

NORTHEAST COMMUNITY COLLEGE



FIRE PREVENTION PLAN

Original: September 1999
Revised: August 2001
Revised: February 2004
Revised: September 2008
Revised: December 2011
Revised: October 2012
Revised: March 2014

NORTHEAST COMMUNITY COLLEGE

FIRE PREVENTION PLAN

Per Board Policy Code BP-3220, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College is an important goal of the Administration. Furthermore, Northeast Community College is committed to achieving compliance with OSHA 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention Plans.

A Fire Prevention Plan has been implemented to accomplish the objectives stated above. The program and plan were developed under the guidance of the Safety Sub-Committee. Each employee shall be responsible for compliance with the program.

Northeast Community College President

Date

**NORTHEAST COMMUNITY COLLEGE
FIRE PREVENTION PLAN
TABLE OF CONTENTS**

- 1.0 General
 - 1.1 Regulatory Basis

- 2.0 Potential Ignition Sources
 - 2.1 General Prevention
 - 2.2 Welding and Cutting
 - 2.3 No Smoking Policy
 - 2.4 Open Flames
 - 2.5 Space Heaters

- 3.0 Storage and Handling Procedures

- 4.0 Fire Emergency Equipment and Maintenance
 - 4.1 Fire Extinguishers
 - 4.2 Sprinkler Systems
 - 4.3 Emergency Lights
 - 4.4 Fire Alarm Systems
 - 4.5 Heat and Smoke Detectors
 - 4.6 Hoods
 - 4.7 Buildings

- 5.0 General Preventive Techniques

- 6.0 Training

NORTHEAST COMMUNITY COLLEGE

FIRE PREVENTION PLAN

1.0 General

The Fire Prevention Plan is developed and implemented by Northeast Community College (Northeast) for the students and employees of Northeast. The primary goal of this fire prevention plan is to reduce or eliminate the risk of fire in the workplace by heightening fire safety awareness. The secondary goal of this plan is to provide the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

1.1 Regulatory Basis

This plan is intended to meet the requirements of the OSHA Standard 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans. A copy of this regulation can be found in Physical Plant.

2.0 Potential Ignition Sources

2.1 General Prevention

- Ensure that utility lights have a wire guard over them.
- Never misuse or install a fuse rated higher than specified for the circuit.
- Investigate any appliance or equipment that has an unusual odor. Microwave ovens, hot plates, coffee makers, and other small appliances shall be equipped with automatic shut off, rigidly regulated, and closely monitored.
- The use of extension cords to permanently connect equipment to electric outlets shall be prohibited.
- Extension cords 16 gauge or less, require individual over current protection.
- Extension cords over 100 feet in length must contain a ground fault circuit interceptor.

The table below lists common sources of ignition that cause fires in the workplace, gives examples in each case, and suggests preventive measures.

Sources of Ignition Examples

Sources of Ignition	Examples	Preventive Measures
Electrical Equipment	Electrical defects, generally due to poor maintenance, mostly in wiring, motors, switches, lamps, and hot elements.	Use only approved equipment. Follow National Electrical Code. Perform regular maintenance.
Friction	Hot Bearings, misaligned or broken machine parts, poor adjustment.	Follow a regular schedule of inspection, maintenance, and lubrication.
Open Flames	Cutting and welding torches, gas and oil burners, misuse of gasoline torches, Bunsen burners.	Follow established welding or laboratory safety precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles.
Static Electricity	Occurs where liquid flows from pipes.	Properly ground equipment. Use static eliminators. Humidify the atmosphere.
Hot Surfaces	Exposure of combustibles to furnaces, electric lamps, or irons.	Provide ample clearances, insulation, air circulation. Check heating apparatus prior to leaving it unattended.

2.2 Welding and Cutting

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor.

Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). Welding will not be permitted in or near closed tanks that contain or have contained flammable liquids unless they have been thoroughly drained, purged, and tested free of flammable gases or vapors. Welding shall not begin until all combustible materials have been moved 35 feet from the affected areas or, if unable to relocate, covered with a fire retardant covering. This also applies to walls, partitions, ceilings, or roofs made of combustible materials. Openings in walls, floors, or ducts shall be covered if located within 35 feet of the intended work area. Welding will not be permitted on any closed containers.

2.3 No Smoking Policy

Northeast has a specific policy regarding smoking in the workplace. Refer to Northeast Policy BP-3235 Smoking and Tobacco Use and AP-3235.0 Smoking and Tobacco Use Procedures.

2.4 Open Flames

Open flames, such as candles or candle warmers, are not permitted in office areas, classrooms, or in student housing facilities. Open flames are allowed only in labs and food service areas where required, with continuous supervision.

