

APPENDIX A
USE OF A FIRE EXTINGUISHER

ABC fire extinguishers are located throughout the building. Please notify Property Management if you have used an extinguisher so that a full replacement can be made. Instructions for operating the fire extinguishers are labeled on the equipment, or simply remember the acronym **PASS** and these easy instructions:

Pull the pin.

Aim at the base of the fire.

Squeeze the handle.

Sweep from side-to-side at the base of the flame.

Remember do not underestimate the energy of a fire. **Always call the Fire Department at 911 no matter how small the fire appears.** It is best to have trained help on the way in case the fire becomes uncontrollable.