

Union County Public Schools
Facilities Department

Fire Prevention Plan

Purpose

The purpose of this plan is to reduce or eliminate fires in the workplace by heightening the fire safety awareness of all employees and to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace.

Each year fires and explosions in the workplace kill more than 200 workers and injure more than 5,000. Prevention of fires in the workplace is the responsibility for everyone employed by Union County Public Schools. Every effort has been made by UCPS to identify those hazards that might cause fires and establish a means for controlling them.

Classification

Fires are classified into four groups according to the source fuel:

Class A – Ordinary combustible materials such as paper, wood, cloth, etc.

Class B – Flammable or combustible liquids, flammable gases, greases, etc.

Class C – Energized electrical equipment and power supply circuits, etc.

Class D – Combustible metals such as magnesium, sodium, potassium, etc.

Storage and Handling Procedures

The storage of material will be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters and lighting fixtures. All storage containers or areas will prominently display signs to identify the material stored within. Stored chemicals will be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers will be properly labeled as to their contents.

Only containers designed, constructed and tested in accordance with the US Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage areas will be well ventilated. Gas cylinders will never be used without pressure regulators.

Ordinary Combustibles

- Wooden pallets will not be stacked over six feet tall. Extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazards.
- Combustible materials outside will be stored away from the building and located apart from each other sufficiently to allow fire-fighting efforts to control an existing fire.

Flammable Materials

- Flammable and combustible liquids must be stored and used in accordance with 29 CFR 1910.106 or the most current NFPA 30.

Potential Ignition Sources

- Ensure that utility lights have a wire guard over them.
- Do not misuse fuses. Never install a fuse rated higher than specified for the circuit.
- Investigate any appliance or equipment that smells strange – microwaves, space heaters, coffee makers, etc.
- The use of extension cords to connect heating devices to electric outlets is prohibited.
- If a hot or under-inflated tire is discovered, it should be moved well away from the vehicle (this is very rare but usually happens on dually vehicles). The driver should remain with the vehicle until the tire is cool to the touch and then make repairs. If a vehicle is left with a hot tire, the tire may burst into flames and destroy the vehicle and its load.

Torch Cutting

If practical, torch cutting operations will be conducted in well-ventilated rooms with a fire-resistant floor. If this is not feasible, employees shall look over their work environment with their supervisor to ensure the area has been properly surveyed for fire hazards and take the necessary precautions to prevent fires.

Fire extinguishers will be provided at each cutting operation. A trained watcher will be stationed at all time during the operation to ensure that no stray sparks cause a fire and will immediately extinguish fires that do start. The area will be monitored at least 30 minutes following the completion of cutting.

Torches will be placed so that flames are at least 18 inches away from wood surfaces. Torches shall not be used in the presence of vapors, dusts, flammable combustible liquids, paper or similar materials. Torches shall never be left burning unattended.

Open Flames

No open flames are permitted in or near areas of spray painting. Adequate ventilation will be provided and all potential ignition sources will be eliminated.

Union County Public Schools facilities are tobacco-free campuses; therefore, smoking is prohibited at all UCPS locations.

Static Electricity

UCPS recognizes the impossibility to prevent the generation of static electricity in every situation. The hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following methods will be used: grounding, bonding and maintaining adequate humidity levels.

Housekeeping and Other Fire Prevention Techniques

- Keep storage and work areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use flammable solvents to clean floors.
- Remove accumulation of combustible dust.
- Do not refuel gasoline powered equipment in a confined space, in the presence of a water heater or furnace, or while the equipment is hot.
- Do not fill plastic gasoline containers in the back of a truckbed.
- Follow proper storage and handling procedures for all materials.
- Ensure combustible materials in work areas are present only in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Employees shall change clothes immediately before continuing work if their clothing becomes contaminated with flammable liquids.
- Employees shall immediately report any hazardous condition such as old wiring, worn insulation and broken electrical equipment to their supervisor.
- Keep motors clean and in good working order.
- Do not overload electrical outlets.
- Ensure all equipment is turned off at the end of the workday.
- Maintain proper fire extinguishers and ensure their availability.
- Ensure all passageways and fire doors are unobstructed. Materials shall not be stored in stairwells.
- Do not allow materials to block sprinkler systems or to block fire extinguisher locations. A minimum clearance of 18 inches shall be maintained below a

sprinkler. If there are no sprinklers, a minimum 3 foot clearance from the ceiling will be kept to permit use of hose streams. Distances must be doubled if items are stacked more than 15 feet tall.

Fire Protection Equipment

The Facilities Department is equipped with an electrically managed, manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. The fire alarm is also automatically transmitted to the fire department. There are three fire alarm pulls located in the facilities building: by the front and back doors and in the mechanics bay.

Portable fire extinguishers are kept fully charged and are inspected monthly and annually. The Facilities Safety Administrator will perform monthly visual inspections and a contracted firm will perform the annual inspections. Fire extinguishers must not be obstructed or obscured from view. The location of portable fire extinguishers shall be clearly marked.

Training

The UCPS fire prevention training shall include:

- Location and proper use of fire extinguishers
- How to operate the building fire alarm system and be familiar with evacuation routes
- Location and types of materials that pose potential fire hazards
- Importance of electrical safety
- Proper use of electrical appliances and equipment
- Unplugging heat-producing equipment and appliances after use
- Correct storage of combustible and flammable materials
- Safe handling of compressed gases and flammable liquids

Fire Extinguisher Location

Type	Location
ABC	Front Office
ABC	Hallway Breakroom Entrance
ABC	Outside Left of the Carpentry Shop Doors
ABC	Inside Right of the Carpentry Shop Doors
ABC	2 nd Floor Mezzanine
ABC	Mechanics Bay

Hazard Identification

Type	Location	Control	Extinguisher Location
Flammable Chemicals	Outside	Pesticide Building	N/A
Gasoline	Outside	Underground Tank	N/A
Paints	Carpentry Shop		Beside Doorway
Plumbing Chemicals	2 nd Floor	Plumbing Lock-Up	2 nd Floor Mezzanine
Flammable Liquid/Gasses	Mechanics Bay	Proper Storage and Housekeeping	Mechanics Bay Wall