

Chapter 5 – Fire Prevention Plan

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5.1 Forward

Fire safety is an issue that should be proactive. After the fire starts, there is no time to correct problems. To assure fire safety, planning, drills and inspections must be carried out in all work areas.

5.2 Purpose

This chapter describes how the County of Santa Clara will implement a fire prevention plan in the work place. This will include plans; drills and inspections to assure fire safety.

This chapter's purpose is to assist Department Heads, Facility Managers, Safety Coordinators, ERT Personnel and the employees to implement a fire safety plan for their facilities.

5.3 Roles and Responsibilities

Below are the roles and responsibilities of employees who may have a direct role in fire prevention. Some employees may fill more than one role.

5.3.1 Fire Marshall's Office

The Fire Marshall's office has authority in the inspection and implementation of rules and regulations pertaining to fire safety. There are several fire departments that have jurisdiction at County facilities. Some fire departments conduct fire inspections along with CUPA inspections.

5.3.2 Agency / Department Heads

Agency / Department heads are responsible for providing a safe and healthy workplace in their departments. They must prepare for emergencies and prevent unsafe conditions. Although they may appoint others to implement and manage the fire prevention program, they bear the responsibility for promoting and supporting this program.

5.3.3 Facility Manager

The Facility Manager is responsible for the repair and maintenance of fire alarms and fire suppression systems in the facility. The Facility Manager will call maintenance, fire alarm technicians and fire sprinkler specialists to maintain fire systems and to correct problems. The Facility Manager is responsible for the mounting fire safety equipment. The Facility Manager needs to assure that the facility meets the Uniform Fire Code (UFC) and any other local ordinances.

5.3.4 Safety Coordinator

To assure that inspections are done. To maintain inspection records. To inform the Facility Manager and the Department Head of fire hazards. To conduct regular fire drills. To assure that all fire equipment is maintained. To train and inform employees of fire safety practices. To assure that all areas are compliant with the fire codes.

5.3.5 Employees

Employees must be aware of fire safety. They must participate in fire drills and they must obey the instructions of the people in charge. Employees must be aware of all of the safe paths of egress during a fire emergency.

Employees are also responsible for maintaining fire safety in their work areas. Employees are also responsible for reporting any unsafe conditions even if it is not in their work areas. When there is a fire, employees are to immediately pull an alarm and / or call 911. Employees must egress from the facility immediately and meet at the designated emergency assembly point for their facility. This material is outlined in chapter 4.

5.4 Inspections

Inspections shall be performed by, or by the direction of, the Safety Coordinator. The Safety coordinator must maintain the fire inspection records. The following items need to be addressed by the Safety Coordinator:

- Fire extinguisher tags need to be marked with the date that they were inspected. Fire extinguishers are inspected and marked on a monthly basis.
- Egress needs to be checked. 24” egress is required for areas not open to the public and a minimum of 36” is required for public areas. Doorways and hallways cannot be blocked or cluttered.
- Clearance of 18” is required for fire sprinkler system.
- Storage under stairwells is prohibited.
- Store oily or greasy rags in an approved, closed metal container.
- Fire doors, especially in stairwells need to be kept closed at all times. The exception to this is fire doors with magnetic latches that are activated by the alarm system.
- Storage of flammable material needs to be kept in a fire cabinet or other approved area.
- All exit signs are in good shape and illuminated. Self-luminous signs need to be replaced at their expiration date and disposed of properly. Call OSEC(441-4280) for disposal information.
- All Uniform Fire Codes (UFC) and local codes must be met.

An informal walk-through shall be conducted on a daily basis.

5.5 Drills

Fire drills shall be conducted semi-annually. The Safety Coordinator along with the Facility manager will plan and execute the drill. The employees will not know about the drill in advance. The Facility Manager will notify the local fire department and any other people who will need to know about the drill. Dangerous operations may be ceased before the drill.

The Facility Manager will activate the alarm and the employees are to evacuate the building in an orderly fashion. All employees will meet at the Emergency Assembly Area. The supervisors of each area will take roll call. Any one who is suspected missing will be reported to the Safety Coordinator. The Safety Coordinator will report the missing people to the ERT Leader who will send ERT members in pairs to look for the missing people. During a real fire, missing people and the information about them will be reported to the responding fire department personnel, who will look for the missing people.

5.6 Training

The Safety Coordinator is responsible for the training of employees for fire safety. The Safety Coordinator can obtain training materials from OSEC (408) 441-4280. There are also materials included in the Safety Coordinator's Manual. Emergency telephone numbers need to be distributed and posted. Employees need to be shown where the Facility Emergency Plan is located at their facility. The employees need to also see where the telephones pull boxes and fire equipment are located. The employees also need to be shown how to use a fire extinguisher.

