

# PORTABLE FIRE EXTINGUISHER PRESENTATION - INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Portable Fire Extinguisher Program training presentation to employees.

## Training Objectives

- Review the rules and procedure for operation of fire extinguishers
- Train employees to feel confident in making a decision to use a fire extinguisher or to evacuate in the event of an emergency

## Before Training

- Read the OSHA standard and the model Fire Extinguisher Training program
- The OSHA standard does not require “hands on” fire extinguisher training with live fire. However, this can be a valuable component of training, and the trainer should evaluate the likelihood of fire frequency and severity to determine if “hands on” training should be included.
- Have examples of the types of fire extinguishers used in the facility to use as visual training props
- If you have access to an empty fire extinguisher, allow the student to use it for practicing the PASS operational method

## Introduction for Training

- Begin by stressing the overall importance of safety in your facility.
- Stress the following concept:  
*No employee is ever required to use a fire extinguisher. Before using a fire extinguisher, you must always consider your safety. If a fire is too large, if there is too much smoke or if you are too frightened, DO NOT USE THE FIRE EXTINGUISHER: EVACUATE!*
- As a ground breaker, ask your employees what prior experiences they have had with fire extinguishers or fire extinguisher training

## General Guidelines

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teaching safety is more important than teaching technical content with this topic

## Safety

- Fire extinguishers are only to be used on incipient stage fires. These are small fires that are growing slowly
- Stress the concept that people are more important than property

- Repeat that employees are expected to make a conscious choice regarding use of fire extinguishers and that the choice must always place personal safety above property conservation
- Review the operational safety steps with employees and be sure that they are understood:
  - Before using an extinguisher, alert others who may be at risk
  - Activate the fire alarm and call the fire department
  - Position yourself between the fire and an exit
  - Stay low
  - Start from 8-10 feet back from the fire
  - Back away from the fire in case of re-ignition
  - Avoid breathing smoke and products of combustion
  - Always report fire extinguisher use

### **Fire Extinguisher Familiarization**

- Review specific types of fire extinguishers found in your facility
- After the power point training, allow the student to handle fire extinguisher types found in your facility (Caution: if you are using operational extinguishers advise the student not to break the safety pin seal and/or pull the safety pin)
- Review the locations of all facility fire extinguishers

### **Student Exercise**

1. At the conclusion of the training the following activities will demonstrate the employees' understanding of the topic:
  - Fire extinguisher usage (when to use; when to simply evacuate)
  - Fire extinguisher safety rules
  - Fire extinguisher operation
  
2. Ask the employee to demonstrate how s/he would respond if a fire was discovered in the training area.