

# Fire Safety Kit



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# Fire Prevention Plan Program Template

Company Name \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Revision Number: 1

## Reference Standard

Occupational Safety and Health Administration standard, 29 CFR 1910.39 Subpart E, Fire Prevention Plan. **NOTE: To ensure you are using the most current version of the OSHA standard, visit their website at [www.osha.gov](http://www.osha.gov).**

## Purpose

This procedure establishes minimum procedures for preventing accidental fires in this facility.

## Scope

This procedure applies to all of our company employees, all contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

## Responsibilities

Management is responsible for development and review of this program. Management is also responsible for appropriate employee training.

Management and supervisors are responsible for enforcement of this program.

Employees shall comply with all procedures outlined in this policy.

Contractors and vendors shall comply with all procedures outlined in this policy.

## Definitions

**Combustible Liquid:** A chemical with a flash point at or above 100 degrees Fahrenheit.

**Contractor:** A non-company employee being paid to perform work in our facility.

**Fire Hazard:** Equipment, a physical condition or a process that can cause ignition and/or growth of an accidental fire.

**Flammable Liquid:** A chemical with a flash point below 100 degrees Fahrenheit.

**Flash point:** The minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air.

**Vendor:** A non-company employee being paid to perform a service in our facility.

## Procedure

### Fire Prevention

Our facility will conduct all business activities in a manner consistent with fire prevention. We believe that fires can be prevented and we will take necessary measures consistent with prevention.

**Fixed Fire Protection** (sprinkler system, dry chemical system, etc.) **DELETE THIS PARAGRAPH IF YOUR FACILITY DOES NOT HAVE FIXED FIRE PROTECTION**

Our Facility is **fully/partially (SELECT ONE)** protected by a fixed fire protection system. This system is installed and maintained according to OSHA standards and local code requirements.

**Fire Detection System** **DELETE THIS PARAGRAPH IF YOUR FACILITY DOES NOT HAVE FIRE DETECTION SYSTEM**

Our Facility is **fully/partially (SELECT ONE)** protected by a fixed fire detection system consisting of: smoke detectors and/or heat detectors. This system is installed and maintained according to OSHA standards and local code requirements.

#### **Facility Fire Alarm System**

Our facility fire alarm system is: **(DESCRIBE HOW TO ACTIVATE THE FIRE ALARM SYSTEM AND HOW THE SYSTEM SOUNDS IN YOUR FACILITY, E.G. FIRE ALARM PULL STATIONS, PUBLIC ADDRESS SYSTEM, ETC.)** \_\_\_\_\_.

Additionally, word of mouth can be used to implement an evacuation. (See the Emergency Action Plan for additional information).

#### **Fire Extinguishers**

Fire extinguishers are located throughout our facility. They are installed and maintained according to OSHA standards and local code requirements. (See the Portable Fire Extinguisher Program for additional information).

#### **Fire Prevention Plan**

Our facility fire prevention plan is outlined in Appendix A.

#### **Employee Training**

All employees will be trained regarding their responsibilities for fire prevention and responding to fire emergencies. Employees with special duties for fire system/equipment maintenance, fire extinguisher operation or special emergency response duties will receive additional subject specific training.

Training Frequency:

- Upon hire
- When employee duties change
- When conditions change
- Fire extinguisher training will be conducted annually

#### **Revision History Record:**

<b>Revision Number</b>	<b>Section</b>	<b>Revised By</b>	<b>Description</b>
0	NA	NA	Original document.

# **Appendix A**

## **Facility-Wide Fire Protection Procedures**

# FIRE PREVENTION PLAN - Facility-Wide Fire Protection Procedures

The following elements of fire protection are in place throughout our facility to prevent fires and address fire emergencies that could arise from any listed hazard:

- Facility housekeeping - Our facility employs excellent housekeeping practices to reduce the risk of fire. These include:
  - All exits and aisles are kept clear
  - Fire extinguishers, alarms, electrical panels and disconnects are kept unblocked
  - Clearance between the top of storage and sprinkler heads is 18 inches (high hazard areas- clearance is 36 inches)
  - Trash is not allowed to accumulate and is removed from the facility each day
- All personnel are trained to react and respond to a fire
- Fire extinguishers are strategically located and key personnel trained to respond
- The fire alarm system is maintained (DELETE IF NOT ACCURATE)
- Fire doors and fire walls are maintained (DELETE IF NOT ACCURATE)
- Fire suppression systems are installed and maintained properly (DELETE IF NOT ACCURATE)
- Fire detection systems are installed and maintained properly (DELETE IF NOT ACCURATE)