5.7 Appendices

5.7.1 Appendix A: Safety Inspection Form, Common Areas & Offices

Safety Inspection Form Common Areas & Offices

Date: _____ / _____ / _____

Name of Department: _____

Location: _____

Inspected by: _____

A. Floors:	Yes	No	N/A
1. Floors are free of liquids or other slip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No tripping hazards on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical cords are taped down or a sill is over them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. No slippery areas on the floor like highly waxed areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. No loose carpeting. No loose seams or tears in walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Furniture & Equipment:	Yes	No	N/A
1. Electrical equipment is guarded and grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Desks and chairs are in good condition and have no sharp edges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. File cabinets and tall furniture are secure to prevent tip over.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Shelves are not overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Heavy items are stored on lower shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Electrical cords are in good shape and of the correct type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Electrical cords are not a physical hazard or can be damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. File cabinet drawers closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Plants coat racks and other materials not a tip over hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Restrooms:	Yes	No	N/A
1. Floors not slippery even when wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No obstructions or trip hazards on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All areas free of sharp edges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazardous materials storage areas locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Fire Prevention & Protection:	Yes	No	N/A
1. Fire Extinguishers have 30" of clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire Extinguishers are inspected monthly and serviced yearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sufficient amount of fire extinguishers in facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 18" clearance maintained below fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Indoor flammable or hazardous storage areas protected by an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stairways, doors and exit paths are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proper latching devices on exit doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Self-closing fire not doors propped open. Stairwell doors closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. No storage under stairwells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All exit signs are lighted and visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinklers tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All flammable liquids are stored in U.L. approved cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Combustibles are kept away from ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. "Zip" type extension or ungrounded cords not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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E. First Aid:

1. First-aid kits maintained and inspected monthly.
2. First aid log available and current.
3. Personnel trained in first aid are available.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks And Recommendations:[illegible]

Appendix B: Safety Inspection Form, Shop Areas

Safety Inspection Form Shop Areas

Date: _____ / _____ / _____

Facility: _____

Location: _____

Inspected by: _____

(Explain any unsatisfactory findings in the REMARKS AND RECOMEDATIONS on the back page)

A. Floors:	Yes	No	N/A
6. Floors are free of liquids, grease or other slip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. No tripping hazards on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Electrical cords are taped down or a sill is over them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. No slippery areas on the floor like highly waxed surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Floors are in good shape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 B. Furniture & Equipment:	 Yes	 No	 N/A
10. Electrical equipment is guarded and grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Desks and chairs are in good condition and have no sharp edges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Cabinets and shelves are secure to prevent tip over.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shelves are not overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Heavy items are stored on lower shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Electrical cords are in good shape and of the correct type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Electrical cords are not a physical hazard or can be damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Cabinet drawers closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Materials stored & secured properly. There are not trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 C. Restrooms:	 Yes	 No	 N/A
5. Floors not slippery even when wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. No obstructions or trip hazards on the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All areas free of sharp edges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous materials storage areas locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 D. Fire Prevention & Protection:	 Yes	 No	 N/A
1. Fire Extinguishers have 30" of clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire Extinguishers are inspected monthly and serviced yearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sufficient amount of fire extinguishers in facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 18" clearance maintained below fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Indoor flammable or hazardous storage areas protected by an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stairways, doors and exit paths are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proper latching devices on exit doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Self-closing fire doors propped open. Stairwell doors closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. No storage under stairwells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All exit signs are lighted and visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Fire sprinklers tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All flammable liquids are stored in U.L. approved cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Combustibles are kept away from ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. "Zip" type extension or ungrounded cords not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Evacuation plan and emergency numbers posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. All appliances are plugged directly into receptacle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. No portable heaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|--|--------------------------|--------------------------|--------------------------|
| 18. Outlets free of multiple adapters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Cords are not frayed or damaged. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Welding carts have a fire extinguisher mounted on them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Gas cylinders secured properly, either chained or anchored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Oily rags stored in correct metal container, with a tight fitting lid. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Spray booths are protected by an approved extinguishing system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Spray booths do not have an accumulation of combustibile residue. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Spray paint shut-off valves are installed & operable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Combustible materials like sawdust not accumulated in shop areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E. First Aid:

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 4. First-aid kits maintained and inspected monthly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. First aid log available and current. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Personnel trained in first aid are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

F. Equipment & Electrical Connections:

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Proper PPE available for area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Proper PPE worn in the area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Equipment guards are in place and in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment cords are of the right gauge for the load. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical equipment not used in wet areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Grinder tongue guards have a 1/4 inch maximum clearance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Grinder work rests have a 1/8-inch maximum clearance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Emergency shut off switches are operable and colored red. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Sockets used with impact wrenches are of the correct type. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pulley guards are installed and in good condition if needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. All tools are in good shape. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Electrical cords and connections in good shape & correct. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Electrical boxes are closed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Electrical supply panels are clear of obstructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Lockout / Tagout procedures followed if needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Proper wiring used. No "Zip" or extension cords used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. All motors are clean with no buildup of oil, dirt or other materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Multiple plug adapters not used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Electrical control panels have 30" or clearance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Standby power is of sufficient capacity and is working. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Circuits are not overloaded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

G. Hazardous Materials:

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Hazardous materials are stored in secondary containment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Hazardous materials are segregated by hazard class. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Containers are labeled correctly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Containers are closed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Containers are not leaking and are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

H. Hazardous Waste

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Hazardous waste is maintained according to all regulations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Use the Satellite **Accumulation Area (SAA) & Waste Accumulation Area (WAA) for Large and Small Quantity Generators** form for areas dealing with hazardous wastes.

Remarks and Recommendations:

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.