable Fire Extinguisher:**

NOTE – A fire extinguisher is designed to extinguish small fires. Any time an employee utilizes a fire extinguisher; they must always have an exit/escape from the situation at their back. Never place a fire situation between you and your exit. If a fire extinguisher is utilized in or around a University building, the operator must report the incident as a fire to **9 1 1** as soon as possible.

**PASS**

- P**ull and **TWIST** the pin from the extinguishers handle
- A**im the hose or nozzle towards the fire
- S**queeze the handles of the extinguisher together
- S**weep the extinguishing agent at the base of the fire

“Hands-on” fire extinguisher training is available and can be arranged by contacting the UI Fire Safety Coordinator at 335-5389.