|  |  |
| --- | --- |
| Fire Prevention Plan | **Revision Date**: MO-YEAR |
| **Purpose**: The prevention of fires is the responsibility of all management and employee personnel on a daily basis. This Fire Prevention Plan has been developed for the safety and protection of our employees and any person within this facility.  This plan is also developed in accordance with the Occupational Safety and Health Administration act CFR 1910.38 (b)(1). | **Topics Covered**   * Fire Hazard – Electrical, Housekeeping, Smoking, Welding or Brazing, Flammable and Combustible Liquids * Fire Prevention and Control Equipment |

Fire Prevention Plan

**Workplace Fire Hazards and Controls**

The following is a list of the most common workplace fire hazards. Responsibility for control of the hazard, and the type of fire protection or systems which can control a fire, are outlined in each section below.

|  |
| --- |
| ***Fire Hazard:* Electrical** |
| ***Control:***   1. Do not overload electrical outlets and circuits. 2. Use of extension cords should be by supervisory approval and strictly for temporary purposes. 3. Careful consideration should be given to the placement of extension cords to eliminate physical damage to the cord. 4. Do not block electrical breaker and circuit panels. 5. A 3’ clearance to flammable or combustible materials and processes should be maintained to the front and side of all electrical breaker and control panels. |

|  |
| --- |
| ***Responsibility:***   1. Maintenance personnel are responsible for maintaining the electrical system throughout the facility. 2. Supervisory personnel are responsible for identification of electrical hazards within their area of control and reporting of those hazards to the maintenance personnel. |
| ***Protection:***   1. Class C type fire extinguishers should be used for extinguishing fires involving electrical equipment. 2. Class ABC type fire extinguishers are located and identified throughout the building. 3. Building Automatic Sprinkler System |

|  |
| --- |
| ***Fire Hazard:* Housekeeping** |
| ***Control / Responsibility:***   1. Trash should be removed on a daily basis. 2. No accumulation of trash and debris on the floor and under or around equipment furniture or fixtures should be allowed. 3. Supervisory personnel are responsible for the housekeeping within their area of control. |
| ***Protection:***   1. Class A type fire extinguishers should be used for extinguishing fires involving wood, paper, rubbish, etc... 2. Class ABC type fire extinguishers are located and identified throughout the building. 3. Building Automatic Sprinkler System |
|  |
| ***Fire Hazard:* Smoking** |
| ***Control:***   1. A strict “No Smoking” policy is enforced within the building / facility. 2. Designated outdoor smoking areas are provided. 3. Visitors and non-employee personnel should be reminded of this policy as warranted. |
| ***Responsibility***:   1. All personnel are responsible for controlling this hazard. |
| ***Protection:***   1. Class ABC type fire extinguishers located and identified throughout the facility. 2. Building Automatic Sprinkler System. |

|  |
| --- |
| ***Fire Hazard:* Welding or Brazing** |
| ***Control:***   1. No welding or brazing should be performed within the building facility without approval by management personnel. 2. Welding should only be performed by certified welding persons. 3. Welding should be performed only after submitting a “Hot Work Permit” to management for review. 4. The “Hot Work Permit” should include the names of persons involved in and performing the work, location and purpose of work to be performed, fire hazards and controls within the area of work, and procedures for fire watch and follow-up. |
| ***Responsibility:***   1. Management is responsible for control of permitted welding within the building. |
| ***Protection:***   1. Class ABC type fire extinguishers located throughout the facility. 2. Class ABC type fire extinguisher should be located within 5’ of welding or brazing work being performed. 3. Building Automatic Sprinkler System. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Fire Hazard:* Flammable and Combustible Liquids** | | |
| ***Control:***   1. No flammable or combustible liquids should be stored or used within the facility without prior management approval. 2. The Safety Data Sheets (SDS’s), provided with all chemicals purchased and maintained within the building, should be reviewed for the extent of fire hazard and proper storage and handling and fire control procedures. 3. Any flammable or combustible liquids maintained within the facility will be transferred to and stored in a Underwriter Laboratory (UL) Listed Safety Cans with proper labeling as outlined in the Hazard Communication Program. 4. Those flammable or combustible liquids not stored in UL Safety Cans should be stored in a UL Listed Flammable Liquid Storage Cabinet. | | |
| ***Responsibility:***   1. Management personnel is responsible for approval of all flammable or combustible liquids used, handled, and stored within the building. 2. All employees are responsible for the safe handling and use of flammable or combustible liquids. | | |
| ***Protection:***   1. Class B type fire extinguishers should be used for extinguishing fires involving flammable or combustible liquids. 2. Class ABC type fire extinguishers are identified and located throughout the building. 3. Water should **never** be used for extinguishing fires involving flammable or combustible liquids. 4. Building automatic sprinkler system. | | |

