[TEMPLATE]

Fire Prevention Plan

for

[ORGANIZATION NAME]

*This draft template program was prepared by Poms & Associates for the members of the Organization of Self-Insured Schools as a starting point to develop an organization-specific Fire Prevention Plan that complies with California Code of Regulations, Title 8, Section 3221. Any other use of this program is expressly prohibited without the written consent of Poms & Associates.*

Contents

[I. Revisions 3](#_Toc304201785)

[II. Employer Policy 4](#_Toc304201786)

[III. Purpose 5](#_Toc304201787)

[IV. Scope 6](#_Toc304201788)

[V. Definitions 7](#_Toc304201789)

[VI. Basic Fire Prevention Principals 8](#_Toc304201790)

[VII. District Policies 9](#_Toc304201791)

[a. Classroom Decoration 9](#_Toc304201792)

[b. Christmas Trees 9](#_Toc304201793)

[c. Decorative Lighting 9](#_Toc304201794)

[d. Maximum Room Occupancy 9](#_Toc304201795)

[e. Plug-in Air Fresheners 10](#_Toc304201796)

[f. Extension Cord Use 10](#_Toc304201797)

[g. Receptacle (Outlet) Adapters 10](#_Toc304201798)

[h. Power Plug Adapters (three pronged-to-two pronged adapters) 11](#_Toc304201799)

[i. Building and Systems Maintenance 11](#_Toc304201800)

[j. Incandescent Heat Sources 11](#_Toc304201801)

[i. Toasters 11](#_Toc304201802)

[ii. Ovens / Toaster Ovens 11](#_Toc304201803)

[iii. Portable Space Heaters 11](#_Toc304201804)

[iv. Candles / Open Flame 12](#_Toc304201805)

[v. Smoking 12](#_Toc304201806)

[vi. Hot Work (Torching, Cutting, Welding, and Open Flame Operations) 12](#_Toc304201807)

[k. Chemicals 12](#_Toc304201808)

[l. Flammable Liquids 12](#_Toc304201809)

[m. Housekeeping 12](#_Toc304201810)

[VIII. Hazard Reporting 14](#_Toc304201811)

[IX. Assignment of Responsibility 15](#_Toc304201812)

[a. Program Administrator: 15](#_Toc304201813)

[b. Site Administrator: 15](#_Toc304201814)

[c. Maintenance Administrator: 15](#_Toc304201815)

[d. Employee: 15](#_Toc304201816)

[X. Appendices 16](#_Toc304201817)

[Appendix 1 - Fire Prevention Checklist 16](#_Toc304201818)

[Appendix 2 - Hot Work Permit 17](#_Toc304201819)

[Appendix 3 - District’s Hazard Reporting Form 18](#_Toc304201820)

# Revisions

|  |  |  |
| --- | --- | --- |
| **Date of Revision** | **Revised by** | **Summary of Revisions** |
| October 1, 2011 | EE NAME, TITLE | Initial Development |
| Approval (if applicable) |  |  |

# Employer Policy

INSERT POLICY HERE

SAMPLE POLICY

[ORGANIZATION] is committed to providing a safe and healthful work and educational environment. To that end, [ORGANIZATION] will:

* Establish policies and programs designed to protect the health and safety of faculty, staff, and students;
* Provide safe workplaces - academic and administrative - for faculty, staff, and students;
* Provide information to faculty, staff, and students about health and safety hazards;
* Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards; and
* Provide information and safeguards for those on campus regarding hazards arising from operations at [ORGANIZATION].

# Purpose

The purpose of this program is to prevent injuries, loss of life and property, and environmental consequences resulting from uncontrolled, hostile fires. The program is intended to assist in complying with California Code of Regulations, Title 8 (CCR8), Section 3221, *Fire Prevention Plan*.

# Scope

[INSERT SCOPE IF APPLICABLE]

The program applies to the [ORGANIZATION], including all employees, contractors, and visitors.

