## Purpose

The Trinity Fire Safety Plan has been developed to work in conjunction with company emergency plans and other safety programs. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

This FPP is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and their proper handling and storage procedures.
- Potential ignition sources for fires and their control procedures.
- The type of fire protection equipment or systems which can control a fire involving them.
- Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our emergency action plan where procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them. Please see the emergency action plan for this information.

## Administrative Duties

The Operations Manager is the program coordinator, who has overall responsibility for the plan. The written program is kept in Operations office. He/she will review and update the plan as necessary. Copies of this plan may be obtained in the Operations office.

The FPP communicates to employees, policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

If after reading this program, you find that improvements can be made, please contact the Operations Manager. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

## Training and Compliance Responsibilities

At Trinity, the Training and Compliance Manager is responsible for the following activities. He/she must:

- Develop a written fire prevention plan for regular and after-hours work conditions.
- Immediately notify the local fire department fire or police departments, and the building owner/superintendent in the event of a fire affecting the office.
- Integrate the fire prevention plan with the existing general emergency plan covering the building occupied.
- Distribute procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee.
- Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.
- Satisfy all local fire codes and regulations as specified.
- Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.
- Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in communicating a fire occurring during non-work hours.
- Decide to remain in or evacuate the workplace in the event of a fire.

If evacuation is deemed necessary, the Operations Manager ensures that:

- All employees are notified and a head count is taken to confirm total evacuation of all employees.
- When practical, equipment is placed and locked in storage rooms or desks for protection.
- The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.

In locations where the building owner/superintendent is not available, security measures to protect employee records and property are arranged as necessary.

## Workplace Fire Hazards

It is the intent of this company to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials which can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion, are the types of materials with which this fire prevention plan is concerned. Such combustible materials may be easily ignited by matches,

welder's sparks, cigarettes and similar low level energy ignition sources. It is the intent of this company to prevent such accumulation of materials.

Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep-fat food fryers found in restaurants. There may be similar switches for high temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar heat producing equipment. If these devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Again employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturer's recommendations should be followed to assure proper maintenance procedures.

Fuel is used throughout the building and work areas/sites as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled. Flammables are stored is safe, approved areas away from flames, sparks, heat, or other ignition sources.

## Potential Ignition Sources

Flammable or combustible materials may not ignite on their own without an external source of ignition.

Many of the thousands of chemicals in use in the workplace are both highly toxic and highly volatile. Extreme caution must be used to prevent and fight fires resulting from chemical spills and accidents. Chemicals can cause serious injuries through physical (fire or explosion) or health (burns or poisons) hazards. Chemicals are classified by the inherent properties that make them hazardous.

- Flammable - these chemicals catch fire very easily; hazards include property damage, burns and injuries that result when toxic and corrosive compounds are released into the air.
- Reactive - a reactive material is one that can undergo a chemical reaction under certain conditions; reactive substances can burn, explode, or release toxic vapor if exposed to other chemicals, air or water.
- Explosive - an explosive is a substance that undergoes a very rapid chemical change producing large amounts of gas and heat; explosions can also occur as a result of reactions between chemicals not ordinarily considered explosive.

The National Fire Protection Association (NFPA) has classified four general types of fires, based on the combustible materials involved and the kind of extinguisher needed to put them out. The four fire classifications are A, B, C and D.

- Class A. This type of fire is the most common. The combustible materials are wood, cloth, paper, rubber and plastics. The common extinguisher agent is water, but dry chemicals are also effective. Carbon dioxide extinguishers and those using sodium or potassium bicarbonate chemicals are not to be used on this type of fire.

- Class B. Flammable liquids, gases and greases create class B fires. The extinguishers to use are foam, carbon dioxide and dry chemical. Also, water fog and vaporizing liquid extinguishers can be used.
- Class C. Class C fires are electrical fires and a non-conducting agent must be used. Carbon dioxide and dry chemical extinguishers are to be used. Never use foam or water-type extinguishers on these fires.
- Class D. Combustible metals, such as magnesium, titanium, zirconium and sodium fires are class D. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction.

There are only two dry chemical extinguishers that can be used on A, B, and C fires, and those are multi-purpose ABC extinguishers, either stored pressure or cartridge operated. Multi-purpose extinguishers (ABC) will handle all A, B, and C fires. All fire extinguishers are labeled with either ABC, or A, or B, or C.

It is important to know what type of fire is in progress. If you use a fire extinguisher, be sure to use one only on fires for which that fire extinguisher is designed. Using the wrong agent on a fire may increase the intensity of the fire. Check the label on the fire extinguisher; it should list the fire class(es) it is meant to put out.

## Fire Protection Equipment

Fire protection equipment, selected and purchased by Trinity in use at this company includes the following extinguishers to protect from the various types of fire hazards.

Type of Fire: A, combustibles like wood, paper, etc.
Type of Extinguisher: A or ABC, water or dry chemicals

Type of Fire: B, flammable liquids, gases and greases
Type of Extinguisher: B or ABC, foam, carbon dioxide, dry chemicals

Type of Fire: C, electrical fires
Type of Extinguisher: C or ABC, non-conducting agent such as carbon dioxide and dry chemicals

Type of Fire: D, combustible metals such as titanium and sodium.
Type of Extinguisher: This type of fire calls for specialized techniques for which the fire department will be called.

## Maintenance of Fire Protection Equipment

Once hazards are evaluated and equipment is installed to control them, equipment must be monitored on a regular basis to make sure it continues to function properly. Strict guidelines for

maintaining the equipment are followed. Fire extinguishers are inspected on a monthly basis with each receiving an annual hydrostatic test. Trinity records the annual maintenance date.

## Housekeeping Procedures

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials:

- All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.
- Storage areas will be maintained orderly at all times. When supplies are received, the supplies will be stored properly.
- Spills will be cleaned-up immediately and wastes disposed of properly.
- All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.
- All refuse and waste materials will be placed in the recognized waste containers for disposal keeping floor free of paper or saw dust, storing oily rags in specially designed containers, storing all flammables in fire cabinets when not in use.
- At the end of the business day, turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters be un-plugged at the end of the day to assure they have been turned-off.

## Training

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during a fire to assure their safety.

This document is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by OSHA.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. Trinity has chosen to train employees through presentation followed by a drill. Our local fire department requires one or more fire drill(s) each year, so we cover related FPP information at that time.

A better method of communicating the fire prevention plan is to give all employees a thorough briefing and demonstration. Trinity has all managers and supervisors present the plan to their staffs in small meetings.

Training, conducted on initial assignment, includes:

- What to do if employee discovers a fire
- Demonstration of alarm, if more than one type exists
- How to recognize fire exits
- Evacuation routes
- Assisting employees with disabilities
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
- Head count procedures (see EAP for details)
- Return to building after the "all-clear" signal

The Company must inform employees of the fire hazards of the materials and processes to which they are exposed.

The Company reviews with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency.

The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

If Trinity has reason to believe an employee does not have the understanding required, the employee must be retrained. The Training and Compliance Manager certifies in writing that the employee has received and understands the fire prevention plan training.

Because failure to comply with company policy concerning fire prevention can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined.

## Fire Prevention Equipment

The Company provides an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved in incipient stage fire fighting. Training, before an individual is assigned responsibility to fight a fire, includes:

- Types of fires
- Types of fire prevention equipment
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment

- Proper care and maintenance of assigned fire prevention equipment and

Training is conducted upon initial assignment and at least annually thereafter.

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If a supervisor has reason to believe an employee does not have the understanding or skill required, the employee must be retrained. The supervisor certifies in writing that the employee has received and understands the fire prevention equipment training.