



Training Solutions, Delivered!

USING AN ABC FIRE EXTINGUISHER

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5331
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5331 USING AN ABC FIRE EXTINGUISHER FACT SHEET

LENGTH: 1:44 MINUTES

PRODUCTION YEAR: 2023

PROGRAM SYNOPSIS:

Office buildings and other corporate facilities are often multi-story and contain many offices, cubicles, storage areas, and meeting rooms. The number of people in these types of facilities, combined with an abundance of combustible materials and potential sources of ignition, creates the potential for a hazardous office fire to occur. This program discusses the way to properly use an ABC fire extinguisher.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What are the steps to using an extinguisher;
- What to do when an extinguisher is depleted;
- What to do when it appears a fire is extinguished.

INSTRUCTIONAL CONTENT:

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- If you are trained and authorized to use a fire extinguisher, here is a quick review of how to safely do so.
- First, make sure an alarm has been sounded and the fire department has been called. Next, make sure you have an unblocked escape path from the fire should it grow larger.
- Select an extinguisher rated for the class of fire that is burning and position yourself about eight feet from the fire.
- Before you can discharge the fire extinguisher, you must first pull the pin with enough force to break the plastic securing device.
- Then, aim the nozzle at the base of the fire and firmly squeeze the trigger to release the extinguishing agent. Be sure to aim at the base of the fire; this is where the burning fuel source will be located.
- While the extinguishing agent is discharging, gently sweep the nozzle from side to side and evenly spread the extinguishing agent onto the base of the fire. When done correctly, and the fire is still small or “incipient”, the extinguishing agent will displace the oxygen away from the burning heat source and extinguish the fire.
- It’s good practice to fully deplete the extinguisher into the fire.
- If the extinguisher runs out before the fire is extinguished, lay the empty extinguisher down on its side, and evacuate the building. Do not seek another extinguisher.
- Even if you think the fire is out, stand by and maintain a fire watch until the fire department arrives and confirms the fire is fully extinguished.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. b

USING AN ABC FIRE EXTINGUISHER
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. The first step to using a fire extinguisher involves _____.
 - a. Aiming the nozzle at the base of the fire
 - b. Squeezing the trigger
 - c. Pulling the pin with enough force to break the plastic securing device

2. While the extinguishing agent is discharging, gently sweep the nozzle from side to side and evenly spread the extinguishing agent onto the base of the fire.
 - a. True
 - b. False

3. If the extinguisher runs out before the fire is extinguished, find another extinguisher and continue fighting the fire.
 - a. True
 - b. False