Fire Prevention Plan

[The Fire Prevention Plan standard is recommended for all employers (mandatory under specific covered standards). The plan requires a list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control and the type of fire protection equipment necessary to control each hazard. Additionally, procedures must be developed to: control accumulations of flammable and combustible storage, regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials and list employees responsible for maintaining equipment to prevent sources of ignition or fires. Communication to employees upon initial assignment of a job exposed with fire hazards is an essential key to self-protection.]

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Bureau of Risk Management

Department of Administration

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**Sample Written Program for Fire Prevention**

**Prepared for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_**

1. **Purpose and Scope**

The OSHA Fire Prevention Plans standard **(**[**29 CFR** **1910.39**](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12887)**)** is designed to protect employees and facilities from the dangers of fire. [Agency Name] has developed a fire prevention plan to reduce the risk of potential injuries, death and property damage. This plan’s purpose is to identify and control fire hazards.

1. **Assignment of Responsibility**
2. (*person/positions designated*) is responsible for overseeing that fire-prevention procedures are established and enforced; fire-suppression systems are inspected regularly and maintained; supervisors are trained to use fire extinguishers for incipient stage fires; and employees are trained to use evacuation routes and procedures.
3. (*person/positions designated*) is responsible for monitoring the use of flammable materials; training employees in safe storage, use and handling of flammables; and ensuring the storage areas for flammables are maintained properly.
4. (*person/positions designated*) is responsible for following agency procedures for the safe storage, use and handling of flammable materials, and reporting violations of the [Agency Name] fire prevention plan.
5. **Definitions**

Fires are classified according to the type of fuel or material:

* Class A – combustible materials (wood, paper and cloth);
* Class B – flammable gases, liquids and greases;
* Class C – fires in live electrical equipment or involving materials near electrically powered equipment;
* Class D – combustible metals such as magnesium, zirconium, potassium and sodium;
* Class K – cooking oils and fats (kitchen fires).
1. **Ignition Sources**

Eliminate all non-essential ignition sources where flammable materials are used or stored. For example:

* Keep sources of open flames (such as welding and cutting torches, furnaces, matches and heaters) away from operations involving flammables.
* Do not cut or weld equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
* Prohibit chemical ignition sources (such as DC motors, switches and circuit breakers) in areas where flammable materials are stored or handled.
* Use only non-sparking tools in areas where flammables are stored or handled.
* Eliminate the possibility of static sparks-caused by electron transfer between two contacting surfaces-in flammable storage or handling areas.
* Avoid electrical system failures such as loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.
* Smoking is prohibited and identified by NO SMOKING signs.
1. **Incompatible Materials**

Store materials such as oxidizers and organic peroxides, which produce large amounts of oxygen when they decompose, in an area separate from flammable materials.

Additional best practices for storing flammable materials:

[Justrite Red Book Part I](http://www.justritemfg.com/Documents/RedBook%20PDFs/RedBook%202014%20-%20pgs%201-20.pdf)

[Justrite Red Book Part II](http://www.justritemfg.com/Documents/RedBook%20PDFs/RedBook%202014%20-%20pgs%2021-40.pdf)

1. **Fire Extinguishers**

Portable fire extinguishers can be very effective for fighting fires in their incipient stages. A person who is well-trained in fire extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available. For extinguishers to be effective in a fire situation, proper selection, inspection and maintenance are essential.

Ensure all fire extinguishers are placed in conspicuous locations, including emergency exits, clearly visible and are easily accessible. Fire extinguishers must also be inspected monthly to verify fully charged, operable and in their proper locations at all times.

\*(NOTE: Use of fire extinguishers is based on agency policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

1. **Fire Safety Inspections and Housekeeping**

 (*person/positions designated*) is responsible for work site inspections to ensure compliance with the agency fire safety program. These inspections should address housekeeping issues, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes. For example:

* Minimize the storage of combustible materials.
* Dispose of combustible waste in covered, air tight, metal containers.
* Use and store flammable materials in well-ventilated areas away from ignition sources.
* Use only nonflammable cleaning products.
* Keep equipment in good working order (electrical wiring and free of dust/grease).
* Heating units are safe guarded.
* Gas leaks are reported and repaired immediately.
* Work areas clean and free of leaks, dust, lint, sawdust, scraps and similar materials.
* Do not rely on extension cords if wiring improvements are needed and prevent overloading circuits with equipment (only use approved extension cords).
* Ensure hot work permits are obtained and adhered to.
* Turn off electrical equipment when not in use.

Additional fire prevention guidelines:

[NFPA Safety Tip Sheets](http://www.nfpa.org/safety-information/safety-tip-sheets)

1. **Emergency Exits**

Every exit must be clearly visible, or the path to it conspicuously identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency. Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads “Not an Exit” or a sign that indicates its actual use, such as storage. All exit signs must either be self-illuminating or illuminated by a reliable external light source.

