

Fire Extinguisher and Fire Emergency Guide

General Guidance

- Portable fire extinguishers can be found in almost every facility at NMSU. They are the first line of defense against small fires in the workplace after a fire alarm has been activated.
- Employees should know:
 - Where portable fire extinguishers and fire alarm pull stations are located in their work areas.
 - Facility evacuation routes and designated assembly points.
- There are 4 basic types of fire extinguishers and each are designed to extinguish a specific type of fire. The four types are:
 - **Type A:** Ordinary combustibles such as wood, cloth, paper, rubber and plastics.
 - **Type B:** Flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and a flammable gas.
 - **Type C:** Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances.
 - **Type D:** Combustible metals such as magnesium and potassium.
- Most portable fire extinguishers at NMSU are multi-purpose extinguishers (Type A, B, C).
- Employees need to be trained on how to properly use portable fire extinguishers. The NMSU Fire Department offers fire extinguisher training monthly.



What to do in a Fire Emergency

- If the fire is small, an evacuation exit is available and heavy smoke is **NOT** present:
 - Immediately pull the handle on the nearest fire box and/or call Emergency Dispatch at 911.
 - If properly trained and comfortable using a portable fire extinguisher, attempt to extinguish the fire. If the fire is not extinguished after the first attempt then evacuate the area and wait for the fire department to arrive. Otherwise warn others in the area and evacuate the building using pre-determined evacuation routes.
 - Do not use building elevators.
 - If unable to safely exit the building, go to the nearest safe area, report your location to emergency dispatch and wait for rescue.

