

EXAMPLE
EMERGENCY ACTION PLAN
FOR
SMALL BUSINESSES

EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

All office personnel have been instructed to exit the building in the event there is an emergency that would require the facility to be evacuated. Selected employees that work in the shop area have been trained on how to respond to emergencies that could occur in their work area. They are instructed to take appropriate action to control the emergency or evacuate the area. Those individuals that have been trained to contain an emergency will be under the supervision of the supervisor on duty.

EMERGENCY ESCAPE

The emergency exits will be clear of all obstructions at all times and will be checked on a regular schedule. If an evacuation of the building is required all employees will report to the place of safe refuge: Primary Safe Refuge is located (*describe the location in detail*). Secondary Safe Refuge is located (*describe location in detail*). Secondary Safe Refuge is located (*describe location in detail*). All employees that are not engaged in controlling the emergency will report to the Safe Refuge Point and wait for instructions. The supervisor(s) will take headcount to account for all employees. Diagrams of the building are posted to show all emergency routes to evacuate the building.

(*Manager's name*) or his designated replacement have been identified to direct operations in the event of an emergency. His duties include the following:

- Evacuation of the facility
- Directing any fire suppression
- Accounting for all employees (Safe Refuge)
- Insuring that all new employees are trained on their duty during an emergency

EMERGENCY SPILL RESPONSE

All hazardous materials will be stored in the proper storage area. If a spill occurs in this area response is required immediately. Selected employees have been trained to respond to an emergency in the storage area. When responding to an emergency in this area you must wear the proper personal protective equipment. MSDS are available (in the office) to be used for information when responding to any emergency. Employees have been instructed on how to read and interpret MSDS information. Effort should be made to prevent any hazardous materials from running off (*name of company*) property. Dirt dikes or other means can be used to prevent a spill from spreading. In the event of a spill the employee must first report the spill to the supervisor then respond as required. Personal safety is your first concern. In the event a (*fuel or waste oil storage*) is leaking a hazardous substance all efforts should be used to contain the leak.

FIRE

Only trained employees are instructed to respond to incipient fires (fires that have just started). At this stage you can sometimes extinguish these fires with the proper extinguishing agent and

knowledge of how to use a fire extinguisher. Remember - **ALWAYS GIVE THE ALARM FIRST.**

ALARM

There is not a mechanical alarm in the building. Alarm will be given orally. If an emergency exists, the first person that identifies the emergency will give the alarm and respond as directed by their supervisor.

MEDICAL

In the event there is a need for medical attention or rescue efforts, employees are instructed to dial 911.

FIRE PREVENTION PLAN

Flammable materials are stored in storage areas away from all "Hot" work and no "Hot" work will be performed in these areas. The shop area will be maintained in a clean manner to insure that no potential fire hazard will be present.

Housekeeping in the shop area is a must, and all employees are instructed to keep walk area and storage area clean. Storage of all flammable material will be stored in the designated storage area, Any spill will be cleaned as soon as possible to prevent a slip/fall or fire hazard.

Paint storage will be for storage of paint only. Reactive materials will not be stored with the paint.

Floor plans of the facility have been posted throughout the building with marked exit routes. Exits will be kept free of obstructions at all times.

TRAINING

Selected employees have been trained how to use the fire extinguishers and the use of other methods to contain spills, and to assist all other customers/employees on evacuating the building in the event of an emergency. Those individuals that have not been trained on the use of portable fire extinguishers will evacuate the building.

All employees have been instructed on the above requirements. The manager(s) and/or supervisors will review this plan with each employee upon initial assignment.

Employees that work in the shop area have been trained on how to respond to an emergency. They have been trained on how to respond to spills.

Evacuation drills will be conducted (unannounced) at regular intervals. Documentation of all training will be filed. All employees have read the "Company" Safety Manual and will receive any additional training required.

EMERGENCY TELEPHONE NUMBERS

The following individuals are to be called in the event of an emergency. Employees are instructed to notify the responsible individual at the work site (on work location) when there is an emergency. They are instructed to notify (*name of manager*). The order of notifying (*name of company*) management or supervisors is as follows:

NAME	TELEPHONE # (home)
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- 1.
- 2.
- 3.
- 4.

In the event of an emergency at (*name of company*) the local fire department or other emergency needs can be reached by dialing 911.

EMPLOYEE REVIEW

A copy of the Emergency Action and Fire Prevention Plan is on file in the office of (*of responsible employee*).