1. **Emergency Plan for Persons with Disabilities**

(*person/positions designated*) is responsible for assisting persons with disabilities and must choose an alternate to assume responsibility in their absence. (*person/positions designated*), alternate and worker with disability will be trained on available escape routes. A list of persons with disabilities must be kept on file in the (*person/positions designated*) office. Agency visitors with disabilities will be assisted in the same manner as employees.

1. **Fire Emergency Procedures**

The person who discovers a fire should immediately activate the nearest alarm and notify supervisor and other building occupants. The fire department shall be notified immediately and the emergency evacuation plan must be employed.

Only trained employees in the use of fire extinguishers may attempt to fight fires in the incipient stages only with an established escape route available and ability to fight the fire with their back to the exit.

**This written program has been developed by the Bureau of State Risk Management, Department of Administration and is available for download. It must be adapted to fit the particular needs of your facility.**

**Appendix A**

**Fire Risk Survey**

***Agency Name***

***Location***

|  |  |  |
| --- | --- | --- |
| **Type of Fire Hazard** | **Location** | **Emergency Actions** |
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Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Appendix B**

***Agency Name***

**General Fire Prevention Checklist**

Use this checklist to ensure fire prevention measures follow with the general fire prevention requirements found in OSHA standards.

|  |  |
| --- | --- |
| □ Yes □ No  | Is the local fire department acquainted with your facility, its location, and specific hazards? |
| □ Yes □ No  | If you have a fire alarm system, is it tested at least annually? |
| □ Yes □ No  | If you have interior stand pipes and valves, are they inspected regularly? |
| □ Yes □ No  | If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year? |
| □ Yes □ No  | Are fire doors and shutters in good operating condition? |
| □ Yes □ No  | Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? |
| □ Yes □ No  | Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically? |
| □ Yes □ No  | Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor? |
| □ Yes □ No  | Are sprinkler heads protected by metal guards? |
| □ Yes □ No  | Is proper clearance maintained below sprinkler heads? |
| □ Yes □ No  | Are portable fire extinguishers provided in adequate number and type? |
| □ Yes □ No  | Are fire extinguishers mounted in readily accessible locations? |
| □ Yes □ No  | Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag? |
| □ Yes □ No  | Are employees periodically instructed in the use of extinguishers and fire protection procedures? |

\*(NOTE: Use of fire extinguishers is based on agency policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Appendix C**

***Agency Name***

**Exits Checklist**

Use this checklist to evaluate ***Agency Name’s*** compliance with OSHA's standard on emergency exit routes.

|  |  |
| --- | --- |
| □ Yes □ No  | Is each exit marked with an exit sign and illuminated by a reliable light source? |
| □ Yes □ No  | Are the directions to exits, when not immediately apparent, marked with visible signs? |
| □ Yes □ No  | Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or other appropriate marking? |
| □ Yes □ No  | Are exit signs provided with the word “EXIT” in letters at least five inches high and with lettering at least one inch wide? |
| □ Yes □ No  | Are exit doors side-hinged? |
| □ Yes □ No | Are all exits kept free of obstructions? |
| □ Yes □ No | Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? |
| □ Yes □ No  | Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.) |
| □ Yes □ No  | Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)? |
| □ Yes □ No  | Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal? |
| □ Yes □ No  | Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact? |
| □ Yes □ No  | Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort? |
| □ Yes □ No  | Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside? |
| □ Yes □ No  | Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? |
| □ Yes □ No  | Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels? |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Appendix D**

***Agency Name***

**Flammable and Combustible Material Checklist**

Use this checklist to evaluate ***Agency Name’s*** compliance with OSHA's standards on flammable and combustible materials:

|  |  |
| --- | --- |
| □Yes □No | Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly? |
| □Yes □No | Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? |
| □Yes □No | Are all connections on drums and combustible liquid piping vapor and liquid tight? |
| □Yes □No | Are all flammable liquids kept in closed containers when not in use? |
| □Yes □No | Are metal drums of flammable liquids electrically grounded during dispensing? |
| □Yes □No | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? |
| □Yes □No | Are NO SMOKING signs posted on liquefied petroleum gas tanks? |
| □Yes □No | Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite? |
| □Yes □No | Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? |
| □Yes □No | Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage? |
| □Yes □No | Are fire extinguishers appropriate for the materials in the areas where they are mounted? |
| □Yes □No | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials? |
| □Yes □No | Are extinguishers free from obstruction or blockage? |
| □Yes □No | Are all extinguishers serviced, maintained, and tagged at least once a year? |
| □Yes □No | Are all extinguishers fully charged and in their designated places? |
| □Yes □No | Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment? |
| □Yes □No | Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored? |
| □Yes □No | Are safety cans utilized for dispensing flammable or combustible liquids at the point of use? |
| □Yes □No | Are all spills of flammable or combustible liquids cleaned up promptly? |
| □Yes □No | Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes? |

\*(NOTE: Use of fire extinguishers is based on agency policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_