2.5 Space Heaters

Notify the Executive Director of Physical Plant if you will be using a space heater. Only electric space heaters that have a tip-over switch and are UL listed will be allowed in campus buildings with the exception of student housing facilities. Space heaters are not allowed in student housing. Space heaters without the switch and/or UL listing will be disposed of immediately as they are considered a fire hazard and are not allowed per Norfolk Fire Division guidelines.

3.0 Storage and Handling Procedures

The storage of material shall be arranged so that adequate clearance is maintained from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be labeled and the contents identified.

Only containers designed, constructed, and tested in accordance with the U.S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and will have a minimum of a one hour fire resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

A. Ordinary Combustibles

- Wooden pallets will not be stacked over six feet tall. If feasible, extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazard.
- Combustible materials shall be stored away from buildings and shall be sufficiently spaced to allow firefighting efforts to control an existing fire.

B. Flammable Materials

- Bulk quantities of flammable liquids shall be stored outdoors and away from buildings. Smaller quantities shall be subsequently brought into a mixing room where they are prepared for use. The mixing room shall be located next to an outside wall equipped with explosion relief vents. The room shall also have sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentrations in the explosive range.
- Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens, or covers.
- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- Warning signage will be posted in all locations where dangerous liquids are being handled.

- The storage and usage areas will include fire-resistive separations, automatic sprinklers, special ventilation, explosion-relief valves, separation of incompatible materials, and the separation of flammable materials from other materials.

4.0 Fire Emergency Equipment and Maintenance

4.1 Fire Extinguishers

All buildings are equipped with ABC fire extinguishers. Fire extinguishers are inspected annually by an outside company and are checked monthly by maintenance personnel to verify availability and functionality in case of emergency. Documentation is maintained in Physical Plant.

4.2 Sprinkler Systems

Buildings with fire sprinkler systems are inspected monthly to verify the control valves are in the fully open position. All piping, valves, and heads are inspected annually by a certified sprinkler company. Documentation is maintained in Physical Plant.

4.3 Emergency Lights

Emergency lights have a 30 second functional test monthly. Testing is performed by personnel in the Physical Plant Department. Documentation is maintained in Physical Plant.

4.4 Fire Alarm Systems

The fire alarm systems are tested annually by a certified company. Documentation is maintained in Physical Plant.

4.5 Heat and Smoke Detectors

Heat and smoke detectors are tested annually and sensitivity tested/cleaned biennially by a certified company. Documentation is maintained in Physical Plant.

4.6 Hoods

Hoods are located in the kitchen areas of the Student Center and Lifelong Learning Center. Hoods are inspected biannually by a certified company. Documentation is maintained in Physical Plant.

4.7 Buildings

Designated buildings are inspected for fire hazards by the Norfolk Fire Division. Infractions are documented and corrections are made by Physical Plant or department personnel. After corrections are made, the Fire Division re-inspects to verify the infractions are corrected.

5.0 General Preventive Techniques

To prevent fire, the following general techniques and practices may include, but are not limited to:

- Keep storage and working areas free of trash.
- Place oily rags in approved containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors consisting of sawdust or some other combustible material treated with oil.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Ensure combustible materials are present only in areas in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, the individual changes their clothing before continuing to work.
- Report any hazardous condition, such as old wiring, worn insulation, and broken electrical equipment to your supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the work day.
- Ensure that the correct type of fire extinguisher is available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment. Such solvents include inhibited methyl chloroform, or a blend of stoddard solvent and perchloroethylene.

- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Periodically remove overspray residue from walls, floors, and ceilings of spray booths and ventilation ducts.
- Immediately remove used spray booth filters from the building or keep immersed in water until disposed.
- Don't allow materials to block automatic sprinkler systems, or to be stacked near fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, a three foot clearance between stacked material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when material is stacked higher than 15 feet.
- Check daily for any discarded lumber, broken pallets, or pieces of material stored on site and remove properly.
- Clear and maintain aisles ensuring evacuation routes.
- Use weed killers that are not toxic and do not pose a fire hazard.

6.0 Training

Employees shall be given instruction on the:

- Locations and proper use of fire extinguishers in their work areas
- Locations and types of materials and/or processes which pose potential fire hazards
- Activation of a fire alarm
- Evacuation routes
- Use and disposal of smoking materials
- The importance of electrical safety
- Proper use of electrical appliances and equipment such as unplugging heat-producing equipment and appliances at the end of each work day
- Correct storage of combustible and flammable materials
- Safe handling of compressed gases and flammable liquids (where appropriate)