

City of Seaside
Standard Operating Procedure # 72
Fire Prevention Plan

I. PURPOSE

The purpose of this Fire Prevention Plan is to prevent fires involving flammable or combustible materials handled onsite. This plan is also documented to comply with Title 8 CCR § 3221, “Fire Prevention Plan.” This Plan applies to all City activities that involve the handling or storage of flammable or combustible materials, or that involve potential ignition sources.

The Fire Prevention Plan addresses:

1. Identification of potential fire hazards (flammable or combustible materials) and procedures for proper storage and handling.
2. Identification of potential ignition sources and procedures for controlling them.
3. Identification of fire protection systems or equipment for controlling fires.
4. Identification of the individuals responsible for maintaining fire control and prevention equipment or systems.
5. Housekeeping to control the accumulation of flammable and combustible materials.
6. Identification of the individuals responsible for controlling the accumulation of flammable or combustible waste materials.
7. Equipment and systems maintenance to prevent accidental ignition of combustible materials.
8. Employee training.

II. POLICY

Fire is the most common of all the hazards. Every year fires cause thousands of deaths and injuries and billions of dollars in property damage. It is the City’s intent to implement this Plan in order to minimize the risk of fire occurring. In the event of a fire, employees are to follow the evacuation procedures outlined in their facility’s evacuation plan (SOP #74).

III. DEFINITIONS

1. Class 1 liquids: Flammable liquids, which have a flash point below 100°F and a vapor pressure not exceeding 40lbs per square inch at 100°F.
2. Designated smoking areas: Outside areas that are a minimum of 20 feet from any building or structure.
3. Flammable or combustible materials: Solid, liquid, or gaseous substances that can be readily ignited, and which once ignited sustain combustion. Examples include methane, gasoline, some solvents, and paper and wood products.
4. Potential ignition sources: Activities or pieces of equipment that could supply the energy necessary to ignite flammable or combustible materials. Examples of potential ignition sources include welding, grinding, smoking, static, and electric motors.

IV. IDENTIFICATION OF POTENTIAL FIRE HAZARDS, AND PROCEDURES FOR PROPER STORAGE AND HANDLING

1. Potential Fire Hazards:

Materials handled by the City that pose potential fire hazards include paper and wood products, and all hazardous materials for which potential for fire is listed on the Material Safety Data Sheet (MSDS) as a physical hazard. In addition to being identified as fire hazards on the MSDS's, flammable liquids shall be identified by container and storage area labels.

2. Storage and Transportation of Flammable Liquids:

All storage cabinets and rooms shall be clearly labeled *FLAMMABLE – KEEP FIRE AWAY*, and all flammable liquid containers shall be marked with a warning label. Flammable liquids shall be kept in covered container when not actually in use. Such liquids shall not be transported from storage areas to areas of use in open containers. Containers used to transport flammable liquids or as dispensing devices shall be covered containers or original closed containers. Closures of such containers shall be kept in place at all times except when liquid is being drawn from the container.

3. Proper Handling:

Flammable liquids shall not be used to wash floors, walls, ceilings, structural members, furniture equipment, machines or machine parts, unless adequate ventilation is provided and maintained.

Spraying of flammable liquids for cleaning purposes shall not be allowed, except when performed in a booth equipped with adequate ventilation or outdoors (or in an open shed) with no source of ignition within 25 feet.

V. **IDENTIFICATION OF POTENTIAL IGNITION SOURCES AND PROCEDURES FOR CONTROLLING THEM**

1. Potential Ignition Sources:

Potential ignition sources include electrical equipment (e.g., motors, wiring), smoking, hot work (e.g., electric or gas welding, cutting, brazing, grinding), friction (e.g., improperly lubricated bearings), and static electricity.

a. Ignition from Electrical Equipment:

In order to control electrical equipment as a potential ignition source, the City shall inspect and maintain electrical equipment in such a way that excessive sparking, heating, or arcing is prevented. Only qualified individuals shall work on electrical equipment. Electrical equipment and wiring shall be protected from mechanical damage and environmental deterioration. The City shall ensure that hazardous locations are classified for electrical installations and that all electrical equipment in such locations is suitable for classification, per the National Electrical Code.

b. Frictional Heat:

Frictional heat shall be controlled as a potential ignition source by performing appropriate inspections and maintenance on rotating equipment and all equipment where friction could potentially generate enough heat to ignite flammable or combustible materials.

c. Static Electricity:

In order to control static electricity as a potential ignition source, Class 1 liquids shall not be dispensed into metal containers unless the nozzle or fill pipe is in electrical contact with the container.

d. Smoking:

In order to control smoking as a potential ignition source, smoking shall be allowed in designated smoking areas only. The City shall designate such areas with consideration of proximity to areas where flammable or combustible materials are stored or handled. The City shall not allow smoking in any location where flammable vapors in concentrations greater than 25% of the lower explosive limit may reasonably be expected.

