



# Fire Prevention Plan

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## **INTRODUCTION**

Cal/OSHA (California Code of Regulations, Title 8, Section 3221) requires every employer with 10 or more employees to have a written Fire Prevention Plan that includes, at a minimum, the following elements:

- Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires;
- Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

This program will apply to all employees of The City of Palm Springs. Outside contractors will also be expected to comply with sound fire prevention techniques and methods in the completion of their contracted tasks.

## **RESPONSIBILITIES**

The Fire Chief is the Plan Administrator and manages the plan through the designated Fire Prevention Coordinator. The Fire Prevention Coordinator and/or designee(s), is responsible for all aspects of the Fire Prevention Plan including: the maintenance of good housekeeping practices, ensuring the proper storage, handling, and use of any materials or substances utilized within the facility which may contribute to or cause a fire, ensuring regular fire prevention inspections of the facilities are conducted, and ensuring employees receive adequate training regarding fire prevention and response. If the Coordinator observes any unsafe housekeeping practices or hazards they will report to the site administrator at once.

## **HOUSEKEEPING**

Good housekeeping reduces the possibility that a fire will start, and in the event that there is a fire, reduce the materials available to fuel the blaze. Because good housekeeping is such a critical element in the Fire Prevention Program, regular inspections will be conducted to ensure the proper handling and storage of substances, which may contribute to or cause a fire.

The following are examples of safe handling practices, good housekeeping, and maintenance with which employees are expected to comply:

- All flammable or combustible liquids, involving solvents, lubricants, fuels, and chemicals shall be kept and stored in approved containers.
- All flammable or combustible liquid containers shall be clearly labeled and carry appropriate warnings.
- All spills of flammable or combustible liquids shall be cleaned up immediately.
- Flammable and combustible waste materials shall be stored temporarily in fire resistant containers and disposed of regularly.
- Flammable or combustible materials must be kept away from potential spark or ignition sources.
- Work areas shall be kept neat, clean and clear of trash, cartons, or other material that might help fuel a fire.

- Electrical wiring shall be kept in good condition.
- Fire exits will be kept unobstructed and clearly identified.
- All fire extinguishers will be maintained in a fully charged condition and kept accessible at all times.
- Fire hydrants will be kept accessible at all times.
- Fire alarms and detection systems will be inspected periodically to ensure proper working order.

## **FIRE ALARM AND PROTECTION SYSTEMS**

### **Alarms**

Fire alarms directly alert personnel and the Palm Springs Fire Department of a fire in any building at the facility. A follow-up call will always be placed to the fire department to make sure that the fire signal was relayed by the alarm. The fire alarm system includes an announcing system, which gives an audible and a visual display of the alarm.

Smoke detectors are located throughout facilities and they will activate alarm systems that can be heard by everyone in the building.

Automatic detectors will be maintained in reliable operating condition. Proper tests, and documentation, will be made at specific intervals. Smoke detectors will receive periodic cleaning to remove dust or dirt, which has accumulated.

### **Sprinklers**

Fire sprinkler systems automatically distribute water upon a fire in sufficient quantity to prevent its spread. Sprinkler systems will be maintained and checked regularly to ensure that all valves are open. Sprinkler valves will be locked open so they cannot be shut off by an unauthorized person. Materials will be kept at least 18 inches below and 36 inches away from all sprinkler heads to ensure the proper functioning of the sprinkler.

### **Fire and Smoke Barrier Doors**

Fire and/or smoke barrier doors divide the facility into sections to prevent the spread of fire and/or smoke. All doors shall be regularly maintained and kept in an operative condition. Doors will remain unobstructed at all times.

## **MAINTENANCE OF FIRE ALARM AND PROTECTION EQUIPMENT**

The maintenance of fire alarms and protection equipment is essential to an effective Fire Prevention Plan. All critical valves and operable devices shall be locked into proper position. Identification of the device and warning tags to caution users about unauthorized operations shall be attached to critical components.

When any test or inspection takes place, a record shall be kept on file and made available upon request by authorized personnel. The record shall include:

- The identity of the equipment tested.
- The type of test conducted.
- The date the test was conducted.
- The results of the test.

- Any repairs made due to the equipment failing the test.
- The name of the person performing the test.

