**FIRE PREVENTION PLAN**

*[Instructions to planners are in bold italics enclosed in brackets. Don’t include these instructions your final plan]*

The following elements are included in this fire prevention plan

1. ***XXX [name of office]*** Fire Prevention Policy and general fire prevention rules.
2. Identification of workplace fire hazards. Including proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, the type of fire protection equipment or systems which can control a fire involving each of them, and names or regular job titles of the personnel responsible for control of fuel source hazards.
3. Procedures to control accumulation of flammable and combustible waste materials.
4. Procedures for regular maintenance of safeguards installed on heat producing equipment to prevent accidental ignition or fires, including the names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
5. Fire Suppression and Alarm Equipment and Use.
6. Unit Emergency Organization
7. ***XXX [name of office]* Fire Prevention Policy.** It is our policy to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards. The requirements stated in this plan identify the basic elements of our fire prevention program. They should be a part of the day-to-day responsibilities of every manager, supervisor, and employee. They apply to all ***XXX [name of office]*** field offices and facilities. The ***XXX [name of office]*** will follow these general fire prevention principles:
   1. Supervisors will apprise employees of the fire hazards of the materials

and processes to which they are exposed.

* 1. The ***XXX [name of office]*** will review with each employee upon initial

assignment those parts of this fire prevention plan which the employee must know to protect the employee in the event of an emergency.

* 1. This plan will be kept in the ***[identify location]*** and will be available for

employee review.

* 1. Supervisors will ensure that the identity, address and phone number of the

public fire department and other emergency units to be summoned in the event of a fire will be posted in strategic locations within their respective departments. See [***Name of Office Safety Specialist or CDSO, or local Fire Chief or Fire Marshal]*** for the appropriate information to be posted.

* 1. Procedures will be established to control the receipt, storage, handling,

and use of flammable liquids. The use of safety cans for handling separate storage of flammables, minimizing concentrations, and proper identification of containers are typical procedures which shall be enforced.

* 1. No smoking is permitted inside or within 50’ of any building, or within

designated (signed) hazardous areas. See ***[Name of Office Safety Specialist or CDSO]*** for specific guidelines on areas where smoking is permitted.

* 1. All fire incidents will be investigated and reported. Large fires will be

investigated by the local Fire Marshall, minor incidents and close calls will be investigated by ***[Name and/or position title of your safety officer]***.

* 1. Procedures to accomplish after-hours notification of key personnel when

the facility is operating at less than normal complement or shutdown shall be maintained and kept current.

* 1. Access of emergency vehicles shall be considered in regard to facilities'

layouts. Parking of cars or other obstructions shall be restricted as necessary.

* 1. Proposed changes in facilities' layouts, materials, operations, and

constructions shall be reviewed by unit safety personnel as early in the planning stage as possible in order to establish the necessary fire prevention measures.

* 1. Office managers and safety personnel shall make sure that specialized

training is provided to persons with responsibilities for maintenance of fire-fighting equipment, related systems, and supplies.

* 1. Evacuation during fire emergencies will follow the requirements and

procedures described in the ***XXX [name of office]*** Emergency Action Plan.

1. **Identification of workplace fire hazards.** Proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, the type of fire protection equipment or systems which can control a fire involving each of them, and names or regular job titles of the personnel responsible for control of fuel source hazards are provided in the following table.

**Identification and Location of Known *XXX [name of office]* Fire Hazards**

*[Control procedures are the specific methods/practices you will use to reduce the hazard level and /or the risk of ignition]*

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| **Combustible Hazard** | **Location** | **Potential Ignition Source/s** | **Person or Position Responsible** |
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| **Control procedures and proper extinguisher type/system:** | | | |
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| **Combustible Hazard** | **Location** | **Potential Ignition Source/s** | **Person or Position Responsible** |
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1. **Procedures to control accumulation of flammable and**

**combustible materials and waste materials at *XXX [name of office]* facilities.**

* 1. Housekeeping for fire prevention. Employees will control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. Supervisors will ensure that employees maintain their workspaces and public areas free of flammable clutter, trash, or debris.
  2. Maintenance and operating practices shall be in accordance with established procedures which will tend to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly. Rags or paper towels used to clean up or wipe oils, solvents, or solvent based paints or cleaners will be placed in a properly rated oily rag container until they can be properly disposed of.
  3. Only approved containers shall be used for storing flammable liquids.

No flammable liquids in any quantity may be kept in individual office areas. Storage in office occupancies are prohibited except that which is required for maintenance and operation of the building or equipment. Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an inside storage room not having a door that opens into that portion of the building used by the public.

* 1. Flammable liquids will be stored in flammable liquid storage cabinets or

storage rooms that comply with the OSHA requirements in 29 CFR 1910.106. Flammable storage ***[cabinet/s*** ***and/or room/s* is/are]** located in the following ***[area/s];***

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  1. Compressed flammable gases will be stored in their designated storage area located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Refillable compressed gas tanks must be stamped showing that hydrostatic inspection has been performed within 12 years of manufacture and every 5 years following; those under 100# capacity must have an overfill protection device.
  2. ***[Identify and describe control measures for any other special processes or conditions at your office that utilize flammable or combustible materials or generate flammable or combustible waste.]***

1. **Procedures for regular maintenance of safeguards installed on heat producing equipment to prevent accidental ignition or fires.** Including the names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
   1. **Maintenance**. The ***XXX [name of office]*** will ensure that equipment and systems (identified in the table below) installed on heat producing equipment to prevent accidental ignition of combustible materials are regularly and properly inspected and maintained according to established procedures.
   2. **Equipment control devices**. The ***XXX [name of office]*** will ensure, through periodic inspection or testing, that all control devices on equipment involved with combustible materials in the workplace (identified in the table below) are operable. Manufacturers' recommendations will be followed to assure proper maintenance procedures.

**Safeguards Installed on Heat Producing Equipment to Prevent Accidental Ignition or Fires**

***XXX [name of office]***

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| --- | --- | --- |
| **Equipment or Control Device** | **Location** | **Person or Position Responsible** |
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| Maintenance and /or inspection required, frequency: | | |
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| **Equipment or Control Device** | **Location** | **Person or Position Responsible** |
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1. **Fire suppression and alarm equipment use and management.**
2. ***XXX [name of office] policy on employee use of fire extinguishing***

***Equipment to fight fire.***

***[****🖎****\*\*\*DECISION POINT 1: Stipulate here whether all of your employees or only***

***designated employees are authorized to are authorized to attempt to fight small***

***fires. If you opt to allow any employee to attempt to extinguish small fires, you must annually train every employee in the facility to operate the fire extinguishing equipment. If only designated personnel are authorized, they must also be trained annually.]***

Upon being informed of a fire by the fire alarm sounding/flashing, a voice alarm,

or a visible flame or smoke,trained occupants may attempt to extinguish fires with the

provided fire extinguishers, evacuating if it becomes apparent that a fire is not going to

be quickly and easily extinguished. All other occupants not engaged in fire fighting will

evacuate immediately, following the prescribed procedures detailed in the Fire

Response section of the Emergency Action Plan.

***[OR:]***

Only designated, trained members of the Unit Emergency Organization (UEO) s may

attempt to extinguish fires with the provided fire extinguishers. All other occupants

will evacuate immediately, following the prescribed evacuation procedures detailed in

the Fire Response section of the Emergency Action Plan.

***[🖎\*\*\*DECISION POINT 2: You must determine and describe the specifics of fire extinguisher training required for your facility]***

1. **Portable fire extinguisher training and education. *XXX [name***

***of office]*** will provide an educational program to familiarize ***[choose* all employees *or* members of the UEO*, as appropriate to your choice in decision point 1]*** with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training will consist of ***[describe training program here; name of any programs or videos used, length of class, degree of hands-on training, etc.]***

This training will be provided upon initial employment, and annually thereafter in the month of ***[XXX]***.

