



## Fire Extinguishers at Howard

### Policy

Fire extinguishers - Distinctly marked fire extinguishers rated 2A40B:C or greater shall be suitably placed as follows:

1. One for each 3,000 square feet of building area or major fraction thereof. Travel distance from any point of protected area to nearest extinguisher shall not exceed 100 feet.
2. One or more on each floor of buildings with at least one located adjacent to each stairway.
3. At least one located outside but not more than 10 feet from the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
4. At least one located not less than 25 feet, or more than 75 feet from any outside flammable or combustible liquid storage area.
5. At least one within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is being used.

### Directions How to Use a Fire Extinguisher: PASS Technique

PASS is the acronym used to describe the four *essential steps* of operating a fire extinguisher.

- Pull**  
The first step is to pull the pin at the top of the extinguisher. The pin is in place to prevent the handle from being accidentally pressed. Immediately test the extinguisher before approaching the fire to ensure it is working correctly.
- Aim**  
Stand at a safe distance from the fire and aim the nozzle of the extinguisher at the base of the fire.
- Squeeze**  
Squeeze the handles to release the fire extinguishing agent. To stop, release handles. Make sure you are at a safe distance before releasing the handles as the fire could flare up again.
- Sweep**  
Sweep the nozzle of the fire extinguisher from side to side maintaining your aim at the base of the fire.

To operate an extinguisher:

