Shonto Preparatory Schools
Written Program
for
Fire Prevention Plan

Fire Prevention Plan Written Program – 29 CFR 1910.39

Publication No. HS03-013B (7-17)

This fire prevention plan is provided only as a guide to help employers and employees comply with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 *Code of Federal Regulations* (CFR) 1910.39. It is not intended to supersede the requirements of the standard. This sample plan contains the basic elements of a fire prevention plan. However, an employer should review the OSHA standards that apply to its situation, company, and facility, and customize this plan to its specific processes and procedures. Modifications other than those indicated in parentheses may be necessary to establish an effective, comprehensive program.

29 CFR 1910.39
Fire Prevention Plan
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Fire Prevention Plan
for
Shonto Preparatory School
Last Revised:

I. OBJECTIVE

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps employees recognize, report, and control fire hazards.

II. BACKGROUND

Shonto Preparatory School is committed to minimizing the threat of fire to employees, visitors, and property. Shonto Preparatory School complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. Shonto Preparatory School separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at Shonto Preparatory School in the following ways:

A. identifies materials that are potential fire hazards and their proper handling and storage procedures;
B. distinguishes potential ignition sources and the proper procedures for control of those materials;
C. describes fire protection equipment or systems;
D. identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
E. identifies people responsible for the control and accumulation of flammable or combustible material;
F. describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues; and
G. provides employee training about fire hazards they may encounter.

III. ASSIGNMENT OF RESPONSIBILITY

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

A. Management

Management determines the Shonto Preparatory School fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

B. Plan Administrator

Director of Support Services, Lead Facility Worker and Lead Security will manage the Fire Prevention Plan for Shonto Preparatory School and will maintain all records pertaining to the plan. The Plan Administrator will also:

1. develop and administer the Shonto Preparatory School fire prevention training program;
2. ensure that fire control equipment and systems are properly maintained;
3. control fuel source hazards; and
4. conduct fire risk surveys (see Appendix A) with the local fire department and other emergency responders, and make recommendations.

C. Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying the Director of Support Services when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing Shonto Preparatory School fire prevention and protection policies.

D. Employees

All employees will:

1. complete all required training before working without supervision;
2. conduct operations safely to limit fire risk;
3. report potential fire hazards to supervisors; and
4. follow fire emergency procedures.

IV. PLAN IMPLEMENTATION

A. Good Housekeeping

To limit the risk of fires, employees will take the following precautions:

1. Minimize storage of combustible materials.

2. Make sure doors, hallways, stairs, and other exit routes are 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 (chemically reactive) substances away from each other.
7. Perform “hot work” (welding or working with an open flame or other ignition source) in controlled and well-ventilated areas.
8. Keep equipment in good working order; 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 to the Lead Facility Worker, who will ensure they are repaired immediately.
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. Turn off electrical equipment when not in use.

B. Maintenance

Lead Facility Worker will ensure that equipment is maintained according to manufacturers' specifications. Shonto Preparatory School must also comply with requirements of National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to 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; and
5. emergency backup systems and the equipment they support.

V. TYPES OF HAZARDS

The following sections address the major workplace fire hazards at Shonto Preparatory School facilities and the procedures for controlling the hazards.

A. Electrical Fire Hazards

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.

To prevent electrical fires, employees will:

1. make sure worn wires are replaced;
2. use only appropriately rated fuses;
3. never use extension cords as substitutes for permanent wiring;
4. use only approved extension cords [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 it is properly grounded or double insulated; and
7. ensure adequate spacing during maintenance.

B. Portable Heaters

All portable heaters must be approved by the Director of Support Services. Portable electric heaters must have tip-over protection that automatically shuts off the unit when it is tipped over. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Allow adequate clearance between the heater and combustible furnishings or other materials at all times.

C. Office Fire Hazards

Fire risks are not limited to Shonto Preparatory School facilities. Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

1. avoid overloading circuits with office equipment;
2. turn off and unplug nonessential electrical equipment, such as coffee pots, at the end of each workday;
3. keep storage areas clear of rubbish;
4. ensure that extension cords are not placed under carpets; and
5. ensure that trash and paper set aside for recycling is not allowed to accumulate.

D. Cutting, Welding, and Open-Flame Work

Lead Facility Worker will ensure the following:

1. Cutting and welding are done by authorized personnel in designated areas whenever possible.
2. Adequate ventilation is provided.
3. Torches, regulators, pressure-reducing valves, and manifolds are UL-listed or FM-approved.
4. Oxygen-fuel gas systems are equipped with listed or approved backflow valves and pressure-relief devices.
5. Cutters, welders, and helpers are wearing eye protection and protective clothing, as appropriate.
6. Cutting or welding is prohibited in sprinklered buildings while sprinkler protection is out of service.
7. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
8. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or combustible covering.
9. Confined spaces, such as tanks, are tested to ensure that the atmosphere is not more than 10 percent of the lower flammable limit before cutting or welding in or on the tank.
10. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
11. Fire watch has been established.