VI. IDENTIFICATION AND MAINTENANCE OF FIRE PROTECTION SYSTEMS AND EQUIPMENT FOR CONTROLLING FIRES

1. Systems and Equipment:

The systems and equipment provided by the City for controlling fires include portable fire extinguishers, fire hydrants, fixed sprinkler systems, smoke detectors, and fusible links (heat detection and sprinkler system activation).

2. Maintenance:

a. Portable Extinguishers:

Portable extinguishers are located throughout all City facilities. Portable fire extinguishers shall be serviced annually and hydrostatically tested every 5 years.

b. Fixed Fire Protection Systems:

Fixed fire protection systems are located in the kitchens in Oldemeyer Center and the Seaside Community Center at Soper Field. These systems shall be serviced every six months.

c. Fire Sprinkler Systems:

Fire sprinkler systems are installed at Oldemeyer Center and the Seaside Community Center at Soper Field. These systems shall be serviced every 5 years.

VII. HOUSEKEEPING TO CONTROL THE ACCUMULATION OF FLAMMABLE AND COMBUSTIBLE MATERIALS

City maintenance and operations shall be conducted in such a manner that the leakage or release of flammable or combustible liquids is controlled or prevented. Any spills that do occur shall be cleaned up promptly. Combustible waste materials or residues in work areas shall be kept to a minimum. Such materials shall be stored in metal waste receptacles that are to be set away from other combustible sources and vehicles, and shall be disposed of daily.

Aisles and other passageways through work areas shall be maintained free of clutter and obstructions. The purpose is to permit unobstructed personnel egress in the event of a fire, and to permit unobstructed access for fire protection personnel and equipment.

VIII. EQUIPMENT AND SYSTEMS MAINTENANCE TO PREVENT ACCIDENTAL IGNITION OF COMBUSTIBLE MATERIALS

Electrical and mechanical equipment and systems shall be maintained in order to prevent ignition of flammable or combustible materials. Maintenance shall be

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conducted by qualified personnel. The maintenance procedures and intervals shall be based upon: 1) applicable codes, standards, and regulations; 2) manufacturers' recommendations; and 3) City-specific equipment history.

IX. RESPONSIBILITIES

The Operations and Maintenance Supervisor is responsible for ensuring that the fire control and prevention equipment and systems are properly inspected and maintained in City operated facilities. The Operations and Maintenance Supervisor is also responsible for inspection and housekeeping duties related to the control of the flammable and combustible materials in shared spaces (lobbies, rest room, etc.) under the control of the City. The Department Directors are responsible for overseeing the control of the accumulation of flammable or combustible waste materials in their Departmental office areas and corridors.

X. TRAINING

All City employees shall be trained on this plan when they are initially hired. All City employees shall be retrained any time this plan is modified (e.g., in response to addition of new flammable or combustible materials or new potential ignition sources). Training shall also be administered to any employee at the time his/her responsibilities change in such a manner that his/her exposure to fire hazards changes. All employees will receive annual fire extinguisher training in accordance with the Fire/Smoke Procedures Policy.

XI. DOCUMENTS

1. Related Documents: Documents related to this Fire Prevention Plan include:
 - SOP #73 – Fire, Smoke, and Fire Extinguisher Procedures
 - SOP #74 - Evacuation Plan
 - No Smoking Policy
2. Document Control

The Safety Committee is responsible for maintaining this plan. The plan shall be reviewed annually and revised at the time of any change which would materially alter the plan. This includes the handling of any new material which is flammable, introduction of a new activity or new equipment which presents potential ignition source, and/or modification to fire control or prevention systems.

XII. RECORDS

1. The City shall maintain records that certify that each employee:

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- a. Has had initial training in this plan;
 - b. Is trained anytime the plan changes; and
 - c. Is trained at anytime the employee's responsibilities change such that the fire hazards he/she may be exposed to change.
2. These training records will be kept by the Departmental Safety Coordinators in accordance with the City's Injury and Illness Prevention Program record keeping policy.

XIII. REFERENCES

1. Title 8, Code of California Regulations, §3221, *Fire Prevention Plan*.
2. Title 8, Code of California Regulations, §5416, *Flammable Vapors*.
3. Title 8, Code of California Regulations, §5417, *Flammable Liquids*.
4. Title 8, Code of California Regulations, §5560, *Sources of Ignition*.
5. Title 8, Code of California Regulations, §5562, *Housekeeping*.