When or if an employee violates these procedures, disciplinary action will be applied in accordance with the employer’s organizational policy, regardless of whether or not physical harm or equipment damage results from the violation.

# Definitions

**Combustible Liquid** – A liquid that will catch fire when it is stored at a temperature over 100 degrees Fahrenheit. Examples include oils and mineral spirits.

**Combustible Materials** – Items that may burn readily when ignited. This includes items such as trash, paper, wood, fabrics, cardboard, and similar materials.

**Flammable Liquid** – A liquid that will catch fire readily when it is stored at a temperature of 100 degrees Fahrenheit or lower. Examples include lacquer, gasoline, alcohol, and similar solvents.

**Flash Point** – The temperature at which a liquid gives off a vapor-air mixture at the surface that will propagate combustion (burn) when introduced to an ignition source.

**Hazard** – A condition that, if not controlled, could cause an injury, illness, property damage or loss, or other undesirable consequences that would result in monetary or other loss.

**Ignition Source** – Heat that is capable of starting a fire or explosion. Examples include open flames, sparks, static electricity, electrical arcs, and hot surfaces such as ovens, toasters, kilns, lamps, and heaters.

**Incandescent Heat Source** – A source of thermal energy that “glows” or emits light from the heat. Examples include toasters, certain light bulbs such as halogen lamps, hot irons, and portable space heaters. Incandescent Heat Sources are also possible ignition sources.

# Basic Fire Prevention Principles

Housekeeping and control of ignition sources are the most essential components of a Fire Prevention Plan.

The old adage, “a clean shop is a safe shop,” has proven to be quite true in many industries and settings. Ours is no different. Whether it is the bed of your pickup truck, the inside of your car, your desk, a storeroom, your assigned workshop, or your assigned classroom, keeping your areas clean means a reduced likelihood of fires, accidents, injuries, and losses, not to mention an increase in pride of ownership, aesthetic appeal, and morale.

Ignition sources and heat-producing appliances and devices shall be kept clear of combustible materials and construction. See the Definitions section of this program for examples of “Ignition Sources” and “Incandescent Heat Sources.”

# District Policies

(Confirm or alter as needed)

## Classroom Decoration

Due to the nature of classroom instruction, classroom decorations can pose significant fire hazards when not properly managed. The California Fire Code regulates decorations in the classroom. Therefore, the following guidelines apply to all District classrooms when decorating:

* No more than 10 percent of the wall and ceiling area may be covered with combustible artwork and teaching materials.
* Artwork and teaching materials shall not conceal emergency equipment such as alarm pull stations, fire extinguishers, alarm sirens, strobe lights, bells, public announcement speakers, or similar equipment.
* Artwork and teaching materials shall not conceal utility equipment such as electrical outlets, switches, meters, circuit breaker panels, utility shutoff access doors, or similar equipment.
* Items should not be attached to lights, sprinkler heads, or similar equipment.
* Nothing shall be placed on or around exit doors that would conceal them, including decorations, mirrors, or artwork.
* Any fabrics, such as curtains displayed in classrooms, must be treated with flame-retardant material and bear a tag stating this.
* Classroom decorations shall be kept a minimum of 36 inches away from heat and ignition sources, such as heater vents, lamps, heaters, or similar appliances.
* Items should not be hung from the ceiling. In no circumstances shall items hanging from the ceiling protrude to a height lower than 80 inches from the floor.

## Christmas Trees

If displayed, Christmas trees shall be noncombustible.

## Decorative Lighting

Decorative lighting such as holiday lighting should be limited. It should not be fastened to structures in such a way that could damage the wiring. Only low voltage, cool plastic lights may be used. Older, hot glass bulbs may not be used. If displayed, decorative or holiday lighting shall be limited in duration to 90 days.

## Maximum Room Occupancy

When unfixed seating is provided, the maximum occupancy limit of all rooms that could hold 50 or more people shall be posted and the limit shall be strictly observed. The maximum occupancy limit and posting requirements are determined by the Fire Department.

