

FIRE PREVENTION PLAN

1. PURPOSE

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and visitors are protected.

2. RESPONSIBILITY

Names or job titles of those responsible for the control of accumulation of flammable or combustible waste materials:

Name of Person, Title

Name of Person, Title

Person(s) responsible for assuring maintenance of equipment and systems installed to prevent or control ignitions of fires.

Name of Person, Title

Name of Person, Title

3. IDENTIFICATION OF FIRE HAZARDS

The following is a list of possible potential fire hazards and their associated work areas:

<u>Work Areas</u>	<u>Fire Hazards</u>
Computer workstations/office	Paper, plastic, electrical, combustible waste material
Facility operations	Electrical, paper, plastic, flammable liquids, flammable gases and combustible liquids and materials, welding operations
Break room	Paper, plastic, electrical appliances

Note: Please add or cross out where necessary

<u>Work Areas</u>	<u>Ignition Sources</u>
Sample: Shop	Welding, heating, grinding, cutting, burning, electrical wiring

4. FIRE CONTROL MEASURES

Fire Protection Systems:

The following is a list of fire control measures installed or available in work areas:

<u>Work Area</u>	<u>Fire Control Measures</u>
------------------	------------------------------

Sample: Building

Installed and monitored sprinkler system

Installed and monitored fire alarm system

Fire Protection Equipment:

<u>Work Area</u>	<u>Fire Control Measures</u>
------------------	------------------------------

Sample: Building

ABC extinguishers, fire hoses

5. HOUSEKEEPING PRACTICES

The following are the fire prevention practices associated with fire hazards identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
----------------------------	----------------------------------

Paper

Waste paper cans emptied daily

Plastic

Waste plastic discarded daily

Electrical

Quarterly inspections of outlets, electrical panels, and work areas

Flammable/combustible liquids

Store liquids in approved storage cabinets with proper label away from sources of combustion, oxidizing chemicals, or material that could increase the fire hazard

Flammable Gases

Secure like cylinders away from ignition sources in well-ventilated area

Reactive Gases

Secure like cylinders in well-ventilated areas and required distance from reactive chemicals

Electrical appliances/tools

Quarterly inspections of electrical equipment; employees trained to inspect equipment prior to use

Note: Please add or cross out where necessary

General Housekeeping Practices:

Flammable Storage Waste:

- Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.
- Label all flammable materials clearly.
- Store away from ignition sources.

Combustible Storage Waste:

- a. Maintain all debris, scraps and trash in proper disposal containers.
- b. Maintain all combustible waste neatly in designated areas and away from ignition sources.

6. CODE OF SAFE PRACTICES

- a. Smoking shall be done in outdoor designated areas only away from flammables and combustible material or liquid.
- b. Flammables, combustibles, paper, books, rags, clothing, flammable liquids/gases or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
- c. Sources of actual or potential heat shall not be placed near flammable materials. Candles are prohibited.
- d. Care must be taken not to block potential escape routes, particularly with flammable materials.
- e. Extension cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.
- f. Hot work shall not be performed near or around flammable or combustible material or liquids. Hot work shall only be performed in designated areas. Hot work is defined as any operation which creates intense heat that is capable of igniting combustible materials or flammable atmospheres or providing a source of ignition for a fire. Types of operation include welding burning, heating and/or grinding.
- g. Electrical fixtures, panels, boxes, outlets and cords shall be wired and labeled to all applicable codes to prevent injury, fire, or explosion. Avoid the use of extension cords whenever possible. Replace or repair any exposed or frayed wiring. Do not overload outlets or electrical systems. Label all outlets and electrical panels for voltage and mapping.

7. MAINTENANCE AND INSPECTION PROGRAM

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Responsible Party</u>
Sprinkler System	Quarterly/Annually/5 Year Cert.	Safety staff/Certified professional
Fire Alarm System	Annually	Certified professional
Fire Extinguishers	Inspection monthly	Safety staff
Fire Extinguishers	Annually/Test/Recharge	Certified professional

Note: Please add or cross out where necessary

8. TRAINING

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to upon initial assignment, change in assignment or position, or change in Fire Prevention Plan. The employees shall be made aware of those parts of this Fire Prevention Plan which they must know to protect them in the event of an emergency. This program is located in the IIPP program and is available for review upon request from the Safety Director.