How to Use a Fire Extinguisher

Summary: Follow these instructions for using a portable fire extinguisher.

<table>
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<th>What to do</th>
<th>How to do it</th>
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| **1** Sound the alarm. | a. Activate the fire alarm and call for help.  
  • **On campus** telephones call Campus Police at 9-911.  
  • **Non-campus** telephone call 9-1-1.  
  b. Tell people in the area to evacuate. |
| **2** Determine if it is safe to use a fire extinguisher. | a. Use a fire extinguisher only if:  
  • The fire is small.  
  • You know how to use a fire extinguisher.  
  • You have a clear exit path behind you. |
| **3** Use the P-A-S-S procedures. | • Hold the extinguisher within six feet of the fire.  
  ![P](P.png) Pull the pin located in the extinguisher's handle.  
  ![A](A.png) Aim the nozzle, horn, or hose at the base of the fire.  
  ![S](S.png) Squeeze (or press) the handles together.  
  ![S](S.png) Sweep from side to side at the base of the fire until it is out. |
| **4** Follow up as needed. | a. Report used extinguishers immediately.  
  • **On campus**: Environmental Health & Safety, ext.7751.  
  b. If any injuries or damage occurred please call Risk Management, ext. 2860. |

If you are a UCSB employee and have a question about fire safety, contact the **UCSB Deputy Fire Marshal, ext. 7751.**

Notice: In case of fire, your first responsibility is to escape unharmed and sound the alarm. Use a fire extinguisher only if you have been trained to use one and you have a clear exit path behind you.