<u>HAZARD</u>	<u>LOCATION</u>	<u>CONTROL MEASURES</u>
1. Smoking	_____	1. - Smoking is only allowed in designated areas
2. Electrical Wiring And equipment	Throughout facility	2. - Installations according to OSHA regulations and local codes - Maintenance is performed by skilled personnel and contractors
3. Fuel gas (heating)	_____	3. - Installations according to OSHA regulations and local codes - Maintenance is performed by skilled Personnel and contractors
4. Heat Producing Appliances/Equipment	_____	4. - All equipment is installed according to local codes and manufacturer recommendations - Only trained personnel operate the equipment
5. Flammable/ Combustible Liquids	_____	5. - Combustible/Flammable liquids are stored in approved containers and cabinets when not in use - Workers are trained in proper handling - Waste is deposited in closed metal containers and removed from building every day - Areas are evaluated for safety prior to use - Contractors are required to report any use of flammable liquids and follow facility procedures

6. Fuel Gas Cylinders (process)	_____	6. - Stored in well ventilated area, 20 ft. from oxygen <ul style="list-style-type: none"> <li>- Protected from falling in storage and use</li> <li>- Transported upright on cylinder carts</li> <li>- Used in areas 20 ft. away from hazards designated for Hot Work or Hot Work Procedure followed</li> <li>- Used by trained personnel</li> </ul>
7. Oxygen Cylinders (process)	_____	7. – Stored in well ventilated area, 20ft. from highly combustible/flammable material <ul style="list-style-type: none"> <li>- Protected from falling in storage and use</li> <li>- Transported upright on cylinder carts</li> <li>- Used by trained personnel</li> </ul>
8. Propane Vehicles	_____	8. - All vehicles are properly maintained <ul style="list-style-type: none"> <li>- Area hazard evaluated prior to use</li> <li>- Drivers are trained to handle truck/propane safely</li> <li>- Cylinders are stored properly</li> <li>- A reputable supplier is utilized to maintain cylinders</li> </ul>
9. Electric Vehicles	_____	9. - All vehicles are properly maintained <ul style="list-style-type: none"> <li>- Charging is done in approved, well ventilated area</li> <li>- Drivers are trained to handle truck/charging safely</li> </ul>

# Appendix B

## **Employee Safety Meeting Material including:**

- Employee Handout
- Instructor's Notes
- Attendee Quiz
- Attendee Sign-in Sheet

**NOTE:** A Fire Prevention Plan PowerPoint Presentation accompanies these materials

# Important Things For You to Remember About...



## Fire Prevention in the Workplace

Remember your responsibilities in preventing workplace fires:

- ✓ Know the hazards associated with your job
- ✓ Follow all prevention policies

### **HOUSEKEEPING**

- Keep aisles and exits clear
- Do not block fire extinguishers
- Do not block fire alarms
- Do not block electrical switches
- Dispose of trash properly
- 18 inch clearance to sprinkler (36 inches in high hazard area)
- Smoke in designated locations only

### **COMPRESSED GAS**

- Hot work in designated areas or by permit
- 20 ft. between fuel gas and oxygen cylinders
- Close cylinder valves
- Use extreme care with oxygen
- You must be trained

### **ELECTRICAL**

- Maintained by trained personnel
- Report electrical problems
- Cover plates over switches
- "Knock-outs" closed
- Extension cords - ***not permanent***

### **ELECTRICAL TOOLS & APPLIANCES**

- Personal devices-must inspect
- Inspect before each use
- Follow procedure for Fire Alarm
- Turn off when leaving
- Do not store burnable material too close

### **FLAMMABLE LIQUID**

- Ignition sources 20 ft. away
- Use in well ventilated areas
- Store in sealed containers or cabinets
- Follow all transfer, handling, bonding and grounding procedures
- Dispose of waste in closed metal containers



## **FIRE PREVENTION PLAN PRESENTATION - INSTRUCTOR NOTES**

### **Training Objectives**

- Instruct personnel how to prevent fire and how to handle flammable/highly combustible materials and processes properly