EMERGENCY ACTION AND FIRE PREVENTION PLAN

I _____ have read the Emergency Action and Fire Prevention Plan and understand my responsibilities in regards to this plan.

Print Name - Last

First

MI

Date

Employee Signature

Supervisor Signature

Date

EMPLOYEE EMERGENCY PLANS AND FIRE PREVENTION PLANS AWAY FROM (NAME OF COMPANY)

The supervisor is responsible for these plans and should be contacted for further explanation of the duties under the plan.

MEDICAL EMERGENCY:

Report the incident to your supervisor as soon as possible. Use radio or telephone if possible. Give the location of the emergency, employees name, type and extent of the injury. Request assistance if needed.

Take any necessary steps to comfort the victim,

If immediate threat to life of injured employee is imminent, render first aid.

If the victim can be moved they should be loaded into a vehicle and transported to the nearest medical facility.

Victims who are not in a life threatening situation may elect to be transported to a facility of their choice.

OTHER EMERGENCIES:

Egress (move away) from the hazard, such as a vapor release, liquid release, and etc. Always egress upwind to a safe area.

Always use protective equipment as required for any emergency.

Report your location to your supervisor as soon as possible after you have evacuated an area. Make sure you notify the local company supervisor or other company representative. Take a head count of (*name of company*) employee(s) as soon as possible and report this (by radio or telephone) to (*name of company*) office,

EVACUATIONS:

All employees are instructed to egress to Primary Safe Refuge or the Secondary Safe refuge. If no safe refuge has been identified prior, then before you start to work discuss with the other employees a place you can meet if there is an emergency. Always be aware of wind direction so you can egress upwind if an emergency occurs.

Only trained employees are instructed to respond to incipient fires (fires that have just started). At this stage you can sometimes extinguish these fires with the proper extinguishing agent and knowledge of how to use an extinguisher. Remember- **ALWAYS GIVE THE ALARM FIRST.**

When fires are past the incipient stage the employees are instructed to leave the area to a safe distance and report this to your supervisor. If the location where you are working has an alarm system- USE IT. If you have radio or telephone use this system to alert the proper authority.

FIRE PREVENTION:

Fire prevention is the best defense to prevent a fire.

Proper handling and storage procedures for any flammable material are a must.

Control potential ignition sources.

Permits must be followed to prevent accidental fires or other emergencies,

OTHER:

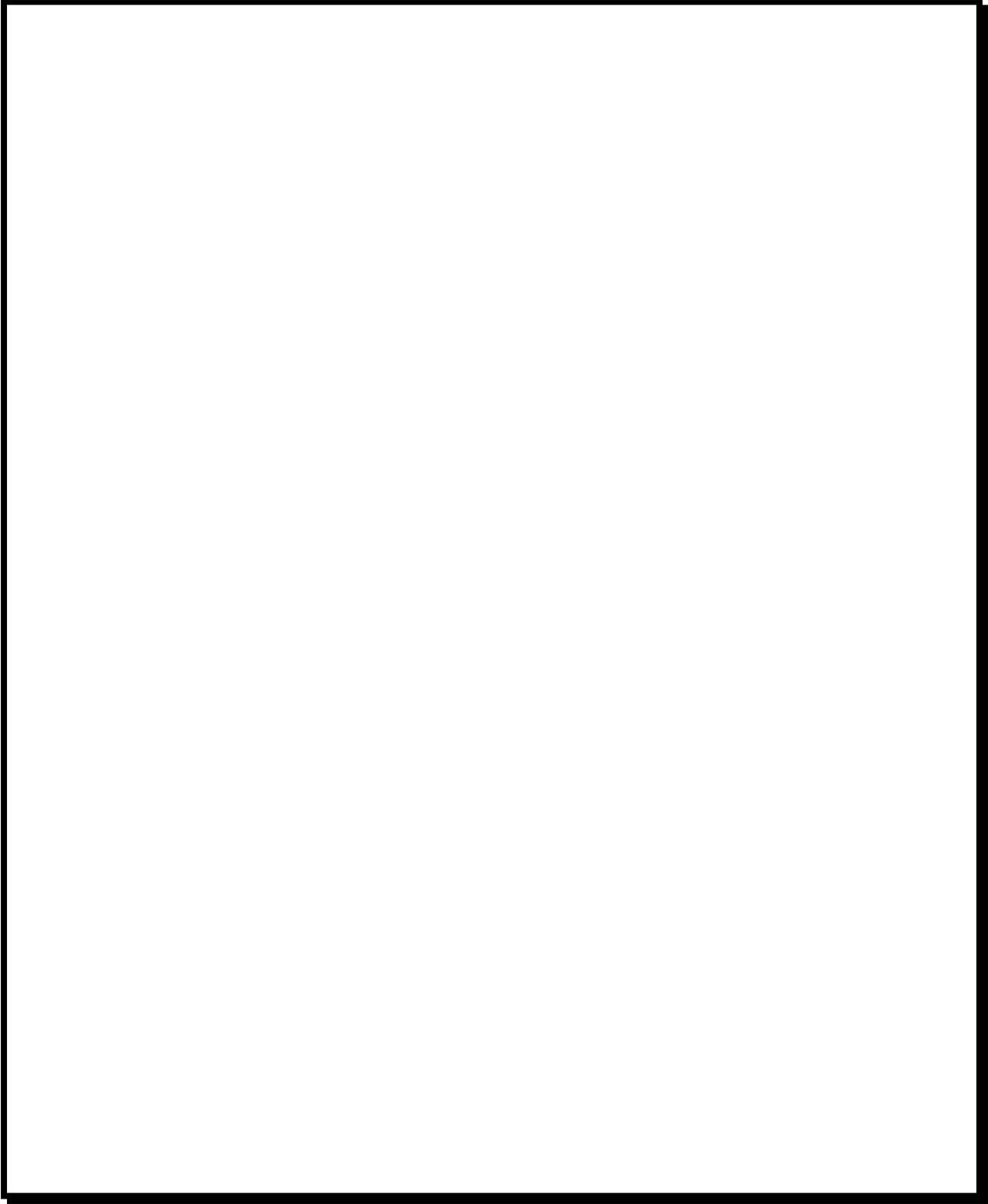
The attached checklist can be used to insure that all necessary precautions have been taken prior to leaving the yard for another work location.

