Use it!

An extinguisher can be used to put out small fires
ONLY attempt to put out a fire if:

You’ve raised the alarm (however small the fire appears to be).

You’ve checked that three conditions are met:
- The fire is small and has not spread (incipient stage fire).
- There isn’t much smoke.
- Your escape route is clear.

You know how to use a fire extinguisher.

Useful for early action on small fires!
How does a fire extinguisher work?

**When?**

**How?**

**Where?**

**REMEMBER**

<table>
<thead>
<tr>
<th><strong>Pull</strong></th>
<th><strong>Aim</strong></th>
<th><strong>Press</strong></th>
<th><strong>Sweep</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull de pin</td>
<td>Aim the handle</td>
<td>Press the lever</td>
<td>Sweep the nozzle side to side at the at the base of the fire until it is out</td>
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</tbody>
</table>

- Hold the fire extinguisher by the handle. Pull the pin.
- Grasp the hose firmly and aim it at the base of the fire. Don't get too close to the fire. Stay 2-3 m away.
- Press the lever. Discharge the extinguisher continuously.
- Aim the nozzle at the base of the fire and sweep from side to side.

Only if the fire is small!
Don't act alone.
Ask a co-worker to help by getting another extinguisher. You may need more than one extinguisher.

If the fire starts in a piece of equipment or an electrical installation, unplug it from the power supply if possible.

Before approaching the fire, make sure the extinguisher is working by discharging a small amount of the agent.

Don't assume the fire is out. Check to make sure.

Notify the Maintenance Service so they can recharge the extinguishers used.
There are two types of extinguishers in UPC buildings.

If you need to put out a fire, you can use either type of extinguisher.

**ABC powder-based fire extinguishers**
For any type of fire likely to occur at the UPC.

Paper, furniture, curtains, plastic, clothing, paints, etc.

**CO2 fire extinguishers**
Better for fires in distribution boards, UPS units, computers and other electronic equipment.
(Carbon dioxide won’t damage this equipment.)

Take hold of the extinguisher by the handle.

Remember that carbon dioxide is very cold when discharged.
Emergency signs will help you find fire extinguishers.

**Where are extinguishers located?**

- Lobbies
- General hallways on each floor of buildings
- Laboratories
- Libraries
- Storerooms and archives
- Rooms with technical equipment
- Car parks

Ensure that extinguishers are accessible and that signs are visible.

Don't leave objects in front of them. They should never be covered by panels, display stands, boards, plants, racks/hangers, etc.