1. **Management of Portable fire extinguishing equipment. *[Required regardless of whether employees are authorized to use the equipment].*** Requirements of thissection apply to the placement, use, maintenance, and testing of portable fire extinguishers. This section does not apply to extinguishers provided for use on the outside of workplace buildings or structures. Only approved portable fire extinguishers will be used to meet the requirements of this section.
   * + 1. **General requirements.** ***XXX [name of office]*** will mount, locate and

identify fire extinguishers so that they are readily accessible to trained employees without subjecting the employees to possible injury.

* + - 1. ***XXX [name of office]*** will not provide or make available in the

workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents. Any employee finding such an extinguisher should report the find to the Safety Officer.

* + - 1. ***XXX [name of office]*** will assure that portable fire extinguishers are

maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

* + - 1. **Selection and distribution.** Portable fire extinguishers will be

provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use. See Appendix A for extinguisher classifications.

* + - 1. **Inspection, maintenance and testing. *[Name/s of designated persons/positions; suggest more than one person is named]*** will beresponsible for ***[***performing ***or*** arranging ***as appropriate]*** for the inspection, maintenance and testing of all portable fire extinguishers used by this company.

1. **Monthly inspections. Portable extinguishers will be visually** inspected monthly ***[Name of designated person/position]*** and documented by initialing and dating the extinguisher tag at the time of inspection.

**ii. Annual maintenance check.** Portable fire extinguishers will be

subjected to an annual maintenance check by a certified inspector and documented. The inspector will record the annual maintenance date on an extinguisher tag and the tag will remain in the extinguisher for one year after the annual inspection, or the life of the shell, whichever is less.

**iii. Hydrostatic testing. *[Name of designated person/position]*** will

will assure that hydrostatic testing is performed by certified persons with suitable testing equipment and facilities. Alternate equivalent protection will be provided when portable fire extinguishers are removed from service for maintenance and recharging.  ***[Name of designated person/position]*** will maintain and provide upon request, evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Appendix B. Such evidence will be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records shall be kept until the extinguisher is hydrostatically retested at the time interval specified in Table 1 or until the extinguisher is taken out of service, whichever comes first.

Stored pressure dry chemical extinguishers that require a 12 year hydrostatic test will be emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6 year requirement begins from that date.

In addition to an external visual examination, an internal examination of cylinders and shells will be made prior to being tested or subjected to hydrostatic tests.

Portable extinguishers will be hydrostatically tested at the intervals listed in Appendix B, except under any of the following conditions:

* When the unit has been repaired by soldering, welding, brazing, or use of patching compounds.

* When the cylinder or shell threads are damaged.
* When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies.

* When the extinguisher has been burned in a fire.
* When a calcium chloride extinguishing agent has been used in a stainless steel shell.

Extinguishers in these categories will be permanently removed from service.

An inventory of all fire extinguishers located at ***XXX [name of office]*** follows on the next page.

***XXX [name of office]* Fire Extinguisher Inventory**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Extinguisher Location** | **Extinguisher Type** | | | | **Size** | **Due Date for Annual Insp.** | **Year Hydrostatic Testing Due** |
| **A** | **B** | **C** | **Media/Propellant** |
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| **Extinguisher Location** | **Extinguisher Type** | | | | **Size** | **Due Date for Annual Insp.** | **Year Hydrostatic Testing Due** |
| **A** | **B** | **C** | **Media/Propellant** |
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1. **Sprinkler Systems.** 
   * + 1. **Sprinkler system security.** Sprinkler system security control valves shall be ***[choose either* wire "sealed" *or* keyed locked*]*** in the open position. All riser and valve locations shall be maintained free of storage and protected against damage by barrier or enclosures.
       2. **Sprinkler System Shutdown.** Safety and fire prevention require-ments will be followed in any required shutdown or impairment of automatic sprinkler protection systems Planned impairment of automatic sprinkler systems shall be permitted only upon approval of the management responsible for the operations involved and shall be of the minimum possible durations.

Any person initiating or performing any action affecting sprinkler protection will determine that all of the following have been accomplished:

1. Location maintenance supervisor and the manager of the affected area are notified in advance of the intended shutdown.
2. Fire protection procedures to be relied upon during shutdown have been reviewed and are satisfactory
3. Equipment is on hand for quickly restoring service in the event of an emergency.
4. **Alarm Systems.** Supervisors will ensure that alarm systems are tested

on ***[a/an monthly/quarterly/annually, as appropriate, or as recommended by the manufacturer or local Fire Marshal]*** basis to ensure the system is in working order. A written record of alarm tests will be maintained by ***[Name or position title of responsible person].***

1. **UNIT EMERGENCY ORGANIZATION**

***XXX [name of office]*** has designated personnel as members of the Unit Emergency Organization (UEO). These employees are authorized, trained and equipped to deal effectively with small fires and similar emergencies.

1. The number of employees assigned to the ***XXX [name of office]*** UEO will

be maintained at a level suitable to deal effectively with possible emergencies and provide adequate coverage during normal duty hours. Any manager, supervisor, or employee may serve on the UEO.

1. UEO members must be physically capable, without undue strain, of

moving rapidly on foot and to lift and operate the heaviest extinguisher deployed in the facility. Persons with cardiac or pulmonary conditions should not serve on the UEO.

1. All members of the UEO shall be fully trained in the responsibilities

assigned to them. Training schedules will be established and kept current, to include a minimum of one fire extinguisher training session and six practice drills annually.

1. The UEO Chief (UEOC) is ***[Enter name or position title here].*** The

UEOC will provide effective organization and control in emergencies, and will create a list of alternates to ensure that there is always an employee designated to serve in the absence of the UEOC. Safety personnel will provide advice and support on organ-ization, equipping, training, and functioning of the UEO.

**Information on emergency evacuation procedures and the**

**assignment of associated evacuation responsibilities are contained in**

**the *XXX[name of office] Emergency Action Plan.***

**APPENDIX: FIRE EXTINGUISHER REFERENCE MATERIAL**

**TABLE 1: CLASSES OF FIRE EXTINGUISHERS**

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| Class A fires. Class A fires are classed as ordinary combustibles or fibrous material, such as wood, paper, clothe, rubber and some plastics. Portable fire extinguishers for use by employees on Class A fires will be distributed so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.  Class B fires. Class B fires are classed as flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Portable fire extinguishers for use by employees on Class B fires will be distributed so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.  Class C fires. Class C fires are classed as energized electrical equipment, such as appliances, switches, panel boxes and power tools. Portable fire extinguishers for use by employees on Class C fires will be distributed so that the travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.  Class D fires. Class D fires are classed as certain combustible metals, such as magnesium, titanium, potassium and sodium. Portable fire extinguishers or other containers of Class D extinguishing agent used by employees will be distributed so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. |

**TABLE 2: INSPECTION INTERVALS FOR FIRE EXTINGUISHERS**

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| --- |
| **Type of Extinguishers Test Interval (years)**    Soda acid (soldered brass shells) (until 1/1/82) 1  Soda acid (stainless steel shell) 5  Cartridge operated water and/or antifreeze 5  Stored pressure water and/or antifreeze 5  Wetting agent 5  Foam (soldered brass shells) (until 1/1/82) 1  Foam (stainless steel shell) 5  Aqueous Film Forming foam (AFFF) 5  Loaded stream 5  Dry chemical with stainless steel 5  Carbon dioxide 5  Dry chemical, stored pressure, with mild steel,  brazed brass or aluminum shells 12  Dry chemical, cartridge or cylinder operated,  with mild steel shells 12  Halon 1211 or 1301\* 12\*  Halon substitute 12  Dry powder, cartridge or cylinder operated with  mild steel shells 12  \*Replace with Halon substitute when extinguisher is due for hydrostatic testing |

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