ACTION CHECK LIST

1. Check radio or telephone _____
2. First Aid Kit _____
3. MSDS of any materials that you
are taking with you _____
4. Emergency phone numbers _____
5. Know the location of the nearest medical
support (example - in Andrews, TX go to
Permian General Hospital) _____
6. Nearest company field office _____
7. Fire extinguisher _____

Employees are instructed to discuss the location of medical and other emergency support prior to going on site. If an emergency exists - know where to get help.

BUILDING DIAGRAM-EXIT ROUTES POSTED



(Draw diagram of office and shop area with exits and exit routes posted)

EMERGENCY ACTION PLAN

(COMPANY NAME)

I. EMERGENCY PLAN COORDINATOR

NAME:
TITLE:
DEPARTMENT:
TELEPHONE NUMBER:

II. PREFERRED MEANS OF REPORTING FIRES AND EMERGENCIES

<u>Type Of Emergency</u>	<u>Report By</u>
Fire	Phone - 911
Explosion	Phone - 911
Tornado/Weather	Phone - 911
Bomb Threat	Phone - 911
Chemical Spill/Leak	Phone - 911
Violence	Phone - 911
Medical	Phone - 911
Other	Phone - 911

III. ELEMENTS

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been discussed by all employees and the correct procedures to follow. New employees would be trained in the procedure.

***INSERT ESCAPE PROCEDURES AND DIRECTIONS IN THIS AREA.**

Be specific and thorough in your explanation such as right., left, 2nd door, north, south, etc.

A head count will be taken and other actions will be acted upon.

B. Procedure For Employees Who Remain To Operate Critical Operations Before They Evacuate

***INSERT PROCEDURES/METHODS, ETC., FOR THOSE INVOLVED. IF THEY ARE NOT CRITICAL OPERATIONS, SO STATE.**

C. Employee Accountability Procedures After Evacuations

***LIST/NOTATE THE EMPLOYEES/SUPERVISORS RESPONSIBLE FOR AND ACCOUNTABLE FOR GROUPS OF EMPLOYEES AND THEIR CARE.**

D. Rescue and Medical Duties

***LIST ANY RESCUE AND MEDICAL DUTIES ASSIGNED EITHER FOR EMPLOYEES OR CLIENTS. NOTE IF BUILDING MANAGEMENT COORDINATES WITH YOU.**

E. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

***WHEN SO REQUIRED BY SPECIFIC OSHA STANDARDS, THE ORGANIZATION WILL COMPLY WITH OSHA STANDARD 1910.165, EMPLOYEE ALARM SYSTEMS.**

COMPANY:

ADDRESS:

I. EMERGENCY PLAN COORDINATOR

NAME:
TITLE:
DEPARTMENT:
TELEPHONE NO:

II. PREFERRED MEANS OF REPORTING FIRES AND OTHER EMERGENCIES

Type Emergency	Report By
Fire	
Explosion	
Tornado/Weather	
Bomb Threat	
Chemical Spill/Leak	
Violence	
Medical	
Other	

III. ELEMENTS

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is given in Appendix A.

