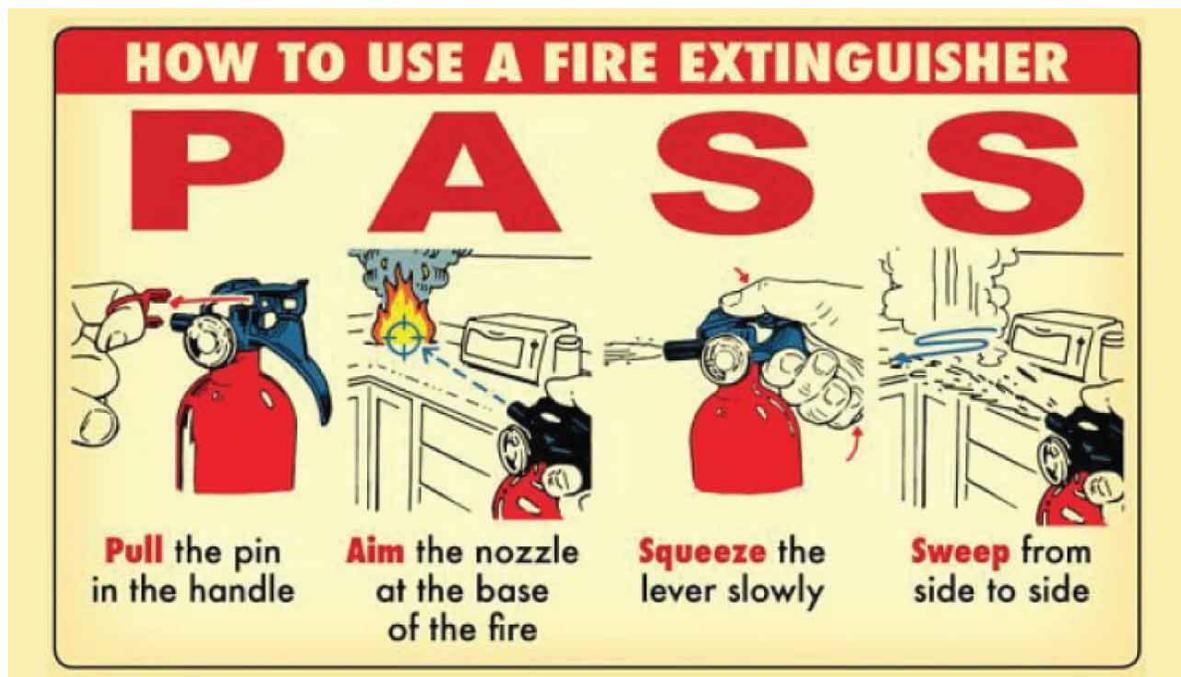


Staff will only attempt to extinguish a fire using an extinguisher after making sure:

- ✓ Others are aware of the fire and are being evacuated to safety.
- ✓ The fire department has been notified
- ✓ There is a clear exit behind the person using the extinguisher
- ✓ The fire is small and self-contained & the room is not filled with smoke

Refer to the site Program Emergency Response Plan (PERP) for the specific location of fire extinguishers at each site.



There are four basic steps to using a fire extinguisher.

1. **Pull.** Place the extinguisher on the floor. Hold it by the tank (pressure on the handle could pinch the pin). Pull the pin straight out.
2. **Aim.** Start 10 feet back from the fire. Aim at the base of the fire.
3. **Squeeze.** Squeeze the lever on the fire extinguisher.
4. **Sweep.** Sweep from side to side, moving in slowly until the fire is out.

Get out if the fire gets bigger, close the door and evacuate!

Remember

- Don't force yourself to fight a fire that makes you uncomfortable or puts you at risk.
- While using a fire extinguisher stay low, the smoke is filled with carbon monoxide and many other toxic gases.
- Don't let the fire come between you and your exit. Keep your back to the exit and the fire in front of you.
- Fire extinguishers are small quick fixes. If you are unable to put out the fire with one extinguisher, leave and close the door behind you.