### **Before Training**

- Make the necessary changes in the written program to correspond with conditions in your plant. In Appendix A, the Fire Prevention Plan, there are nine common fire hazards listed. Delete those that do not apply and add any special hazards, e.g. reactive chemicals or combustible metals, etc.
- Read the OSHA standard and the model Fire Prevention Plan procedure
- Be prepared to review all fire prevention hazards and related fire prevention procedures that the student will encounter in her/his job

### **Introduction for Training**

- Begin by stressing the overall importance of safety in your facility
- Discuss the concept that fire prevention is far better than allowing fires to occur and then responding to them
- Be prepared to discuss specific fire hazards/safe job instructions that the student will encounter in his/her job

### **General Guidelines**

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teach prevention

### **Slides**

- A slide is included covering general principles for fire prevention in the following areas:
  - Housekeeping
  - Electrical
  - Electrical Tools and Appliances
  - Flammable and Combustible Liquids
  - Compressed Gas

\*If any of these hazards are not present in your facility, omit the slide

- There is a "Job Specific Fire Prevention Requirements" slide. If the student's job will involve working with any equipment, chemical or process that is a fire hazard, complete the required training. This information includes:
  - Description of the hazard
  - Emergency procedures to be aware of
  - How to perform the job safely
  - PPE required

### **Conclusion**

- Review the important points listed on the "Conclusion" slide

### **Student Exercise**

At the conclusion of the training, the following activities will demonstrate if the employees' understands the topic:

- Ask the student to explain facility wide fire prevention rules and procedures
- Ask the student to explain job specific fire prevention requirements

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

**Place a check mark on the line with the best answer for these 10 questions:**

1. Each employee in our facility is required to follow all fire prevention regulations:  
a. ☐ True  
b. ☐ False
2. Exits and aisles must be maintained how:  
a. ☐ Unblocked and open  
b. ☐ With extra paint
3. The minimum clearance between a sprinkler head and the top of storage is:  
a. ☐ 1 inch  
b. ☐ 18 inches
4. Trash must be discarded:  
a. ☐ Anywhere  
b. ☐ In designated locations
5. Smoking is allowed anywhere:  
a. ☐ True-as long as you are careful  
b. ☐ False-in designated locations only
6. If you notice electrical problems, you should:  
a. ☐ Repair the problem yourself  
b. ☐ Report the problem
7. It is permissible to use extension cords as permanent wiring:  
a. ☐ True  
b. ☐ False
8. Before using an electrical tool or appliance you should:  
a. ☐ Inspect the tool or appliance  
b. ☐ Paint the tool or appliance
9. There must always be at least \_\_\_\_\_ feet between flammable liquid use and an ignition source:  
a. ☐ 20 feet  
b. ☐ 2 feet
10. Compressed gas cylinders should be chained (or otherwise protected from falling) with protective caps in place when in storage:  
a. ☐ True  
b. ☐ False

# Training Sign-in Log

[illegible]

# **Appendix C**

## **Additional Forms and Employee Communication Materials**

## MAJOR WORKPLACE FIRE HAZARD AND CONTROL METHODS

[illegible]

# Fire Extinguisher

## Care and maintenance:

- Ensure correct extinguishers for the facility's hazard types.
- Stow in plain sight and ensure full accessibility.
- Conduct annual operation inspections.
- Conduct monthly visual inspections to ensure they are fully charged, accessible, and ready to use.

*You never know when you'll have an emergency so keep equipment in ready to use condition.*





