FIRE PROTECTION PLAN

**This model form/template must be customized to meet your Agency’s needs.**

Sample Fire Protection Plan

**[District Name- Department]**

**[Building Name and Address]**

**[Date or Revision Date]**

**[Prepared by]**

1. **Purpose**

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected.

1. **Authority**

California Code of Regulations, Title 8, Section 3221

1. **Responsibility**

Names or job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

**[Name of Person(s), Title]**

**[Contact Number]**

Person(s) responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires (Ex. Fire Extinguishers, fire hoses, etc.).

**[Name of Person(s), Title]**

**[Contact Number]**

**Note:** ***If systems are maintained by a contracted vendor, enter the vendor’s contact information below. Delete if not applicable.***

**[Name of vendor]**

**[Contact Number]**

**[Equipment vendor is responsible for]**

1. **Identification of Fire Hazards**

The following is a list of potential fire hazards and their associated work areas:

**Work Areas Fire Hazards**

Computer Workstations……… Paper, Plastic, Electrical

Workrooms……………… Paper, Electrical

Storeroom……………… Paper, Plastic, Flammable and Combustible Liquids

Breakroom……………… Paper, Plastic, Electrical Appliances

1. **Housekeeping Practices**

The following are the fire prevention practices associated with fire hazards identified above:

**Type of Fire Hazard Fire Prevention Practices**

Paper Wastepaper cans emptied daily.

Plastic Waste plastic discarded daily.

Electrical Quarterly inspections of outlets, multi-strips, cubicles, and work areas.

Flammable/combustible liquids…. Store liquids in an approved flammable storage cabinet.

Electrical appliances Quarterly inspections of appliances; employees trained to inspect appliances before use.

1. **Safe Code of Work Practices**

* Flammables, including datasheets, books, rags, clothing, flammable liquids, or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
* Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. *Portable space heaters and candles are prohibited.*
* Care must be taken not to block potential escape routes, particularly with flammable materials.
* Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

1. **Fire Control Measures**

The following is a list of fire control measures installed or available in work areas:

**Work Area Fire Control Measures**

Building……………………………. Installed and monitored.

Sprinkler system Installed and monitored fire alarm system.

***Note:******Add or delete work area and fire control measures as necessary.***

Fire Extinguishers:[Enter how many, type, weight, and distance apart]

1. **Maintenance and Inspection Program**

The periodic maintenance and inspection frequencies for fire control measures are as follows:

**Fire Control Measures Inspection Frequency Service Firm**

Sprinkler System [Frequency] [Service firm]

Fire Extinguisher Service Annual [Service firm]

Fire Extinguishers Monthly and Annual Assigned individuals committee member [Service firm]

1. **Alarm Systems**

The following fire alarm systems have been installed and tested at the frequency indicated and should trigger the response listed:

**Alarm System Test Frequency Response**

[Enter system(s) here] Annually See Emergency Action Plan

1. **Employee Response to Fire Emergencies**

Employees’ response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

1. **Training**

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to.

Upon initial assignment, employees should be made aware of those parts of this fire prevention plan that they must know to protect them in the event of an emergency. This program is located **[enter location of the** **program]** and is available for review upon request from **[enter person/title** **responsible for keeping this program updated]**.

1. **Hot Work Designated Areas**

The following areas have been designated as approved hot work areas. Hot work may be performed in these areas without the issuance of a hot work permit. Even though a permit is not required in these areas, authorized personnel must inspect the area for combustibles and other hazards before beginning hot work operations.

* + Building B welding stations
  + Maintenance welding booth

Authorized personnel must be certain that a functioning fire extinguisher appropriate for the type of potential fire is present at all times while hot work is being performed in designated areas. At the end of each shift, a supervisor or the hot work approver on duty must inspect each designated hot work area to ensure no smoldering materials are present and all hot work equipment is properly shut off and stored.

**Hot Work Non-Designated Area Procedures**

Basic Precautions. At a minimum, all of the following precautions must be met to perform hot work in a non-designated area. Building fire sprinkler system is operational at the hot work location (if applicable).

* All combustible materials within 35 feet of the hot work shall be moved to a safe distance or other location.
* If combustible materials cannot be moved, they are protected by fire-retardant covers or they are shielded with fire retardant or metal guards.
* Appropriate PPE is provided to employees performing hot work based upon a hazard assessment.
* A fire watch is initiated during and for 30 minutes after all hot work has stopped.
* A Supervisor/Lead has inspected the hot work area before beginning work.
* The Supervisor/Lead has issued and posted a hot work permit (Appendix A)

1. **Outside Contractors**

Whenever outside contractors perform any hot work activity they will be informed of the [District Name] Hot Work Program and procedures by the Project Manager or Construction Inspector. All outside contractors are required to issue and post a hot work permit. All appropriate safety information will be communicated by the contractor to the [District Name] before work begins.

References/Attachments:

[District] JPIA Sample Hot Work Permit

JPIA Sample Fire Extinguisher and Maintenance SOP