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

The attached sheet (Appendix B) describes operations, procedures, and personnel required in order for critical operations to be performed before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.

C. Employee Accountability Procedures After Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is also given in Appendix A.

D. Rescue and Medical Duties

Specific rescue and medical duties have been assigned to designated individuals. These personnel have received special training and instructions for properly carrying out these assignments. A list of the individuals assigned and a summary of their training are attached (in Appendix C) for review.

E. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

When so required by specific OSHA Standards, the organization will comply with OSHA Standard 1910.165, Employee Alarm Systems.

F. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees. See also Appendix B.

Name	Title	Work Area	Special Assignment
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Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred

IV. EMERGENCY SHUTDOWN PROCEDURES

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

Assignments

Work Area	Name	Job Title	Description of Assignment
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V. SPECIAL TRAINING

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan and Fire Protection Plan Coordinator's Office.

Emergency and Fire Protection Plan Coordinator:

Name: Date:

VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. This will be accomplished by performing the procedures established for such an eventuality.

VII. EMPLOYEE ACCOUNTABILITY

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
 - A. Primary Location:
 - B. Secondary Location:
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel.

VIII. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Assignments

Name	Location	Special Assignment	Special Assignment	Training Provided
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Special Instructions and Procedures
 All personnel performing emergency rescue and medical duties must follow these

instructions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

FIRE PREVENTION PLAN

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I. POLICY

Establishment Date: _____

Executive Officer: _____

It is the policy of _____ to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this fire prevention program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this plan is 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 fire prevention plan complies with the OSHA requirements of 29 CFR 1910.38 (b).

This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by the company but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the company to identify those hazards that might cause fires and establish a means for controlling them.

The fire prevention plan will be administered by _____ who will compile a list of all major workplace fire hazards, the names or job titles of personnel responsible for fire control equipment maintenance, names or job titles of personnel responsible for control of fuel source hazards, and also locations of all fire extinguishers in the workplace. The plan administrator, or safety officer, must also be familiar with the behavior of employees that may create fire hazards, as well as periods of day, month and year in which the workplace could be more vulnerable to fire.

This fire prevention plan should be reviewed at least annually and updated as appropriate both to maintain compliance with changing regulations and to keep up with the state of the art and consensus industry standards. Inspection logs and fire incident reports should be maintained in Appendix B and should be used to provide corrections and improvements for this fire prevention plan.

This plan will be kept in the workplace and made accessible for employee review.

II. CLASSIFICATION OF FIRES

Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below in the tetrahedron.

(picture of TETRAHEDRON)

The first component of the tetrahedron is fuel. Fuel can be any combustible material: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16 percent oxygen.

Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain reaction. When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C and D.

Table 1 describes the classifications of fire which can be used in making hazard assessment.

Class A Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials

Class B Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

Class C Energized electrical equipment and power supply circuits and related materials

Class D Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium

Table 1. Classification of Fire

III. DETERMINING FIRE HAZARDS

This section consists of two steps: first, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist, in Appendix A, provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in Appendix C. Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards shall be identified, as evident on the specific material safety data sheets, and labeled on containers as soon as they arrive in the workplace. The identification system shall also include incorporation into the company's hazard communication program.

OXYGEN-ENRICHED ATMOSPHERES

Oxygen-enriched atmospheres involve operating rooms and anesthesia machines, oxygen tents as used by ambulances, fire and police or rescue squads; hospital and laboratory supply systems; cutting and welding. If practical, nonflammable anesthetic agents will be used. To prevent dangerous adiabatic heating of flammable anesthetic gases, the cylinder valves will be opened very slowly to allow the gradual introduction of the high pressure gas downstream from the cylinder valve. This will permit a slow buildup of pressure and hence temperature. An aid to the identification of hazards associated with medical agents and gases is NFPA 704, Standard Systems for the Identification of the Fire Hazards of Materials.

INDUSTRIAL TRUCKS

The type of industrial truck being used shall be approved for use within any building storing hazardous materials. All refueling operations shall be conducted outside and away from storage of flammable materials. Areas that are used for maintenance and battery charging of electrical trucks should be separated from storage areas.

