

Fire Protection & Prevention Program

 **Shasta Head Start**
CHILD DEVELOPMENT, INC.



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FIRE PREVENTION PLAN

Scope

Shasta Head Start Child Development, Inc. is a childcare provider offering center-based services to children and families. This fire Protection and Prevention Plan serves as a written program to mitigate fire exposures.

Management Objectives

The observation of this Fire Protection and Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration (OSHA)'s standard on fire prevention, 29 CFR 1926.24 and CCR T8 §3221. Additionally, it provides employees information and guidelines to assist in preventing, recognizing, reporting, and controlling fire hazards.

Risk Identification & Assessment

The identification and assessment of fire hazards is outlined in the section "Values to Be Protected" on page 7 of this plan. Shasta Head Start Child Development, Inc. has a separate Emergency Response Plan which outlines the procedures for responding to fires. This Fire Protection and Prevention Plan serves to reduce the risk of fires on the company's projects.

This plan:

- a. Identifies materials and processes that are potential fire hazards and lists proper handling and storage procedures.
- b. Distinguishes potential ignition sources and the proper control procedures of those materials.
- c. Describes fire protection equipment/systems used to control fire hazards, such as site inspections, equipment inspections, fire extinguishing equipment, portable fire extinguishers, and access to hand tools.
- d. Identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- e. Identifies persons responsible for the control and accumulation of flammable or combustible material in or around equipment.
- f. Describes good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- g. Provides training to employees regarding fire hazards to which they may be exposed.

Assignment of Responsibility

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

Management

Management determines Shasta Head Start's fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace. They will provide adequate resources and training to employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

Plan Administrator

The Human Resources Manager shall manage the Fire Protection and Prevention Plan for Shasta Head Start, and shall maintain all records pertaining to the plan.

The Plan Administrator shall also:

- Develop and administer Shasta Head Start's fire prevention training program.
- Ensure that fire control equipment and systems are properly maintained.
- Control fuel source hazards.
- Conduct fire risk surveys and make recommendations.

Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training, and for notifying Site Safety Personnel when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing Shasta Head Start's fire prevention and protection policies.

Employees

All employees shall:

- Complete all required training before working without supervision.
- Conduct operations safely to limit the risk of fire.
- Report potential fire hazards to their supervisors.
- Follow fire emergency procedures.

Risk Control

Good Housekeeping

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

1. Minimize the storage of combustible materials.
2. Make sure that all exit or evacuation routes are kept free of obstructions.
3. Use and store flammable materials in areas away from ignition sources.
4. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled areas or by the issuance of a hot work permit establishing necessary controls for the particular task at hand. Hot work areas will be wetted down as necessary before hot work is performed.
5. Any Fire Restrictions issued by local authorities will be followed at all times.
6. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and tools free of dust and grease).
7. Ensure that heating units are safeguarded.
8. Report all fuel or petroleum leaks immediately. All leaks will be repaired immediately upon notification.
9. Repair and clean up flammable liquid leaks immediately.

10. Keep work areas free of combustible materials.
11. Turn off electrical equipment when not in use.
12. Turn off idling vehicles as much as appropriate.

Maintenance

All equipment is to be maintained according to manufacturers' specifications. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Portable fire extinguishers.
2. Fire alarm systems.
3. Emergency backup systems and the equipment they support.

Types of Risk

The following sections address the major workplace fire risks at Shasta Head Start's jobsites and the procedures for controlling those risks.

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 shall:

1. Ensure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved, and inspected, extension cords (i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label).
5. Check cords and equipment in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure it is properly grounded or double insulated.

Cutting, Welding, and Open Flame Work

Supervisors will ensure:

1. A hot work permit is obtained when necessary.
2. A jobsite evaluation for fire hazards is completed prior to start of work.
3. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
4. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
5. Oxygen-fuel gas systems are equipped with listed/approved backflow valves and pressure-relief devices.
6. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
7. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues.
8. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

9. A competent Fire Watch has been established in accordance with hot work permit requirements.

Flammable and Combustible Materials

The site supervisor shall regularly evaluate the presence of combustible materials on site.

Certain types of substances can ignite at relatively low temperatures or pose a risk of explosion if ignited. Such substances require special care and handling.

Class A materials. 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 materials safely:

1. Dispose of waste daily.
2. Keep trash in receptacles with tight-fitting covers (wastebaskets that are emptied every day do not need to be covered).
3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
5. Store paper stock in cabinets.
6. Store rags in metal bins with self-closing lids.
7. Do not order excessive amounts of combustibles.
8. Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and carbon dioxide (CO₂) are approved fire extinguishing agents for Class A materials.

Class B materials. These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B materials safely:

1. Use only pumps that are approved/recognized by an authority (ex. NFPA, UL, etc.) to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
2. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
3. Store, handle, and use Class B materials 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.
4. Do not use a flammable liquid as a cleaning agent inside a building or tool van (the only exception is in a closed machine approved for cleaning with flammable liquids).
5. Do not use, handle, or store Class B materials near areas normally used as exits.
6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B materials.
7. Do not generate heat, allow an open flame, or smoke near Class B materials.
8. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.
9. Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid.

Multi-purpose dry chemical (ABC) and carbon dioxide (CO₂) are approved fire extinguishing agents for Class B materials.

Smoking

Smoking is prohibited on all Shasta Head Start properties.

Values to Be Protected

In the event of a fire, life, safety, environmental, project production, and infrastructure values would be affected. Additionally, the production use and economic value would be severely impacted.

Protection Capability

Protection capability and response times are limited to the following factors:

1. Each Shasta Head Start location is equipped with first-aid kits, and fire extinguishers, for fighting an incipient fire.
2. Emergency phone numbers located next to all site phones.

Implementation of Plan

In the event of a fire incident, employees will follow the protocols set forth in the Emergency Action Plan and site-specific safety card (i.e., notify site safety manager/supervisor via phone, or radio, immediately).

Training

Shasta Head Start's personnel shall present basic fire prevention training to all employees during the site-specific orientation, and shall maintain documentation of the training.

Training includes:

1. Review of 29 CFR 1926.24 and CCR T8 §3221, including how it can be accessed.
2. This Fire Protection and Prevention Plan, including how it can be accessed.
3. Good housekeeping practices.
4. Proper response and notification in the event of a fire.
5. Instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan), and recognition of potential fire hazards.

All Shasta Head Start's contractors shall provide training to all project employees about the 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:

- Upon initial assignment
- Annually

- When changes in work processes necessitate additional training.

Program Review

Shasta Head Star shall review this Fire Protection and Prevention Plan at least annually for necessary changes.