E. Flammable and Combustible Materials

Lead Security will regularly evaluate the presence of combustible materials at Shonto Preparatory School (see Appendix D).

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.

1. 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:

a. Dispose of waste daily.
b. Keep trash in metal-lined receptacles with tight-fitting covers. Metal wastebaskets that are emptied every day do not need to be covered.
c. Keep work areas clean and free of fuel paths that could allow a fire to spread.
d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
e. Store paper stock in metal cabinets.
f. Store rags in metal bins with self-closing lids.
g. Do not order excessive amounts of combustibles.
h. Frequently inspect areas where combustibles are kept.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

2. 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:

a. 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).
b. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.
c. 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.
d. 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.
e. Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
f. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
g. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
h. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause 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. (NOTE: Halon is an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a serious health hazard are used.)

F. Smoking

Smoking is prohibited on Shonto Preparatory School buildings.

VI. TRAINING

The Director of Support Services and Lead Security will present basic fire prevention training to all employees upon employment and will maintain documentation of the training, which includes:

A. review of 29 CFR 1910.38, including how it can be accessed;
B. this Fire Prevention Plan, including how it can be accessed;
C. good housekeeping practices;
D. proper response and notification in the event of a fire;
E. instruction in the use of portable fire extinguishers, as determined by company policy in the Emergency Action Plan; and
F. how to recognize potential fire hazards.

Supervisors will train employees about 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:

A. at their initial assignment;
B. annually; and
C. when changes in work processes necessitate additional training.

VII. PROGRAM REVIEW

Director of Support Services, Lead Facility Worker and Lead Security will review this Fire Prevention Plan at least annually for necessary changes.

Appendix A

Fire Risk Survey
(Company Name/Location)
(Date)

Perform a walkthrough of the facility with the local fire department and other emergency responders to assess the layout of the structures, types and volume of hazardous chemical storage, and other hazards they may encounter when responding to an emergency. Provide a copy of this survey to local authorities for their records.

Type of Fire Hazard	Location	Emergency Actions	Required PPE

Completed by:_____ Date:_____

Appendix B

Shonto Preparatory School
General Fire Prevention Checklist

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

☐ Yes ☐ No Is the local fire department acquainted with your facility, its location, and its 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 at other intervals?

☐ 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 company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by:_____ Date:_____

Appendix C

Shonto Preparatory School
Exits Checklist

Use this checklist to evaluate Shonto Preparatory School 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 with another appropriate marking?

☐ Yes ☐ No Are exit signs provided with the word “EXIT” in letters at least 5 inches high with lettering at least 1 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 is a sufficient number of 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 more than four stories high)?

☐ Yes ☐ No Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 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 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

Shonto Preparatory School
Flammable and Combustible Material Checklist

Use this checklist to evaluate Shonto Preparatory School 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 to store and handle flammable and combustible liquids?

☐Yes ☐No Are all connections tight on drums and combustible liquid piping, vapor, and liquid?

☐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 combustible dust vacuumed rather than blown or swept whenever possible?

☐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 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 available at the point they would be used?

☐Yes ☐No Are all spills of flammable or combustible liquids cleaned up promptly?

☐Yes ☐No Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

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

Completed by:_____ Date:_____

Appendix D: DWC Resources

DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at www.txsafetyatwork.com. DVDs on emergency action plans include:

Chemical Handling: Flammables
DVD2084ES, 14 min.
NOTE: This DVD should be supplemented with one of the Global Harmonization System DVDs. Defines the three forms of flammables. Discusses the properties of flammable materials and what makes fire burn. Covers how to identify flammables and how they should be handled and stored, safety data sheets, emergency responses, spills, fires, and first aid for both exposure and burns. 2004, 2003. Coastal. Includes quiz.

Egress/Exit Safety
DVD545, DVD545S, 5 min.
Discusses obstructions, exit doors, and how to exit safely. Safety Shorts. Includes quiz.

Fire! In the Workplace
DVD1453ES, 17 min.
Trains employees about causes and dangers of workplace fires. Covers classes of fires, proper housekeeping, and how to extinguish small fires. Coastal. No copyright date. 2006/1991. Includes employee quiz.

Fire Prevention
DVD2317, 5 min.
Teaches employees to take simple precautions and to keep alert to fire hazards. Discusses flammable storage, smoke inhalation, smoke detectors, and heat sources. Safety Shorts. Includes brief quiz.

Fire Prevention & Safety in Industrial Facilities
DVD1603, DVD1603S, 20 min.
Explains that when a workplace fire consumes chemicals, plastics, and other modern substances, it can create toxic infernos that spread quickly and kill instantly. Shows employees in industrial facilities how they can do their part in fire prevention by staying alert and following their company's Fire Prevention Plan. Reviews the precautions employees must take to prevent office fires and the things they should do if a workplace fire breaks out. ERI. 2003. Includes quiz.