



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

Class A or ABC Extinguisher Fire: Wood, paper, textiles, and other ordinary combustibles.



ORDINARY
A
COMBUSTIBLES



Class B Fire: Flammable liquids, oils, solvents, paint, grease, etc.



FLAMMABLE
B
LIQUIDS



Class C Fire: Electrical: Live or energized electric wires or equipment.



ELECTRICAL
C
EQUIPMENT



Class D Fire: Combustible metals (magnesium, titanium, potassium, etc.)



COMBUSTIBLE
D
METALS



Remember P.A.S.S.



PULL the
FIRE ALARM

PULL - Pull the pin or ring.

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

Approach the fire and stop about 8 feet away.

Always have a clear unobstructed **EXIT** behind you.

SQUEEZE - Squeeze or press the handles together.

SWEEP - Sweep the nozzle slowly from side to side, aiming at the base of the fire. Continue extinguishing until the extinguisher is empty if necessary.



- If the fire is growing or does not extinguish - **EXIT** the building quickly - **CLOSE** the lab or office door if safe to do so! **PULL** the fire alarm.
- Do **NOT** go looking for another extinguisher.
- EXIT** to a safe location and look for responding Fire Department, HUPD or building staff.
- Small fires that are extinguished must be reported to the Operations Center at 5-5560

REGULAR MAINTENANCE AND INSPECTIONS of your portable fire extinguishers will provide assurance that they will operate effectively and safely if they are needed.



1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?
6. Have all dry powder extinguishers been gently rocked top to bottom to make sure the powder is not packing?

FIRE PREVENTION

The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping.

You should observe the following basic rules:

- ☑ **Keep chemical storage areas neat and clean.**
- ☑ **Always plan laboratory work before executing it.**
Providing for safety and avoiding potential accidents are important elements of the plan. **You should understand the hazards associated with the chemicals involved before you start the experiment.**
- ☑ **Know where to find and how to use all emergency equipment** (such as fire extinguishers, eye washes, and safety showers) in the laboratory.
- ☑ **Keep hood sash closed or as low as possible** to save energy (VAV hoods) and maximize safety to laboratory personnel.
- ☑ Do not store large quantities of flammable, combustible or flammable gases outside a flammable liquid or gas cabinet.
- ☑ **Maintain electrical equipment in good working order.** Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. **Avoid using extension cords.**
- ☑ Do not block or hamper passageways or exit doors. **NO storage in exit corridors or stairways.**
- ☑ **Do not store** combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- ☑ Avoid accumulating excessive paper products and corrugated materials.



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| EMERGENCY CONTACT INFORMATION | |
|--|-----------------------|
| FIRE/MEDICAL EMERGENCY | 911 |
| HARVARD UNIVERSITY POLICE DEPARTMENT (HUPD) | (617) 495-1212 |
| UNIVERSITY OPERATIONS CENTER ALL OTHER EMERGENCIES | (617) 495-5560 |



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FIRE EXTINGUISHER SAFETY & EMERGENCY PROCEDURES



UL/Rating; 1-A:10-B:C.

The number preceding the **A** multiplied by 1.25 gives the equivalent extinguishing capability in gallons of water.

The number preceding the **B** indicates the size of fire in square feet that an ordinary user should be able to extinguish. There is no additional rating for class C, as it only indicates that the extinguishing agent will not conduct electricity, and an extinguisher will never have a rating of just C.