

# Fire Prevention Plan

[Department Name- Division]  
[Building Name and Address]  
[Date or Revision Date]



**\*\*Note:** This is a template. Each Fire Prevention Plan needs to be site-specific and take into account all possible fire hazards that may be encountered at that location. Fill in each section to appropriately reflect the hazards at your site.

Be sure to delete any notes made in this template as they are for reference only and not intended to be part of this plan.

**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.

**2. Authority**

California Code of Regulations, Title 8, Section 3221

**3. 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 vendor's contact information below. Delete if not applicable.*

**[Name of vendor]  
[Contact Number]  
[Equipment vendor is responsible for]**

**4. Identification of Fire Hazards**

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

<b><u>Work Areas</u></b>	<b><u>Fire Hazards</u></b>
VDT workstations.....	paper, plastic, electrical
Work rooms'.....	paper, electrical
Store room.....	paper, plastic, flammable and combustible liquids
Break room.....	paper, plastic, electrical appliances

## 5. House Keeping Practices

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

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
Paper.....	waste paper 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 approved flammable storage cabinet
Electrical appliances.....	quarterly inspections of appliances; employees trained to inspect appliances prior to use

## 6. Safe Code of Work Practices

- Flammables, including data sheets, 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.

## 7. Fire Control Measures

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

<u>Work Area</u>	<u>Fire Control Measures</u>
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]

## 8. Maintenance and Inspection Program

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

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Service Firm</u>
Sprinkler System	[Frequency]	[Service firm]
Fire Alarm System	annual	[Service firm]
Fire Extinguishers	monthly and annual	facility safety committee member, Jorgensen's

## 9. Alarm Systems

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

<u>Alarm System</u>	<u>Test Frequency</u>	<u>Response</u>
[Enter system here]	annually	See Emergency Action Plan

## 10. 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.

## 11. 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 which they must know to protect them in the event of an emergency. This program is located [enter location of program] and is available for review upon request from [enter person/title responsible for keeping this program updated].