



Interoffice Memorandum
STATE OPERATED COMMUNITY PROGRAMS
Seniors and People with Disabilities
Department of Human Services
P.O. Box 14250, Salem, Oregon 97309-0740



DATE: April 29, 2008
TO: Central Management Team
FROM: Bradley Heath, MA Clinical Services Manager
SUBJECT: Fire Extinguisher Training

The BVS2's received training from the Keizer Fire Department on proper use of portable fire extinguishers.

Please see the attached flyer and training outline.

These will be used by the BVS2's for training staff on use of fire extinguishers as part of the CORE Competency training schedule.

Please send me your feedback by May 15, 2008 so I can finalize the outline and prepare it for training.

Fire Extinguisher Training Draft

Each employee will be trained on the use of the fire extinguishers located at the homes. The following outline will be used by the BVS2's for training:

1. Location of fire extinguisher
2. Type of extinguisher*
 - a. "ABC" extinguisher
 - b. Class "A" fires = ordinary combustibles such as wood, paper, cloth
 - c. Class "B" fires = flammable liquids such as gasoline, oil, some paint solvents
 - d. Class "C" fires = electrical equipment such as power tools, wiring, fuse boxes, computers, TV's, electric motors
3. Things you should know*
 - a. The extinguisher must match the fire you're fighting. There are five classes of fires. Extinguishers are labeled with standard letters and symbols for the classes of fires they can put out.
 - b. It's dangerous to use water or an extinguisher labeled "Class A Only" on a fire involving flammable liquids or electrical equipment.
 - c. Extinguishers for Class D fires must match the type of metal that is burning; the metals must be listed on the label.
 - d. The dry chemicals discharged from multi-purpose extinguishers are corrosive. Their residue can damage electronic components, if not cleaned immediately.
 - e. A red slash through any of the fire-class symbols on an extinguisher's label means you must not use the extinguisher on that class of fire.

4. PASS

Pull the pin that unlocks the operating lever

Aim low; point the extinguisher nozzle or hose at the base of the fire

Squeeze the lever above the handle to discharge the extinguishing agent, release to stop

Sweep the nozzle from side to side and keep the nozzle aimed at the base of the fire

5. Make sure you have your back to the exit. NEVER have your exit between you and the fire.
6. Most extinguishers have only 10 – 15 seconds of discharge before they are empty.
7. Watch the fire area, if the fire re-ignites, repeat the process.
8. Have the fire department inspect the fire site, even if you think you've extinguished the fire.

* Use the NFPA brochure to train all employees on fire extinguisher use

THE FIVE CLASSES OF FIRE

A portable extinguisher must match the fire you're fighting. There are five classes of fires. Extinguishers are labeled with standard letters and symbols for the classes of fires they can put out.

Class A fires involve ordinary combustibles, such as wood, cloth, and paper.



Class B fires involve flammable liquids, such as gasoline, oil, and some paints and solvents.



Class C fires involve energized electrical equipment, such as power tools, wiring, fuse boxes, computers, TVs, and electric motors.



Class D fires involve combustible metals, such as magnesium or sodium. Fighting Class D fires requires specialized training.



Class K fires involve cooking oils used in commercial cooking equipment.



A red slash through any of the fire-class symbols on an extinguisher's label means you must not use the extinguisher on that class of fire.

THINGS YOU SHOULD KNOW

- ◆ It is dangerous to use water or an extinguisher labeled only for Class A fires on a fire involving flammable liquids or energized electrical equipment.
- ◆ Extinguishers for Class D fires must match the type of metal that is burning. The metals will be listed on the label.
- ◆ Use only extinguishers labeled for Class K fires for fighting a fire in a commercial grease fryer. Multipurpose extinguishers — labeled for Class A, B, and C fires — are not appropriate.
- ◆ The dry chemicals discharged from multipurpose extinguishers are corrosive. Their residue can damage electronic components, if not cleaned immediately.



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FIGHTING SMALL FIRES ON THE JOB

If there is a fire, follow your company's fire emergency plan. Designated trained employees will evaluate the fire and decide if it is safe to fight it.

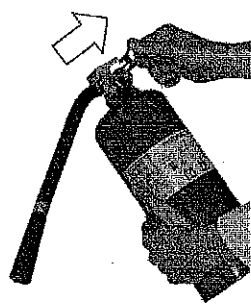
If the fire is too large or conditions are unsafe, all employees should evacuate.

BEFORE FIGHTING A FIRE, BE SURE THAT...

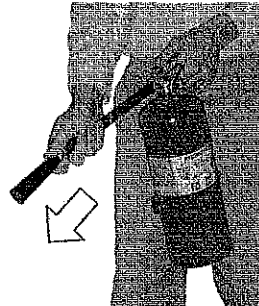
1. You have been trained to operate the extinguisher.
2. Everyone not designated to use extinguishers is leaving the area, and someone has sounded the alarm and called the fire department.
3. You have an unobstructed escape route in case you can't put out the fire.
4. You know what's burning and your extinguisher is right for the fire.

PASS: USING PORTABLE EXTINGUISHERS

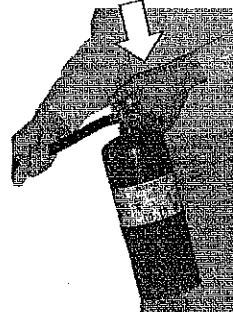
Keep your back to a clear exit, stand six to eight feet away from the fire, and remember the acronym **PASS**.



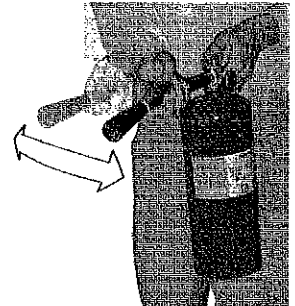
Pull the pin that unlocks the operating lever.



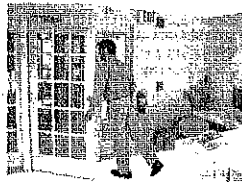
Aim low Point the extinguisher nozzle or hose at the base of the fire.



Squeeze the lever above the handle to discharge the extinguishing agent. To stop the discharge, release the lever.



Sweep the nozzle or hose from side to side. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out.



Extinguishers should be installed within easy reach, so employees can access them quickly while the fire is still small, and near doors, so anyone using them will have a safe escape route.

- ◆ Watch the fire area. If the fire re-ignites, repeat the process.
- ◆ Have the fire department inspect the fire site, even if you think you've extinguished the fire.