Inspections shall be conducted of the sprinkler systems periodically to ensure they are working properly. The sprinkler tests shall include a pressure test and a check of the tamper switch at annunciation panel.

Anytime a fire protection system is taken out of service for maintenance and/or repairs, the Palm Spring Fire Department and the Alarm Company will be notified prior to taking the system out of service. A fire watch will be implemented until the system has been restored. The Fire Department and the Alarm Company will be notified when the system is placed back in service.

Documentation will be maintained which:

- Identifies the time the system was taken out of service;
- The reason the system was taken out of service;
- Who at the Fire Department and Alarm Company received notification of the removal from and restoration to service;
- The name of the person taking the system out of service, and
- The date and times (both the removal time and time of restoration will be recorded) the events occurred.

The Fire Prevention Coordinator will maintain this information for at least one year from the date of occurrence.

## **FIRE EXTINGUISHERS**

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain conditions:

- The operator must know how to use them.
- Extinguishers must be within easy reach and in working order, fully charged.
- Extinguishers need to be kept near the exit.
- Extinguishers must match the type of fire being fought.
- Extinguishers must be large enough to put out the fire.

### **Types of Extinguishers**

- Extinguishers are classified as: A, B, C, to match the Classes of Fires:
  - **Class A** - Fires involving ordinary combustibles such as wood, cloth, paper, rubber, textiles, plastics, and trash.
  - **Class B** - Fires involving flammable liquids such as gasoline, oil, grease, oil-based paints, lacquers, and flammable gases.
  - **Class C** - Fires involving electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, and appliances.
- Water possesses the greatest cooling effect of any known substance and is, therefore, used as the principle content of Class A extinguishers.
- A wide variety of dense, heavier-than-air gases and ordinary dry chemicals are used in Class B extinguishers. All of these smother Class B fires by excluding the air. These extinguishers can also be used on Class C fires.
- Class C Extinguishers use a non-conductive extinguishing agent, (heavier-than-air gases

- and ordinary dry chemicals.)
- ABC or multi-purpose extinguishers contain ordinary dry chemicals and can be used on all three classifications of fire.
- The type of fire extinguisher located at a specific location will be determined by the primary type of fire anticipated to possibly occur at or near that location. Fire extinguishers will be kept fully charged and accessible at all times. Employees will be trained in the proper use of the type of fire extinguisher they may need to use.

## **Fire Extinguisher Inspections**

The Fire Prevention Coordinator will ensure portable fire extinguishers are visually inspected regularly. If an extinguisher is found missing, discharged, its tag is missing, its seal is missing or any other problems are found, the individual finding the situation should notify the Fire Prevention Coordinator or Administrator immediately. The defective extinguisher will be replaced immediately with a fully charged and functional fire extinguisher of the same type. During inspection consider:

- Fire extinguishers are in their assigned place.
- Fire extinguishers are not blocked or hidden.
- Pressure gauges show adequate pressure; are in the “Charged” zone.
- Pin and seals are in place.
- Fire extinguishers show no visible signs of damage or abuse.
- Nozzles are free of blockage.
- Inspection tag is completely filled out.
- Hoses on the Class B/CO2 extinguishers are attached.

A checklist will be utilized to ensure all fire extinguishers are inspected and maintained by the Fire Prevention Coordinator.

## **Annual Fire Extinguisher Inspection and Service**

All fire extinguishers will be serviced at least annually by a California State Licensed contractor to conduct the service. The extinguishers will be inspected for physical damage, completely discharged, and re-charged. A new inspection tag will be placed on each extinguisher. Hole punches will be utilized to identify the month, day and year the annual inspection was conducted.

## **TRAINING**

As part of the Fire Prevention Plan, Palm Springs Fire Department will provide employee training related to fire prevention and fire safety. The training will include:

- An explanation of the fire hazards of the materials and processes to which the employees are exposed.
- The proper handling and storage procedures for those materials and processes.
- Proper housekeeping requirements to prevent fire hazards.
- The importance of maintaining access to all fire alarms and fire fighting equipment/systems.
- The proper use and control of potential ignition sources in the workplace such as welding, electrical heaters, smoking, and others.
- Hot Work Permit procedures.
- How to report a fire.

- The proper use of fire fighting equipment.
- Locations of fire alarms and fire fighting equipment.
- Evacuation routes and assembly areas.
- Means of evacuating
- Supervisors will receive additional training in head count responsibilities, and re-entry authorization.