## Plug-in Air Fresheners

Plug-in air fresheners can be problematic since they often are equipped with ungrounded (two slotted) electrical receptacles, which can lead to unsafe practices and conditions. These types of devices are prohibited for these reasons.

Other types of plug-in air fresheners are not recommended since they generate airborne fragrances which may irritate existing respiratory illnesses and conditions, such as asthma, in students, staff, and others.

## Extension Cord Use

Extension cords are to be used sparingly. In general, the building’s electrical system should be able to accommodate the electrical needs of staff’s day-to-day operations; however, there may be an occasional need for extension cord use. In those circumstances, the following guidelines shall be followed:

* Extension cords shall only be used temporarily. Extension cords shall not be used in the place of permanent wiring.
* Extension cords shall be unplugged and appropriately stored when not in use.
* Extension cords shall not be placed through walls, doors, windows, ceilings, or other places where they could become pinched or damaged.
* Damaged extension cords shall not be used. Damaged cords shall be destroyed or repaired by a qualified electrical technician.
* Lightweight, ungrounded (two slotted) extension cords should not be used. Only extension cords of an appropriate gauge and type should be used. Generally, it is not recommended to bring in extension cords from home. However, if this is done, a qualified maintenance person shall inspect and approve the device.
* Extension cords shall not be piggybacked with power strips or other extension cords. These devices shall be plugged directly into the electrical receptacle.
* Multi-plug extension cords are prohibited on District premises since they can lead to circuit overloading.

## Receptacle (Outlet) Adapters

Receptacle (outlet) adapters that convert electrical outlets to accommodate more plugs than originally designed are prohibited on District premises since they can lead to circuit overloading.

## Power Plug Adapters (three pronged-to-two pronged adapters)

Power plug adapters, also called “cheater plugs,” are prohibited for use on District property.

Exception: when installed, inspected, and used by a qualified electrician.

## Building and Systems Maintenance

It is the policy of the District that all building structures and utility systems are to be maintained in a safe, healthful, and operational manner. If at any time a building component or utility system or other related feature of District property is discovered to be unsafe, damaged, or malfunctioning, the unsafe condition must be reported in accordance with the District’s Hazard Reporting Procedure (Appendix 3).

## Incandescent Heat Sources

### Toasters

In general, toasters are discouraged in areas other than site kitchens. A microwave oven is preferred. If permitted, toasters may only be used in designated break room areas unless approved by the Site Administrator. Toasters should not be used in classrooms.

### Ovens / Toaster Ovens

In general, ovens and toaster ovens are discouraged in areas other than site kitchens. A microwave oven is preferred. If permitted, ovens and toaster ovens may only be used in designated break room areas unless approved by the Site Administrator. Toaster ovens and ovens should not be used in classrooms unless the program requires it (e.g., special education programs, childcare programs, etc.).

### Portable Space Heaters

In general, portable space heaters are discouraged. It is preferred to repair, alter, or balance the existing Heating/Ventilation/Air-Conditioning systems to provide a comfortable environment. If present, the following guidelines apply to all portable space heaters:

* The presence of portable space heaters shall be approved by the Site Administrator.
* Portable space heaters shall be kept a minimum of 36 inches away from all combustible materials.
* If permitted, portable space heaters should be the type with automatic shut-off devices that disable the heater when tipped over.
* Portable space heaters should not be the incandescent type (e.g., they should not “glow”).
* Portable space heaters shall be attended at all times when plugged in and operating.

### Candles/Open Flame

Candles/open flames are prohibited at all times.

### Smoking

Smoking is prohibited at all times.

### Hot Work (Torching, Cutting, Welding, and Open Flame Operations)

Hot work, including welding and torching, is to be done by authorized personnel only (e.g., maintenance staff). If performed, hot work shall be performed following these guidelines:

* A Hot Work Permit (Appendix 2) shall be completed prior to hot work being performed.
* Any special precautions required in the Hot Work Permit shall be taken.

## Chemicals

It is prohibited to bring chemicals onto District property without permission. When cleaning chemicals or other chemicals are needed, employees shall contact their supervisor.

