

SAMPLE

FIRE SAFETY PLAN

FOR

COMPANY NAME
ADDRESS

Prepared by:	
<i>Contact Name</i>	
<i>Title</i>	
<i>Phone Number:</i>	
Last Revision Date:	

Signature

Date

To comply with applicable OSHA or CAL/OSHA standards, the following written FIRE SAFETY Plan is to be implemented for personnel of:

Company Name
Address

Location of Plan

The originals will be kept on file by:

(Name & Title and Location)

This plan will be used by all personnel.

(Name & Title) will be responsible for ensuring that the plan is current and enforced.

The FIRE SAFETY PLAN is being available in the "CAL/OSHA WRITTEN PLAN'S BINDER," located in the following locations: **(List Locations)**

Upon request, a copy of the plan can be obtained from either:

(List Names & Titles)

Purpose

This plan is for the safety and well-being of the employees of the **(Name of Company)**.

It identifies measures to prevent fires, to suppress fires that may occur, and to evacuate in the event of a fire emergency. Education and training are provided on a periodic interval to enable all employees to understand the Fire Safety Plan.

Responsibility

(Name & Title) is solely responsible for all facets of this plan and has the full authority to make necessary decisions to ensure the success of this plan.

(Name(s) & Titles(s)), will develop detailed written instructions where required by this plan and will amend these instructions when necessary.

(Name(s) & Titles(s)), are responsible for training employees in the use of fire extinguishers and the use of the evacuation plan, and for providing any other training required by this plan.

(Name & Title), is responsible for the control of fuel source hazards. Maintenance department stores flammables in the fire resistant cabinet located in **(location)**. Diesel generator fluid is stored in its own mounted fuel tank with spring shocks. *(if applicable)* Diesel generator fluid is transported into property in a container before it is being transferred over into the permanent unit on the Diesel Generator.

Fire Exits

Each workplace building must have at least two means of escape remote from each other to be used in a fire emergency. (**Company Name**) has two exit routes, (**list at least 2 exit routes**)

Fire doors must not be blocked or locked to prevent emergency use when employees and guests are within the building. (**Give instructions for your company's mechanics of fire doors**)**E.g.:***The front entrance doors have a touch & release sensor operating during the night hours. As well as access to a kill switch to disable the whole system located at the front desk.*

Exit routes from building must be clear and free of obstructions and properly marked with signs designating exits from the building.

(Name & Title) is responsible for inspecting fire exits. In addition to **(Name)**, the night security verifies nightly that all exits are free from obstructions during his/her inspection of the property.

Inspections are performed daily/nightly.

Portable Fire Extinguishers

Each workplace building must have a full complement of the proper type of fire extinguishers for the fire hazards present. (**Company Name's**) fire extinguishers are all **A,B,C (applicable to your company)** class for handling of any type of fire.

Employees expected or anticipated to use fire extinguishers must be instructed in the hazards of fighting fire, how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency. Training will be provided by **(Name & Title)**.

Only approved fire extinguishers are permitted to be used in workplaces, and they must be kept in good operating condition.

(Name & Title) and/or his/her maintenance staff will maintain, inspect and initial fire tags on our fire extinguishers monthly. All fire extinguishers will be inspected annually by an outside fire extinguisher company. (**Company Name**) uses **(Name of Fire Equipment Company)** for this yearly service.

Emergency Action Plan

Each workplace must have a written **Emergency Action Plan** for evacuation of employees that includes:

- Evacuation routes and procedures for all employees
- Procedures for accounting for all evacuated employees

- Special procedures for evacuating physically impaired employees or guests.
- Procedures for those employees who must remain behind temporarily to shut down critical plant equipment
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

The written plan must be available for employee review.

An employee/guest alarm system must be available throughout the workplace complex and must be used for emergency alerting for evacuation.

(Company Name) is equipped with a fire alarm system throughout the building which can be activated by means of **(list applicable to your company; such as...)** either, a smoke detector, sprinkler system or manual pull station as well as individual smoke detectors in each room. Upon activation of the fire alarm a siren will be heard in the building alerting employees and guests of a potential fire.

