
CHABOT/LAS POSITAS COMMUNITY COLLEGE DISTRICT

FIRE PREVENTION PLAN

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Emergency procedures

If you discover a fire

1. Activate the Fire Alarm at your site.
2. Call 911 (outside emergency number) and report the location of the fire.
3. Shut the door on the fire to prevent rapid spread.
4. Provide information to emergency response personnel.

Fire Prevention Plan

Scope:

The purpose of the fire plan is to eliminate the causes of fire and prevent loss of life and property by fire. It provides faculty, staff, and students with information and guidelines, which will assist them recognizing, reporting and controlling fire hazards.

Program Elements:

1. Identifies potential fire hazards and their proper handling and storage procedures, distinguishes potential ignition sources and their control procedures, and describes fire protection equipment and/or systems used to control fire hazards.
2. Identifies (by job title) those responsible for maintaining equipment and systems installed to prevent or control ignition or fires.
3. Identifies (by job title) those responsible for the control and accumulation of flammable or combustible material.
4. Describes good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
5. Provides training to faculty, staff, and students with regard to fire hazards to which they may be exposed.
6. Describes the maintenance requirements for the systems to prevent accidental ignition of combustible materials.

Potential fire hazards: identification and control

Fires, like all other types of accidents, are largely preventable.

Common causes of fires:

1. Overloaded electrical circuits, unsafe wiring and defective extension cords.
2. Appliances such as coffee pots/makers, hot plates and other heating devices left on when not in use.
3. Unattended cooking.
4. Overheated motors and other equipment not maintained properly.
5. Improper use of non-electrical heating systems (space heaters).
6. Improper disposal of smoking material such as emptying ashtrays in trash cans and/or coming in contact with other combustible material.
7. Not using an ashtray -- leaving a lighted cigarette on combustible material such as furniture.
8. Improper use, handling, and storage of flammable material (gasoline, solvents, and paints).
9. Improper use of candles, Christmas tree lights and associated electrical cords.
10. Poor housekeeping, which results in accumulation of combustibles such as paper, boxes, oil-soaked rags, and flammable liquids.
11. Improper use of welding torches and equipment.

Chemical handling and storage

Leaks, spills, and overflows must be avoided. Storage of flammable and combustible liquids in open containers is not permitted.

Chemicals, specifically flammable and combustible liquids, should be stored in appropriate cabinets approved by Safety.

Incompatible materials in storage areas must be segregated. Specifically, separate ignitable material from oxidizers or sources of ignition. In general, do not store different types of incompatibles in the same container.

Fire extinguishers

Types of fires

Fires are classified into four general categories depending on the type of materials or fuels involved. The type of fire determines the type of extinguisher used in the emergency. Fire extinguishers are rated by their effectiveness to extinguish different types of fires. Accordingly, all fire extinguishers are identified with common symbols to indicate on which fire they are most effective.

Class A Fires involves ordinary combustible materials such as wood, paper, rags, rubbish and other solids.

Class B Fires occur in the vapor/air mixture over the surface of flammable and combustible liquids such as gasoline, fuel oil, paint thinner, hydraulic fluids, flammable cleaning solvents and other hydrocarbon fuels.

Class C Fires involve energized electrical equipment.

Class D Fires involve combustible metals such as magnesium.

Training

Fire extinguisher training classes are available through the IIPP Program administrator.

Do not use the fire extinguisher unless you have been trained.

Maintenance of equipment

Types of fire protection equipment

The basic types of fire protection equipment and systems used at the Institute to control or extinguish fires are:

1. Portable fire extinguishers
2. Sprinkler systems
3. Chemical type extinguishing systems, including carbon dioxide, dry chemical, and halon systems

Inspection

Equipment installed to prevent accidental ignition of combustible material, e.g. grounding wires or dust collection equipment, must be routinely inspected by the appropriate department supervisor to ensure proper operation.

Portable fire extinguisher service

The IIP Program administrator is generally responsible for oversight of all fire protection equipment, and specifically maintains the portable fire extinguisher service program.

Report problems with fire protection equipment to your supervisor or directly to the IIP Program administrator.

Control of flammable or combustible waste materials

Ordinary trash

The district custodial Services is responsible for collecting ordinary combustibles, such as paper, wood, plastic and cloth. If you have any questions concerning the disposal of ordinary trash, contact the custodian at your site, or call custodial services at the district.

Hazardous waste

Individual departments that generate hazardous waste, such as Science departments and Maintenance and Grounds are responsible for collecting and disposing of hazardous waste, including chemical and biohazard wastes. If you have any questions concerning the disposal of hazardous waste, call the IIP Program administrator.

Housekeeping

Good housekeeping is basic to fire safety and should be a major concern in every type of occupancy. The following general preventive measures apply.

Preventive measures

1. General work areas such as offices, classrooms, labs, and shops must be kept orderly and clean.
2. Discarded packing material or scrap should not be accumulated.
3. A sufficient number of wastebaskets or trash receptacles (noncombustible containers) should be placed in each work area.
4. Floors are to be swept or vacuumed to prevent accumulation of combustible materials.
5. Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment.
6. Clean up hazardous material spills immediately. Call the maintenance office for guidance.
7. Do not use low flash point solvents in floor wax or polish.
8. Place oil or chemical-soaked rags in metal or other suitable containers.

Fire prevention training

Supervisor responsibility

Supervisors are responsible for informing employees of potential fire hazards in the workplace specific to their tasks. In addition, each supervisor shall instruct employees on those parts of the fire prevention plan applicable for the employees to protect themselves and respond in the event of an emergency.

Welding and cutting

1. Establish approved areas for cutting and welding based on the fire potentials of the facility and establish procedures for approving cutting and welding in other areas.
2. Each area where cutting and welding take place must have an individual responsible for authorizing cutting and welding operations in areas not specifically designated or approved for such processes.
3. Insure that cutters or welders are properly trained in the safe operation of their equipment and the safe use of the process.

The supervisor at a site shall:

1. Be responsible for the safe handling of the cutting or welding equipment and the safe use of the cutting or welding process;

2. Determine the combustible materials and hazardous areas present or likely to be present in the work locations;

Protect combustibles from ignition by the following:

1. Have the work moved to a location free from dangerous combustibles.
2. If the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against friction.
3. See that cutting and welding are so scheduled that operations that might expose combustibles to ignition are not started during cutting or welding.
4. Insure that the cutter or welding secures his approval that conditions are safe before going ahead.
5. Shall determine that fire protection and extinguisher equipment is properly located at the site.
6. Where firewatchers are required, the principal/manager shall see that they are available at this site.

Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing the cutting or welding operation.

Cutting or welding shall not be permitted in the following situations:

1. In areas not authorized by management.
2. In areas near the storage of large quantities of exposed, readily ignitable materials.

Cutting or welding shall be permitted only in areas that are or have been make fire safe.

Floor areas shall be made fire safe by removing combustibles or protecting combustibles from ignition sources.

Fire watchers

1. Firewatchers shall be trained in the use of fire extinguishers and shall be familiar with facilities for sounding an alarm in the event of a fire.
2. They shall watch for fires in all exposed areas and try to extinguish them only within the limitations of the fire extinguishers.
3. They will sound the alarm in case of fire and notify the appropriate authorities as necessary.
4. A fire watch should remain at least 30 minutes after cutting or welding is completed to detect and extinguish smoldering fires as necessary.