

## Fire Classifications



Fires involving the ordinary combustible materials such as wood, cloth, paper, plastics, etc.



Fires involving combustible or flammable liquids such as gasoline, kerosene, oils, grease, paints and chemicals.



Fires involving energized electrical equipment such as appliances, including computers, microwave ovens, TV's, copiers, fax machines etc.



Fires involving combustible metals such as magnesium, sodium and lithium.

## PASS

**To use Fire Extinguisher:**

**P**ull Pin

**A**im Hose

**S**queeze Handle

**S**weep From Side to Side

The ABC Dry Chemical extinguishers are good for a distance of 8-10 feet and last about 30 seconds. Always remember to keep a path of escape to your back when using an extinguisher. If the fire is not extinguished with one extinguisher, **RACE** out. Do not take the time to find or use a second extinguisher.

[www.ehs.columbia.edu/fs.html](http://www.ehs.columbia.edu/fs.html)



**Do You Know Where Your Nearest Exit Is?**

## NOW IS THE TIME TO PLAN!

Know your exits and where they lead to. You can evacuate horizontally into another building or vertically down the stairs. Have a meeting place for members of your department so that a headcount or roll call can be taken. Report to Public Safety, Fire Safety or the FDNY any unaccounted workers. **NEVER** use an elevator to evacuate from a building! Be aware of any employees, or visitors in your area who may need assistance in evacuating.



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## Fire Safety

Environmental Health & Safety



### VISION STATEMENT

*We provide expert guidance and timely service to the University Community through our commitment to health and safety. Employing best practices and collaboration, and by building long term relationships, we promote a productive and safety conscious work environment.*

<http://www.ehs.columbia.edu>

Medical Center -212.305.6780

Morningside – 212-854-8749

## Fire Safety

The most effective way to fight fires is to prevent them from occurring. All Columbia University staff have a responsibility to contribute to the University's efforts to prevent fires. Personnel should neither create nor tolerate conditions that could cause or fuel a fire.

Each employee or staff member receives Fire Safety training during their orientation, and at least annually. The training covers fire safety procedures as well as specific duties employees must perform upon discovery of a fire, heat or smoke condition. Each employee or staff member is trained in the **RACE** procedures and the use of a portable fire extinguisher.

### What to Do if a Fire Alarm Activates

The University is protected by various devices such as smoke detectors, sprinkler systems, and manual fire alarm pull stations. Manual pull stations are strategically located throughout the University. Usually located by each exit stair way. To activate pull the handle all the way down and release. This will activate the building alarm, sounding a coded signal for that pull station and sending a signal to the New York City Fire Department for a response. Coded fire alarm charts are found next to each pull station.



Many areas of University buildings are protected by sprinkler systems. These devices will activate with a rise in temperature to a pre determined temperature setting. Once activated, they spray water over the fire, and sound an alarm resulting in an FDNY response. Never block a sprinkler head with equipment or storage; fire codes require a minimum of 18 inches of clearance.

Smoke detectors are placed in corridor locations and in all HVAC ducts. An activation of these devices causes the building alarm system to ring out and the FDNY to respond.

**If you hear a fire alarm activation, do not assume it is a false alarm.** Prepare to initiate your evacuation procedures and listen for announcements or other instructions. Typically we ask that occupants evacuate from the fire area to two floors below the fire; however, if you wish to leave the building let someone know!



## RACE

In the event of a fire or smoke condition all occupants should use the RACE procedure.

**Rescue**— Rescue anyone in danger

**Alarm**— Activate the Alarm

**Confine**— Confine the fire, close room doors.

**Extinguish / Evacuate**- Extinguish the fire using the proper fire extinguisher or evacuate from the building.

**To report a fire/ smoke condition call Public Safety immediately. This will result in FDNY response.**



## Fire Extinguishers

The University has placed **ABC Dry Chemical** extinguishers throughout the University. They are mounted on walls in corridors or by exit doors in laboratories and offices. These extinguishers will handle most types of fires you would encounter at Columbia University - Class A, Class B and Class C fires.

