

FIRE PREVENTION PLAN

1.0 PURPOSE

- 1.1. The purpose of the Fire Prevention Plan is to make every City of Wilson employee aware of the need to properly plan and observe conditions in the workplace for the prevention of fires that could threaten the safety of employees.
- 1.2. A Fire Prevention Plan is designed to reduce the risk of workplace fires through active participation of all employees at the City of Wilson. Each employee should feel free to report any condition that they feel could be a fire hazard to their supervisor.

2.0 ORGANIZATIONS AFFECTED

This Fire Prevention Plan shall encompass all City of Wilson employees, facilities maintained by those employees, and contractors in accordance with OSHA Standard 29 CFR 1910.38.

3.0 POLICY

- 3.1 This policy is to provide guidelines and overall general procedures city-wide. Department heads and Division heads alike are required to develop within their respective work centers, fire prevention plans addressing specific hazards found in their work areas and convey them to their employees.
- 3.2 All division fire prevention plans will have each component as a minimum:
 - 3.2.1 A list of the major workplace fire hazards and their proper handling storage procedures,
 - 3.2.2 Potential ignition sources (such as welding, smoking etc.), and their control procedures,
 - 3.2.3 The type of fire protection equipment or systems which can control a fire involving them;
 - 3.2.4 Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
 - 3.2.5 Names or regular job titles of those personnel responsible for control of fuel source hazards.
- 3.3 If applicable, the Department/Division head should coordinate their efforts with the Building Superintendent, Purchasing, or the Safety & Health Office to ensure compliance with this policy.
- 3.4 The work center specific fire prevention plans are to be maintained in each Division head's office or in a conspicuous place within the work area.

4.0 GENERAL FIRE PREVENTION RULES

- 4.1 Emergency numbers are to be placed conspicuously throughout the work area i.e., on phones, bulletin boards, and break rooms.
- 4.2 Division Heads will ensure all employees within their respective responsibilities are familiar with escape routes, placement of fire extinguishers & fire alarms throughout the work place.
- 4.3 Exit doors, exit signs, passageways, and means of emergency exit shall be inspected periodically to ensure their proper working condition and unobstructed access. **Locking from inside or, padlocking of a designated fire exit door during building occupancy, is prohibited.**
- 4.4 Interior fire doors located in hallways or throughout buildings will not be held open by chocks, door wedges, or similar means. Hallway fire doors are to be kept closed at all times.
- 4.5 Emergency lighting will be inspected and tested for serviceability at least semi-annually.
- 4.6 Sprinkler system control valves shall be chained in the open position. All riser valve locations shall be maintained free of storage and protected against damage by barrier or enclosures.

5.0 EQUIPMENT SYSTEMS - MAINTENANCE/MANAGEMENT

- 5.1 Maintenance of the fire sprinkler systems will be performed through the Building Maintenance division. The Building Maintenance Superintendent will ensure all sprinkler and fire suppression systems are maintained and operational.

NOTE: Any repair or renovation of work spaces that requires sprinkler systems to be drained, deactivated, or partially impaired will require approval from the Building Maintenance Superintendent *before* repair or renovation/shut-down can occur. For insurance reasons, the Management Services Office must also be notified should a shut down or impairment occur on any sprinkler protected work area. NO EXCEPTIONS.

- 5.2 Maintenance of fire extinguishers located in buildings and on equipment operated by each section, will be maintained in a serviceable condition. Division Heads will ensure all fire extinguishers within their respective work areas are maintained and operational. If any portable fire extinguishers are defective, the Division Head will coordinate replacement or repair with the Purchasing Office.
- 5.3 Further information on proper fire extinguisher requirements can be obtained in both the Portable Fire Extinguisher and the Emergency Equipment policies contained within this manual.

6.0 HOUSEKEEPING

- 6.1 In addition to the Housekeeping Policy (listed in this Safety Manual), this policy requires that all flammable materials be properly stored and discarded on a timely basis in the interest of preventing workplace fires.

- 6.2 All trash consisting of paper products will be removed from inside containers and placed in exterior receptacles on a daily basis.
- 6.3 All oil soaked rags, or other materials containing oil or other flammable materials will be stored in metal containers with covers and identified until they can be disposed of properly.

Flammable materials will not be stored near open flames or ignition sources and where applicable, will be stored in metal fire-proof cabinets.

7.0 **WORKPLACE FIRE HAZARDS, CITY-WIDE GENERAL**

7.1 **Administration Facilities/Recreation Centers**

- 7.1.1 No Smoking in designated no smoking areas.
- 7.1.2 All paper trash will be removed from office waste baskets daily.

7.2 **Maintenance/Garage Facilities**

- 7.2.1 Welding & burning within work areas and other areas on site.
- 7.2.2 Flammable petroleum products stored in selected work areas throughout the maintenance facility.

7.3 **Wedgewood Golf Course**

- 7.3.1 Welding & burning within work areas and other areas on site.
- 7.3.2 Flammable petroleum products stored in selected work areas throughout the maintenance facility.

8.0 **CONTROL PROCEDURES**

- 8.1 Hot Work permits with "Fire Watch" protection.
- 8.2 Strict enforcement of "NO SMOKING" policy within all areas posted.

9.0 **FIRE PROTECTION EQUIPMENT**

9.1 **Equipment**

- 9.1.1 Fire extinguishers ABC and Halon type (located throughout facilities).
- 9.1.2 Sprinkler systems.
- 9.1.3 Audible Tone alarm system throughout buildings.

9.2 **Maintenance Of Equipment**

- 9.2.1 All fire extinguishers will be inspected **monthly** and static tested **yearly**.

- 9.2.2 Fire alarm systems will be tested at least **quarterly**.
- 9.2.3 A Main Drain Flow Test will be performed on all sprinkler systems at least **annually**.
- 9.2.4 The Inspectors Test Valve will be opened at least every **two years**.
- 9.2.5 Documentation will be kept in the Building Maintenance Superintendent or Division Head offices for the above tests performed at the Operations Complex, Government Offices, Maintenance Facilities or other park sites throughout the City.