# Fire Extinguisher

## Use the **PASS** technique:

**Pull:** Pull pin to break tamper seal and free handle.

**Aim:** Aim the nozzle at base of fire.

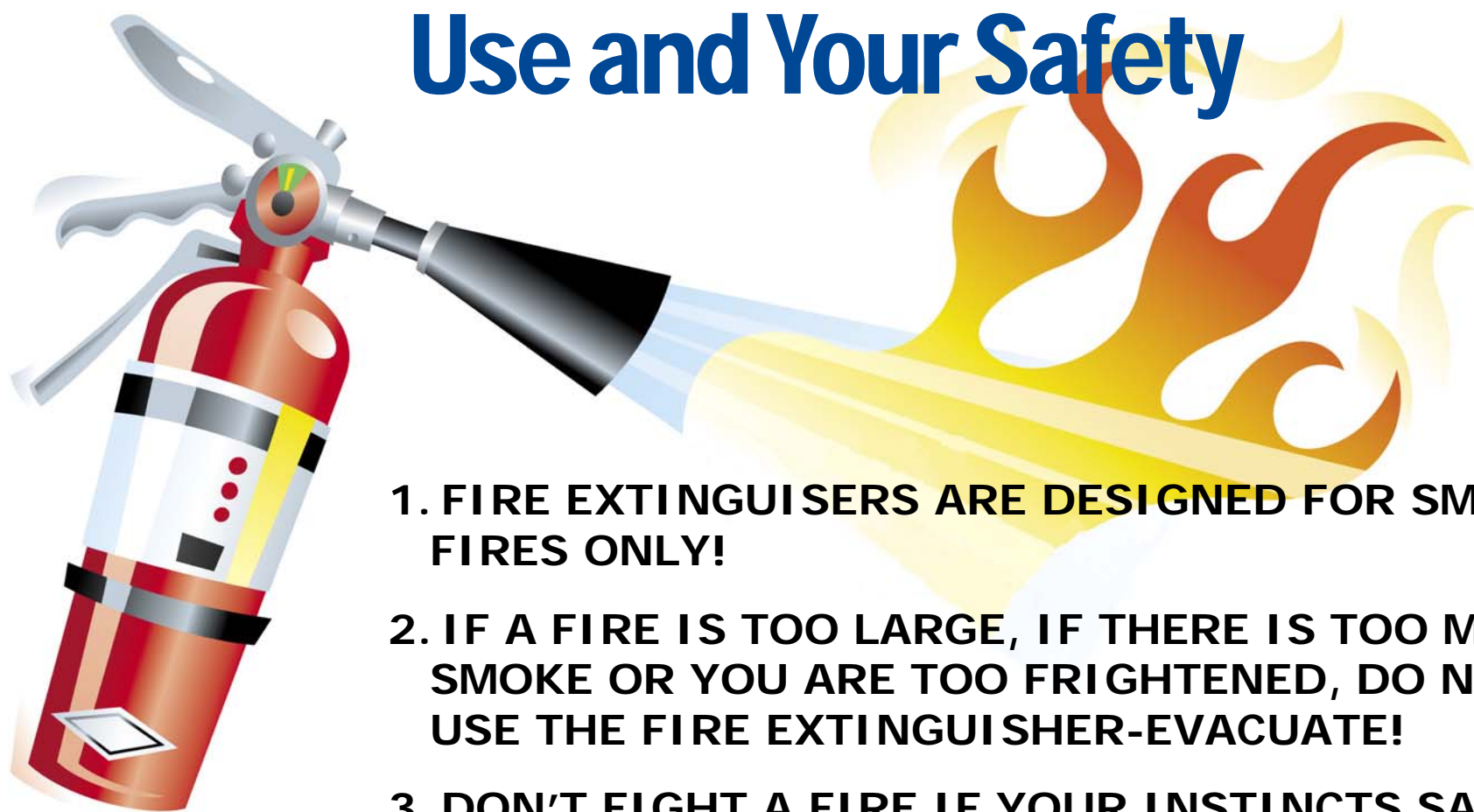
**Squeeze:** Squeeze handle to release the agent.

**Sweep:** Sweep from side to side.

## Additional response tips:

- Be sure to cover all burning material until fire is out.
- Watch the area. If the fire re-ignites, spray it again.
- If you have the slightest doubt about your ability to fight a fire...EVACUATE IMMEDIATELY!
- Verify that "911" has been called.

# Important Things For You to Remember About Fire Extinguisher Use and Your Safety



- 1. FIRE EXTINGUISHERS ARE DESIGNED FOR SMALL FIRES ONLY!
- 2. IF A FIRE IS TOO LARGE, IF THERE IS TOO MUCH SMOKE OR YOU ARE TOO FRIGHTENED, DO NOT USE THE FIRE EXTINGUISHER-EVACUATE!
- 3. DON'T FIGHT A FIRE IF YOUR INSTINCTS SAY EVACUATE.