IV. STORAGE AND HANDLING PROCEDURES

The storage of material shall be arranged such that adequate clearance is maintained away 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 identified as to their contents.

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 at least 1 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.

ORDINARY COMBUSTIBLES

Wooden pallets will not be stacked over 6 feet tall. If feasible, extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazards.

Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow fire fighting efforts to control an existing fire.

FLAMMABLE MATERIALS

Bulk quantities of flammable liquids shall be stored outdoors and away from buildings. Smaller quantities are 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 a 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.

When dangerous liquids are being handled, a warning sign will be posted near the operation, notifying other employees and giving warning that open flames are hazardous and are to be kept away.

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.

V. POTENTIAL IGNITION SOURCES

Ensure that utility lights always have some type of wire guard over them.

Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.

Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers and other small appliances shall be rigidly regulated and closely monitored.

The use of extension cords to connect heating devices to electric outlets shall be prohibited.

If a hot or underinflated tire is discovered, it should be moved well away from the vehicle. As an alternative, 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 might burst into flames and destroy the vehicle and load.

Table 2 lists common sources of ignition that cause fires in the workplace, gives examples in each case, and suggests preventive measures.

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. Establish 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.	Follow established welding precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles.
Smoking and Matches:	Dangerous near flammable liquids and in areas where combustibles are stored or used. Smoke only in permitted areas. Make sure matches are out.	Use appropriate receptacles.
Static Electricity:	Occurs where liquid flows from pipes	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.

WELDING AND CUTTING

Welding and cutting will not be permitted in areas not authorized by management.

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, _____ shall ensure that the work areas have been surveyed for fire hazards; the necessary precautions taken to prevent fires; and issue a work permit. This work permit shall only encompass the area, item and time which is specified on it.

If welding is to be performed over wooden or other combustible type floors, the floors will be swept clean, wetted down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.

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 from flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least 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 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.

Fire extinguishers will be provided at each welding or cutting operation. A trained watcher will be stationed at all times during the operation and for at least 30 minutes following the completion of the operation. This person will assure that no stray sparks cause a fire and will immediately extinguish fires that do start.

OPEN FLAMES

No open flames will be permitted in or near spray booths or spray rooms. If indoor spray-painting work needs to be performed outside of standard spray-painting booths, adequate ventilation will be provided. All potential ignition sources will also be eliminated.

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

The company has a specific policy regarding cigarette/cigar/pipe smoking in the workplace. Smoking and no-smoking areas will be clearly delineated with conspicuous signs. Rigid enforcement will be maintained at all times. The plan administrator will enforce observance of permissible and prohibited smoking areas for employees and outside visitors to the workplace. Fire-safe, metal containers will be provided where smoking is permitted. No-smoking areas will be checked periodically for evidence of discarded smoking materials.

STATIC ELECTRICITY

The company recognizes that it is impossible to prevent the generation of static electricity in every situation, but the company realizes that the hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level (usually 60 -70 percent), and ionizing the atmosphere.

Where a static accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location rather than attempt to prevent static accumulation.

VI. HOUSEKEEPING PREVENTIVE TECHNIQUES

The following are housekeeping techniques and procedures to prevent occurrences of fire.

Keep storage and working areas free of trash.

Place oily rags in covered 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, these individuals change their clothing before continuing to work.

Post "No Smoking" caution signs near the storage areas.

Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to the 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.

Maintain the right type of fire extinguisher 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 over spray residue from walls, floors, and ceilings of spray booths and ventilation ducts.

Remove contaminated spray booth filters from the building as soon as replaced, or keep immersed in water until disposed.

Don't allow materials to block automatic sprinkler systems, or to be piled around 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 3 foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.

Check daily for any discarded lumber, broken pallets or pieces of material stored on site and remove properly.

Repile immediately any pile of material which falls into an aisle or clear space.

Use weed killers that are not toxic and do not pose a fire hazard.

VII. FIRE PROTECTION EQUIPMENT

Every building will be 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 will also be automatically transmit to the fire department. Any fire suppression or fire detection system will automatically actuate the building alarm system.

