

# Stillwater Area Community Services Center Inc.

## Fire Prevention Plan

### 1. Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will them in recognizing, reporting, and controlling fire hazards.

### 2. Background

The Stillwater Area Community Center (SACC) is committed to minimizing the threat of fire to employees, visitors, and property. SACC will comply with all applicable laws, regulations, codes, and best practices pertaining to fire prevention. The Fire Prevention Plan serves to reduce the risk of fires at the workplace by:

- a. Identifying materials that are potential fire hazards and their proper handling and storage procedures.
- b. Distinguishing potential ignition sources and the proper control procedures of those materials.
- c. Describing fire protection equipment and/or systems used to control fire hazards.
- d. Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- e. Identifying persons responsible for the control and accumulation of flammable or combustible material.
- f. Describing good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- g. Providing training to employees on fire hazards to which they may be exposed.

### 3. Program Responsibilities

- a. Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

### 4. Management

- a. Management will provide adequate controls and procedures to maintain a workplace safe from fires. They will ensure that regular fire hazard assessments are performed, and that employees are protected from these hazards. Management will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.
- b. Fire Prevention Coordinator
  - i. The SACC Director, or his designee, shall manage the Fire Prevention Plan, and shall maintain all records pertaining to the plan. This person is responsible for both the administration of the plan, and control of the fuel source hazards in the workplace. The program coordinator shall also:
  - ii. Develop and administer the fire prevention training program.
  - iii. Ensure that fire control equipment and systems are properly maintained.

### 5. Control fuel source hazards.

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- a. Conduct fire risk surveys and make recommendations to management and/or the safety committee.
  - b. Supervisors
    - i. Supervisors are responsible for ensuring that employees receive appropriate fire safety training. They must notify the program coordinator when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing the fire prevention and protection policies.
  - c. Employees
    - i. All employees shall:
      - 1. Complete all required training before working without supervision.
      - 2. Conduct operations safely to limit the risk of fire.
      - 3. Report potential fire hazards to their supervisors.
      - 4. Follow fire emergency procedures.
6. Plan Implementation
- a. Housekeeping
    - i. To limit the risk of fires, employees shall take the following precautions:
      - 1. Minimize the storage of combustible materials.
      - 2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
      - 3. Dispose of combustible waste in covered, airtight, metal containers.
      - 4. Use and store flammable materials in well-ventilated areas away from ignition sources.
      - 5. Use only nonflammable cleaning products.
      - 6. Keep incompatible (i.e., chemically reactive) substances away from each other.
      - 7. Perform “hot work” (i.e., cooking, welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
      - 8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
      - 9. Ensure that heating units are safeguarded.
      - 10. Report all gas leaks immediately. The program coordinator shall ensure that all gas leaks are repaired immediately upon notification.
      - 11. Repair and clean up flammable liquid leaks immediately.
      - 12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
      - 13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
      - 14. Ensure that required hot work permits are obtained.
      - 15. Turn off electrical equipment when not in use.
  - b. Maintenance of Fire Prevention Equipment
    - i. The SACC Director and the Town of Stillwater Designated Liaison will ensure that fire prevention equipment is maintained according to manufacturers' specifications. SACC will also comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

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- ii. The following equipment is subject to the maintenance, inspection, and testing procedures:
    - 1. Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
    - 2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
    - 3. Detection systems for smoke, heat, or flame.
    - 4. Fire alarm systems
    - 5. Emergency backup systems and the equipment they support.
  - c. Maintenance of Safeguards on Heat Producing Equipment
    - i. The SACC Director and the Town Liaison are responsible for maintaining the safe guards of heat producing equipment. These safe guards prevent accidental ignition of combustible materials. This will be accomplished by following the manufacturers' maintenance requirements and NFPA recommendations.
7. Types of Hazards
- The following sections address the major workplace fire hazards at SACC, and the procedures for controlling the hazards.
- a. Electrical Fire Hazards
    - i. Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.
    - ii. To prevent electrical fires, employees shall:
      - 1. Make sure that worn wires are replaced.
      - 2. Use only appropriately rated fuses.
      - 3. Never use extension cords as substitutes for wiring improvements.
      - 4. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
      - 5. Check wiring in hazardous locations where the risk of fire is especially high.
      - 6. Check electrical equipment to ensure that it is either properly grounded or double insulated.
      - 7. Ensure adequate spacing while performing maintenance.
      - 8. Portable Heaters: All portable heaters shall be approved by the program coordinator. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times. Portable heaters will not be left on unattended.
  - b. Office Fire Hazards
    - 1. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:
      - 2. Avoid overloading circuits with office equipment.
      - 3. Turn off nonessential electrical equipment at the end of each workday.
      - 4. Keep storage areas clear of rubbish.
      - 5. Ensure that extension cords are not placed under carpets.

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6. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
  7. Spills will be cleaned up immediately.
- c. Flammable and Combustible Materials
- The program coordinator shall regularly evaluate the presence of combustible materials in the workplace. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.
- i. Class A Combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices. To handle Class A combustibles safely:

    1. Dispose of waste daily.
    2. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
    3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
    4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
    5. Store paper stock in metal cabinets.
    6. Store rags in metal bins with self-closing lids.
    7. Do not order excessive amounts of combustibles.
    8. Make frequent inspections to anticipate fires before they start.
    9. Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.
  - ii. Class B Combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. To handle Class B combustibles safely:

    1. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
    2. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
    3. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
    4. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
    5. Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
    6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.

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7. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
  8. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.
  9. Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211.
8. Smoking
- a. Smoking is prohibited in all buildings and on the grounds. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.
9. Additional Fire Hazards
- a. Additional fire hazards and their control measures are included as an attachment.
10. Training
- The SACC Director or his/her designee shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:
- a. Review of Emergency Action Plan including how it can be accessed.
  - b. This Fire Prevention Plan, including how it can be accessed.
  - c. Instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan).
  - d. Recognition of potential fire hazards.
  - e. The company Emergency Action Plan for fires.
  - f. Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:
    - i. Annually and prior to starting work.
    - ii. When changes in work processes necessitate additional training.
    - iii. If an employee demonstrates poor understanding of fire prevention practices.
11. Responsibility
- a. The SACC Director shall review this Fire Prevention Plan annually for necessary changes.

Approved on: August 19, 2019

To be reviewed on: August 2020

*Each policy will be reviewed on an annual basis and is subject to change.*

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## General Fire Prevention Checklist

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

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

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

Date: \_\_\_\_\_

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## Exits Checklist

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

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is each exit marked with an exit sign and illuminated by a reliable light source?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the directions to exits, when not immediately apparent, marked with visible signs?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are exit signs provided with the word "EXIT" in letters at least five inches high and with lettering at least one inch wide?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are exit doors side-hinged?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all exits kept free of obstructions?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> 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.)
<input type="checkbox"/> Yes <input type="checkbox"/> 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)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_\_

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## Flammable and Combustible Material Checklist

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

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all connections on drums and combustible liquid piping vapor and liquid tight?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all flammable liquids kept in closed containers when not in use?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are metal drums of flammable liquids electrically grounded during dispensing?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are NO SMOKING signs posted on liquefied petroleum gas tanks?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are fire extinguishers appropriate for the materials in the areas where they are mounted?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are extinguishers free from obstruction or blockage?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all extinguishers serviced, maintained, and tagged at least once a year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all extinguishers fully charged and in their designated places?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all spills of flammable or combustible liquids cleaned up promptly?
<input type="checkbox"/> Yes <input type="checkbox"/> 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?

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

Date: \_\_\_\_\_