**FIRE EXTINGUISHER OPERATION - Remember PASS:**  
**P** = Pull the Pin;    **A** = Aim at the base;  
**S** = Squeeze the lever;    **S** = Sweep side to side

Additional Information About Fire Extinguishers and Their Use		
<b><u>SAFETY RULES</u></b>  Alert others at risk Call 911 Stay low Keep an exit behind you Report extinguisher use	<b><u>CLASSES OF FIRE</u></b>  Class A-Ordinary Combustibles Class B-Flammable liquids gasses Class C-Energized electrical Class D-Metals Class K-Cooking media	<b><u>TYPES OF EXTINGUISHERS</u></b>  Dry Chemical Carbon Dioxide Water/Foam Halon/Halon Substitute Class K



# Workplace Fire Evacuations

Being prepared for a fire emergency is not something that should only concern you at home—you should also be prepared to evacuate while at work. To be ready for an evacuation and to stay safe in the case of a fire, remember the following:

## Evacuation Preparation

- Familiarize yourself with your worksite's emergency evacuation plan.
- Know the pathway to at least two exits from every room or area at work.
- Recognize the sound or signaling method of the fire and evacuation alarms.
- Know who to contact in an emergency and how to contact them.
- Know how many desks or cubicles are between your workstation and nearest exits so you can escape in the dark, if necessary.
- Know where the fire and evacuation alarms are located and how to use them.
- Report any damaged or malfunctioning safety systems and backup systems.

## Evacuating Safely

- Leave the area quickly but orderly, following the

worksite's emergency evacuation plan.

- Go directly to the nearest fire- and smoke-free stairwell, recognizing that in some circumstances the only available exit route may contain smoke or fire.
- Listen carefully for instructions over the building's public address system.
- Crawl low, under the smoke, to breathe cleaner air.
- Test doors for heat before opening them by placing the back of your hand against the door to avoid burning your palm and fingers.
- Do not open a hot door; find another exit route. If the door feels cool, brace yourself against it and open it slowly.
- Keep designated fire doors closed to slow the spread of smoke and fire.
- Do not use elevators when evacuating a burning building.
- Report to the meeting place designated in the emergency evacuation plan.
- Do not reenter the building unless directed by authorities.

## What to Do if You Are Trapped

- Stay calm and take steps to protect yourself.
- Go to a room with an outside window and call for help, if possible.
- Stay where rescuers can see you and wave a light-colored cloth to attract attention.
- Open windows if possible, but be ready to shut them if smoke rushes in.
- Stuff clothing, towels or papers around the cracks in doors to prevent smoke from entering the room.



## Did You Know...?

There are over 5,000 office fires annually—knowing your building's emergency evacuation plan could save your life.



# Safety Matters

Talking Points for Supervisors

## Fire Safety

Most of us have heard the sirens of fire and rescue vehicles wailing in the night. If you're away from home at the time, the sound might bring on a feeling of concern for the safety of your family. Or you might even wonder if there's a fire at the place where you work. In many cases, when the siren sounds, it's too late.

The three leading causes of industrial fires include:

1. Electrical failure or misuse of electrical equipment;
2. Friction, foreign substances or open flames; and
3. Smoking and matches.

What can we, as employees, do to combat these hazards? We can comply with regulations, obey "No Smoking" signs, and dispose of cigarettes and matches by placing them in the proper receptacles, and making sure they are extinguished.

We can also watch for frayed electrical cords and overloaded circuits, and dispose of flammable wastes and scraps by placing them in metal containers.

Another important point to remember is to store combustibles in a safe area. Combustible materials and fumes from paint, solvents, and other flammables are responsible for fires at home and at work. Fumes can travel a considerable distance and become ignited by a furnace, stove, electrical equipment, or even a lit cigarette. If you need to dispose of flammable liquids, do not pour them down the drain. The proper method of disposal will be provided.

Also, if you have to burn waste paper, make sure it doesn't contain explosive materials, such as aerosol or paint.

Become familiar with the location and operation of fire fighting equipment. Review where fire extinguishers are located and what types of fires they are to be used on. And conduct periodic fire drills to practice fire response procedures.

Proper maintenance procedures are also important to fire safety. If you use electrical equipment or tools, inspect them regularly to make sure they are working correctly. Keep mechanical equipment properly lubricated to avoid excessive friction. And keep spark arrestors on exhaust systems.

Even if these things do not directly concern you, it's still your responsibility to keep your eyes open for safety hazards and report them to your supervisor. It's everyone's responsibility to eliminate safety hazards!

Industrial fires can be deadly. Learn the leading causes and become familiar with fire safety practices to eliminate fire safety hazards!

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