The automatic sprinkler system, if applicable, will adhere to NFPA 13, Standard for the Installation of Sprinkler Systems. The sprinkler system and components will be electrically supervised to ensure reliable operation. This includes gate valve tamper switches with a local alarm at a constantly attended site when the valve is closed. If a single water supply is provided by a connection to the city mains, a low pressure monitor is included. If pressure tanks are the primary source of water, air pressure, water level, and temperature shall be supervised. If fire pumps are provided to boost system pressure, supervision will monitor loss of pump power, pump running indication, low system pressure, and low pump suction pressure.

In hospitals, every patient sleeping room will be provided with an outside window or door that can be opened from the inside; this will allow venting of products of combustion if there is a fire. A specially designed smoke control system can be a substitute for an outside window.

Portable fire extinguishers are placed in all buildings. Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. A map indicating the locations of all fire extinguishers for this company is located in Appendix E. The fire extinguishers will also be inspected by _____, at least monthly, to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired.

The location of all hydrants, hose houses, portable fire extinguishers, or other fire protective equipment shall be properly marked with arrows and signs painted on the pavement.

VIII. TRAINING

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to operate the building's fire alarm system, and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes which pose potential fire hazards. The training program shall also emphasize the following:

1. Use and disposal of smoking materials
2. The importance of electrical safety
3. Proper use of electrical appliances and equipment
4. Unplugging heat-producing equipment and appliances at the end of each work day
5. Correct storage of combustible and flammable materials
6. Safe handling of compressed gases and flammable liquids (where appropriate)

Ongoing training shall include regularly scheduled fire drills. Training documentation shall be placed in Appendix D.

APPENDIX A

FIRE PREVENTION CHECKLIST

This checklist should be reviewed regularly and kept up-to-date.

ELECTRICAL EQUIPMENT

- _ No makeshift wiring
- _ Fuse and control boxes clean and closed
- _ Extension cords serviceable
- _ Circuits properly fused or otherwise protected
- _ Motors and tools free of dirt and grease
- _ Equipment approved for use in hazardous areas (if required)
- _ Lights clear of combustible materials
- _ Ground connections clean and tight and have electrical continuity
- _ Safest cleaning solvents used

FRICTION

- _ Machinery properly lubricated
- _ Machinery properly adjusted and/or aligned

SPECIAL FIRE-HAZARD MATERIALS

- _ Storage of special flammables isolated
- _ Nonmetal stock free of tramp metal

WELDING AND CUTTING

- _ Area surveyed for fire safety
- _ Combustibles removed or covered
- _ Permit issued

OPEN FLAMES

- _ Kept away from spray rooms and booths
- _ Portable torches clear of flammable surfaces
- _ No gas leaks

PORTABLE HEATERS

- _ Set up with ample horizontal and overhead clearances
- _ Safely mounted on noncombustible surface
- _ Secured against tipping or upset
- _ Use of steel drums prohibited
- _ Combustibles removed or covered
- _ Not used as rubbish burners

HOT SURFACES

- _ Hot pipes clear of combustible materials
- _ Soldering irons kept off combustible surfaces
- _ Ample clearance around boilers and furnaces

- _ Ashes in metal containers

SMOKING AND MATCHES

- _ "No smoking" and "smoking" areas clearly marked
- _ No discarded smoking materials in prohibited areas
- _ Butt containers available and serviceable

SPONTANEOUS IGNITION

- _ Flammable waste material in closed, metal containers
- _ Piled material, cool, dry, and well ventilated
- _ Flammable waste material containers emptied frequently
- _ Trash receptacles emptied daily

STATIC ELECTRICITY

- _ Flammable liquid dispensing vessels grounded and bonded
- _ Proper humidity maintained
- _ Moving machinery grounded

HOUSEKEEPING

- _ No accumulations of rubbish
- _ Premises free of unnecessary combustible materials
- _ Safe storage of flammables
- _ No leaks or dripping of flammables and floor free of spills
- _ Passageways clear of obstacles
- _ Fire doors unblocked and operating freely with fusible links intact
- _ Automatic sprinklers unobstructed

FIRE PROTECTION

- _ Proper type of fire extinguisher
- _ Extinguishing system in working order
- _ Fire extinguisher in proper location
- _ Service date current
- _ Access to fire extinguishers unobstructed
- _ Personnel trained in use of equipment
- _ Access to fire extinguishers clearly marked
- _ Personnel exits unobstructed and maintained
- _ Fire protection equipment turned on

APPENDIX B

INSPECTION LOGS AND FIRE INCIDENT REPORTS

Insert any fire incident reports and inspection records behind this tab

APPENDIX E

FIRE EXTINGUISHER LOCATION

Insert a map designating fire extinguisher locations behind this tab