



**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 the fire is growing or does not extinguish - EXIT the building quickly - Close the lab or office door if safe to do so!
- 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) 432-1212
<u>SECURITY</u> HMS/HSDM	(617) 432-1379
HSPH	(617) 432-1040
HSPH OPERATIONS CENTER	(617) 432-1152
HMS OPERATIONS CENTER	(617) 432-1901
CAMBRIDGE OPERATIONS CENTER	(617) 495-5560



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## FIRE EXTINGUISHER SAFETY & EMERGENCY PROCEDURES