**Fire Prevention and Control Equipment**

Facility Maintenance Personnel are responsible for the inspection and maintenance of the fire prevention and control equipment. This equipment includes:

1. Class ABC type Fire extinguishers identified and located throughout the facility.
2. Building automatic sprinkler system.

***Inspection and Maintenance procedures:***

|  |
| --- |
| **Monthly** |
| **Fire Extinguishers:**  Inspection is a “quick check” that an extinguisher is available and will operate. This visual inspection is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is accomplished by verifying that:   1. All fire extinguishers are in their designated locations (mounted or in case) 2. Fire extinguishers have not been actuated or tampered with, 3. All Fire extinguishers are not blocked and are clearly identified and accessible 4. There is no obvious physical damage to the fire extinguishers to prevent operation. 5. Each extinguisher is charged |
| **Building Automatic Sprinkler System:**  The Automatic Sprinkler System should be visually inspected each month. This visual inspection is intended to give reasonable assurance that the sprinkler system is fully operational. This is accomplished by verifying that:   1. The sprinkler valve is in the OPEN position. The greatest single cause of sprinkler system failure is intentional or inadvertent closed control valves. 2. The sprinkler valve is locked or secured to prevent tampering. 3. System and supply side pressure valve gauges indicate pressure, 4. Sprinkler valve is not blocked and is accessible. 5. Fire department connections are not blocked and are properly capped. |

|  |
| --- |
| **Annual** |
| **Fire Extinguishers:**  The annual maintenance of the fire extinguishers is intended to give maximum assurance that an extinguisher will effectively operate. This inspection includes:   1. A thorough examination and any repair or replacement, 2. Reveal the need for hydrostatic testing. Fire extinguishers should be hydrostatically tested if at any time they show evidence of corrosion or mechanical damage. Full hydrostatic testing should occur every 5 years. 3. Annual maintenance, servicing, recharging and hydrostatic testing will be performed by a fire extinguisher service company having trained personnel with proper tools and equipment. |
| **Automatic Sprinkler System**:  Inspection and testing of wet-pipe sprinkler systems at regular intervals is essential to the proper functioning and reliability of the system. ANNUAL main drain tests as well as PERIODIC internal examinations and cleaning should be conducted in accordance with applicable national standards. National Fire Protection Association (NFPA) code 13A is the standard for "INSPECTION, TESTING AND MAINTENANCE OF SPRINKLER SYSTEMS". "The level of reliability of the protection offered by an automatic sprinkler system is promoted when there is a qualified inspection service."    The annual testing and inspection should include:   1. Records of inspection, testing, and maintenance of the sprinkler system. 2. Inspection of the water control valves and alarms to ensure valves remain open even though they may be locked and monitored by a central station system. 3. Inspector valve and 2-inch flow testing of the sprinkler system to document: 4. System identification 5. Alarm response time 6. Static, residual, and return pressures. 7. An outside sprinkler system service contractor will be contracted for the annual sprinkler system testing and inspection. |

**Employee Training**

Training shall be provided to all employees regarding this fire prevention plan and the fire hazards of the materials and processes to which they are exposed. Training shall be provided upon initial employment and upon initial assignment those parts of this fire prevention plan which the employee must know to protect the employee in the event of an emergency. This written fire prevention plan will be kept in the workplace and is available at any time for employee review.

For additional information contact:

Tribal First Risk Control Solution Center Toll Free Help Line: 888 737 4752.

This Tribal First Risk Control Consulting safety program and best practices suggested herein should not be regarded as legal advice.  Readers should pursue the direction and guidance of the Tribe’s General Counsel’s office in conjunction with the office of Public Safety were applicable. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or [riskcontrol@tribalfirst.com](mailto:riskcontrol@tribalfirst.com).