

**MAINTENANCE SPECIFIC
FIRE EXTINGUISHER SAFETY PROGRAM**

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1.0 Definitions

Audible Fire Alarm Notification Appliance: A fire alarm system component that alerts by the sense of hearing (e.g., bell, horn, message, tones, etc.)

Cause of Fire: The factor or factors that give rise to a fire; the causal factor may be, but is not limited to, the result of an intention or unintentional action, mechanical failure or act of nature: Higher Education Opportunity Act (HEOA).

Fire: Any instance of open flame, or other any other burning, in a place not intended to contain the burning or in an uncontrolled manner (HEOA)

Fire Alarm System (TJ)-e[0x)

Visual Fire Alarm Notification Appliance: A fire alarm system component that alerts by the sense of sight (e.g., strobe lights)

2.0 Evacuation Policy

Campus building evacuations

- In addition to adhering to fire policies, all maintenance and facilities' personnel must also understand and practice policies regarding activities during a fire alarm at CWRU. If a staff member discovers smoke or an actual fire, they should immediately pull the nearest fire alarm and evacuate the building. Upon exit of the building

- Follow the building's evacuation map and exit quickly via stairwells only. DO NOT attempt to use elevators. Persons with disabilities who are unable to use the stairs should wait in the stairwell for rescue assistance.
- If you get caught in heavy smoke, take short breaths, crouch down or crawl.
- If the fire or smoke prevents you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and phone for help (cell phone or room phone). If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat, blanket, towel, etc.) in the window area.

emergency responders are not

- If you discover a fire or smoke condition, remember **RACE**.
- **Rescue** any person in immediate danger as long as you do not

5.0 Extinguisher Safety Precautions

Before using a fire extinguisher, ALWAYS pull the building fire alarm FIRST.

Do not attempt to use a fire extinguisher if the fire is large and spreading. Use it only for small fire defense (personal safety).

Do not use the fire extinguisher if the lock pin is tampered, the cylinder is damaged or if the pressure gauge pointer is in the RECHARGE zone.

Do not use the fire extinguisher if you are not trained and confident about your extinguisher abilities.

Read the extinguisher label to check if it is the right type for the kind of fire at hand. The label indicates fire classes and symbols and specific applications for which it can be used.

Protect yourself at all times.

Stay low. Avoid breathing the heated smoke and fumes.

If the fire cannot be controlled, leave building immediately and get to safety.

6.0 How to Use a Fire Extinguisher

Make sure you are using the proper extinguisher for the type of fire.

Always make sure the fire alarm is currently activated before attempting to extinguish.

Position yourself at a safe distance from the fire (e.g., seven to 10 feet).

PASS procedure:

- **Pull** the pin. This unlocks the operating lever and allows you to discharge the extinguisher.
- **Aim** low. Point the extinguisher nozzle/horn/hose at the base of the fire.
- **Squeeze** and hold the handle to discharge the extinguishing agent without any interruption.
- **Sweep** slowly from side to side as you are holding and squeezing the handle.

- Move closer, carefully, as the fire gets smaller and as you continue spraying. Watch the fire area until it has completely cooled down.
- Report the discharged extinguisher to Mike Arnone, 216.368.8655.