Employee training will be documented and the documentation maintained for at least one year. The documentation will include:

- The date of the training.
- The name of the employees trained.
- The type of fire fighting equipment involved in the training.
- The name of the trainer.

### **Fire Extinguisher Training**

Fire extinguisher training shall be hands-on training. All employees involved will know where the extinguishers are and how to use them safely and effectively. The person operating the fire extinguisher should stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, the person will leave the area at once. The Fire Prevention Coordinator or their designee will ensure the fire department inspects the fire site.

- **P**ull the pin: This unlocks the operating lever and allows the extinguisher to discharge. Some extinguishers have other devices that prevent inadvertent operation.
- **A**im low: Point the extinguisher nozzle (or hose) at the base of the fire.
- **S**queeze the lever below the handle: This discharges the extinguishing agent. Easing the lever will stop the discharge. Some extinguishers have a button which must be depressed.
- **S**weep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. The operation of fire extinguishers should be thoroughly addressed in fire prevention training.

### **Smoke Effects Training**

The average person is not familiar with the effect of smoke upon the human body; therefore, employees will be informed of its potential danger during the annual fire prevention and fire extinguisher training. Employees will be advised of the following information:

- Fire emits smoke, heat, and toxic gases. Smoke encountered in a fire may be charged with toxic gases, which can prove fatal upon short exposure. Ninety seven percent of fire fatalities are normally caused by smoke inhalation and suffocation, rather than by burns.
- When a fire breaks out, the smoke rises. A quick response whenever smoke is present in the facility is of vital importance. If rescue of a person is necessary, the employee should keep themselves and the individual being rescued, as low as possible at all times.

## **FIRE DRILLS**

Employees shall be kept up-to-date and aware of general fire safety. Employees shall be made aware of all evacuation procedures including escape routes, fire extinguisher locations, fire alarm box locations, and designated assembly areas outside of the facility.

Fire drills are necessary to:

- Ensure that employees and visitors can quickly evacuate in the event of a fire or other emergency.
- Give employees with specific fire fighting duties an opportunity to practice those duties.
- Point out bottlenecks in emergency evacuation plans.
- Keep employees aware of the importance of fire prevention and fire safety.

An overall evaluation shall be conducted following the fire drill to appraise and discuss the performance during the drill. It will include a complete evaluation of the drill and the signatures of participating personnel. The report should be given to the Fire Prevention Coordinator for documentation.

All fire drills will be documented. The documentation will include:

- The date and time of the drill;
- The simulated location of the fire;
- The evacuation response time;
- The evaluation report.

## **FIRE PROCEDURES**

When any fire occurs, the Palm Springs Fire Department shall be notified immediately. Employees shall not hesitate to call because the fire seems too small. It's better to be safe than sorry. The fire may amount to nothing, but a fire extinguisher will not always do the job.

### **Employee Evacuation**

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency.

Occupants, in a calm and orderly manner, should evacuate the building to be removed from unsafe areas to a designated area of safety. Occupants will exit the structure when there is any activation of the Fire Alarm System.

**ALWAYS EXIT BY STAIRS IF ON UPPER LEVEL, NEVER USE ELEVATORS.** Route maps will indicate a predetermined assembly area safe from the building and out of the way of incoming emergency response. Additionally, fire extinguisher locations, fire alarm boxes, assembly areas, water and gas shut-off valves shall be included on the map. A copy of the evacuation map for each facility is located in Appendix D.

### **Accounting for Personnel**

During fire evacuation, accounting for all personnel can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. The Fire Prevention Coordinator for each site will designate one person to account for personnel and to inform the fire department or other response team members of those who is believed to be missing.



## **Recovery Operations**

Care for the injured is the first and most important step after a fire. Employees will be particularly careful when transporting or moving victims in case the victims have other injuries. Trained medical personnel will be called to help immediately.

After a fire, the site will be left site intact except for movement necessary to remove the injured. Fire Personnel will ensure all fires, regardless of size and damage, will be thoroughly investigated to determine the cause and the actions necessary to prevent recurrence. The investigation will be documented

As soon as practical, the condition of the fire fighting equipment in the area will be checked. Repairs and replacements of any equipment that has been damaged or utilized will be made as soon as practical.