## Flammable Liquids

Only authorized persons shall handle, use, or store flammable liquids. Flammable liquids should be kept in their original shipping containers. If provided or required, a flammable liquid storage cabinet shall be used to store flammable liquids.

## Housekeeping

Employees shall maintain their occupied areas and property in clean, sanitary manner that is free of unnecessary idle storage, combustibles, and debris. Trash shall be removed regularly to prevent excessive accumulation.

# Hazard Reporting

INSERT DISTRICT’S HAZARD REPORTING PROCEDURE

It is the policy of the District that employees must report all hazards to their supervisor.

# Assignment of Responsibility

## Program Administrator

The Program Administrator for the Fire Prevention Plan is INSERT PROGRAM ADMINISTRATOR’S NAME OR TITLE.

The Program Administrator is responsible for periodically reviewing the Fire Prevention Plan. Any revisions to the plan shall be reviewed by the Program Administrator.

## Site Administrator

The Site Administrator is responsible for ensuring that employees under his or her authority comply with the Fire Prevention Plan.

## Maintenance Administrator

The Maintenance Administrator is responsible for maintaining the buildings and infrastructure systems in a safe and healthful manner.

The Maintenance Administrator shall approve all Hot Work Permits as described in Appendix 2.

## Employee

District employees are responsible for following the provisions of this Fire Prevention Plan.

# Appendices

## Appendix 1 - Fire Prevention Checklist

(Sample – Or insert District Checklist)

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Inspection | Name of Inspector | Inspection Location | Inspection Time |
|  |  |  |  |
| Circle One | Question | Comments / Corrective Action |
| Yes | No | 1. Is housekeeping satisfactory?
 |  |
| Yes | No | 1. Is the amount of combustibles minimized?
 |  |
| Yes | No | 1. Are heat-producing appliances kept well away from combustible materials?
 |  |
| Yes | No | 1. Are flammable liquids stored appropriately (e.g. in an approved cabinet)?
 |  |
| Yes | No | 1. Are fire alarms operational?
 |  |
| Yes | No | 1. Are fire alarm pull stations unobstructed?
 |  |
| Yes | No | 1. Are fire extinguishers available?
 |  |
| Yes | No | 1. Are extension cords well managed?
 |  |
| Yes | No | 1. Are classroom decorations satisfactory?
 |  |
| Yes | No | 1. Are exits well marked and unobstructed?
 |  |
| Yes | No | 1. Are any other fire hazards or concerns noted?
 |  |
| Comments |  |

## Appendix 2 - Hot Work Permit

Before hot work is performed, this permit must be filled out in entirety, and the employee performing the hot work shall keep this permit with him at all times, or the permit shall be posted in the area of the planned hot work. The copy of the permit shall be kept on the job where the source of ignition is being used until the work is completed, or the permit expires or is revoked.

|  |  |  |
| --- | --- | --- |
| **Date of Work** | **Time of Work** | **Location of Work** |
|  |  |  |
| **Describe Precautions Taken Prior to Work** |
| Yes No  □ □ Equipment in good condition? □ □ Appropriate PPE available? □ □ Combustible materials removed? □ □ Fire Extinguisher available? □ □ Coworkers / public informed? □ □ Coworkers / public controlled?  | Yes No  □ □ Pre-job inspection completed? □ □ Are special precautions needed?  □ □ Is a fire watch needed? □ □ Is exhaust needed? □ □ Are Hot Work employees trained? □ □ Has a supervisor signed off? |
| **Describe the Nature of the Use of the Hot Work**  |
|  |
| **During What Time is the Work Permitted (Start and Stop Time)?** |
| Start Time:  | Stop Time: |
| **Comments**  |
|  |
| **Signed / Approved** | **Date** |
|  |  |

A copy of the permit shall be kept on file for a minimum of six months after the date of issue.

## Appendix 3 - District’s Hazard Reporting Form

(Insert hazard reporting form or instructions here.)