
Basics of using a Fire Extinguisher

**Remember:
P.A.S.S.**

P = Pull the pin

A = Aim the nozzle, low at the base of the fire

S = Squeeze the handle

S = Sweep the nozzle, edge to edge of the fire



- ❖ Always call 9-1-1
- ❖ Train employees on how to use a fire extinguisher.
- ❖ Fire extinguishers are for small fires only-no larger than a trash can.
- ❖ Do not delay your exiting to extinguish a fire.
- ❖ Know 2 ways out of your building.
- ❖ Close doors behind you as you exit to confine the fire.
- ❖ Contact MOFD for more information.

Moraga-Orinda Fire District
Fire Prevention
1280 Moraga Way
Moraga, CA 94556



**Moraga-Orinda
Fire District**

**Fire Safety for
Businesses**



925-258-4599 (Office)
925-376-1699 (Fax)

www.mofid.org

Fires in the business community effect the entire community!

- According to the US Small Business Association, 25% of business will not reopen after a major fire.
- Faulty electrics are the biggest cause of workplace fires. These can be loose or exposed wires, overloaded plugs or old equipment that is not properly maintained.
- In 2011, the National Fire Protection Association (NFPA) reported a total economic loss in the US of 42 Million Dollars.
- Peak time for office fires is noon – 2pm, lunchtime!
- 69% of fires occurred between 7am-7pm.
19% of fires occurred on weekends.



Prevent fires within your business!

- Keep work areas free of waste paper, trash, and other items that can easily catch fire.
- Check electrical cords for damage. Replace cords if damaged. Do not lay cords under rugs or mats.
- Don't overload electrical circuits.
- Turn off electrical appliances at the end of each day.
- Keep exit and hallways clear of storage.
- Maintain working smoke detectors.
- Keep heat producing equipment such as coffee makers, copiers, and computers clear of combustible materials
- Train all employees on how to use a fire extinguisher.



Staying in business means being fire safety smart!

Safety Checklist!

- ✓ Does my business have smoke detectors?
- ✓ What are the two ways out in an emergency?
- ✓ Does my business have a fire extinguisher?
- ✓ Are the electric appliances overloading the circuits?
- ✓ Are the exits clear of storage?

For More Information, Contact MOFD:

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