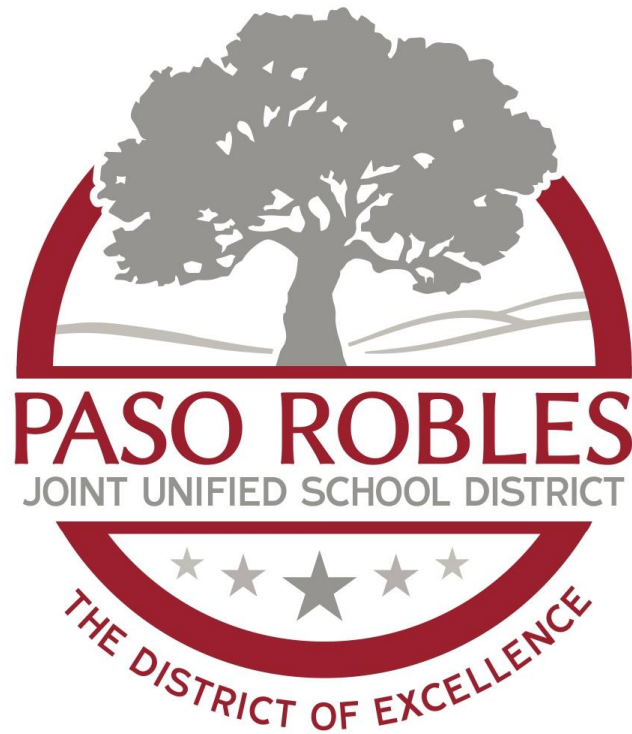


# Fire Prevention Plan

Paso Robles Joint Unified School District  
800 Niblick Road, Paso Robles CA. 93446  
805.769.1000  
Revised 07/02/2019



## **Purpose**

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected.

### **1. Authority**

California Code of Regulations, Title 8, Section 3221

### **2. Responsibility**

**Names or job titles of those responsible for the control of accumulation of flammable or combustible waste materials.**

**Nelson Payton/ Maintenance Operations & Transportation Director  
805.769.1160 extension 32001**

**Person(s) responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires (Ex. Fire Extinguishers, fire hoses, etc.).**

**Nelson Payton/ Maintenance Operations & Transportation Director  
805.769.1160 extension 32001**

**Dependable Fire Protection  
805.461.1550  
Fire Extinguishers**

### **3. Identification of Fire Hazards**

The following is a list of potential fire hazards and their associated work areas:

<b><u>Work Areas</u></b>	<b><u>Fire Hazards</u></b>
VDT workstations.....	paper, plastic, electrical
Work rooms'.....	paper, electrical
Store room.....	paper, plastic, flammable and combustible liquids
Break room.....	paper, plastic, electrical appliances

### **4. House Keeping Practices**

The following are the fire prevention practices associated with fire hazards identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
Paper.....	waste paper cans emptied daily
Plastic.....	waste plastic discarded daily
Electrical.....	quarterly inspections of outlets, multi strips, cubicles, and work areas
Flammable/combustible liquids....	store liquids in approved flammable storage cabinet
Electrical appliances.....	quarterly inspections of appliances; employees trained to inspect appliances prior to use

**5. Safe Code of Work Practices**

- Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
- Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. Portable space heaters and candles are prohibited.
- Care must be taken not to block potential escape routes, particularly with flammable materials.
- Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

**6. Fire Control Measures**

The following is a list of fire control measures installed or available in work areas:

<u>Work Area</u>	<u>Fire Control Measures</u>
Building.....	installed and monitored sprinkler system installed and monitored fire alarm system

*Note: Add or delete work area and fire control measures as necessary.*

**Fire Extinguishers:** located in each room/class C extinguisher

**7. Maintenance and Inspection Program**

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Service Firm</u>
Sprinkler System	5 years	Alfa Fire
Fire Alarm System	annual	Tech Time
Fire Extinguishers	monthly and annual	facility safety committee member, Dependable Fire

## 8. Alarm Systems

The following fire alarm systems have been installed and tested at the frequency indicated, and should trigger the response listed:

<u>Alarm System</u>	<u>Test Frequency</u>	<u>Response</u>
Tech Time Communications	annually	See Emergency Action Plan

## 9. Employee Response to Fire Emergencies

Employees' response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

## 10. Training

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to.

Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located **at each school site and on district website in the safety department** and is available for review upon request from **Kelly Stainbrook/Transportation, Operations & Risk Manager.**