Physically impaired guests will be assisted by our staff if there is a need to evacuate the building.

Employees must be trained in:

- Recognizing the evacuation signal: and
- Know their role in the [Emergency Evacuation Plan; pg.3](#)

All employees are trained in these procedures at **(Company Name's)** mandatory OSHA training classes which are conducted upon hiring and (state regularity of classes).

Fire Prevention Plan

Stopping unwanted fires from occurring is the most efficient way to handle them.

(Company Name) is operating in accordance with the following “Fire Prevention Plan” in order to minimize the frequency of fires and the need of an evacuation of the building.

Protective measures:

- The building operates with a fire protective system that includes **(list your company's fire protective system; such as.....)** fire pull stations, smoke alarms, fire panel with zone I.P. address numbers, sprinkler protection system inside and outside of building, dry stand pipe connectors, fire extinguishers-ABC type, emergency exit plans with routes of evacuation.

- Fire Drills are conducted at least twice a year with the staff as well as a review of fire escape routes.
- Training is conducted in finding and communicating location of potential fire or location of fire alarm using a two way radio communication.
- Regularly scheduled *OSHA classes* trains employees in use of fire extinguishers.

Flammable liquids, materials:

- **(Company Name)** has a flammable liquid storage cabinet located in the **(location)** flammables are stored.
- Metal container is located in **(location)** for disposal of rags or materials that have been used with flammable liquids.
- **(List control measures for containing spills; such as.....)***We have two 50 lb. bag of "Optisorb" to control and contain any chemical spill as oil, diesel fuel or solvents. One bag is stored next to the diesel generator and the container of diesel fuel and the other one is stored in the sub basement.*
- **(if applicable)** We never allow the use of Gasoline, Kerosene or Benzine on our property.

Potential ignition sources:

- Domestic water boilers
- Mechanical water boilers
- Fuel source is natural gas **(describe for your company; such as.....)***(line is painted yellow), (manual shut-off valves are painted green).*
- Draft hood

Maintaining the surroundings of ignition sources:

- Always maintain a good clearance around boilers
- Surfaces around boilers need to be kept clean and without debris.
- Comply with all local and state codes
- Inspect; safety controls, safety shut-off valve, control valve, main gas pressure regulator pilot shut-off
- Manual main gas shut-off burners
- Pressure, relief valve on a monthly basis

Electrical wiring:

(Company Name) will maintain in compliance with local, state and national codes with all electrical installations and additions. We check, on a regular basis, circuit breakers to prevent sparks and short circuits. We make sure our outlets are in good working condition. We inspect external cords and equipment cords and look for

frayed or exposed wires as well as check breakers for heat. Heat producing equipment such as burners, heat exchangers, boilers, etc must be properly maintained and kept clean of accumulations of flammable residues. Heat producing sources will be inspected monthly by **(Name & Title)**. Flammables are not to be stored close to these pieces of equipment.

All employees are trained in the potential fire hazards of their jobs and in the procedures listed in the **Fire Prevention Plan**. All new employees are trained in the Fire Prevention Plan when beginning their job duties. All employees are trained in any changes in the plan.

The Developer, who is responsible for developing detailed written instructions, as well as the Trainer, who is responsible for training employees about the plan, is named in the "Responsibility" section of this plan.

Automatic Sprinkler System

Properly designed and installed fixed fire suppression systems enhance fire safety in the workplace. An automatic sprinkler system throughout the workplace is among the most reliable firefighting means. That type of system should detect the fire, sound an alarm, and put water where the fire and heat are located.

The following regulations will become part of this plan:

1. **(Name & Title)** will maintain the Automatic Fire sprinkler system in serviceable condition. In addition, **(List provider of service inspections and frequency of inspections)**
2. The Administrator of this plan will name a fire watch of trained employees to respond quickly to any fire emergency for those times when it is necessary to disable the fire suppression system while the business continues to operate. The fire watch must comply with the **Fire Prevention Plan** and **Emergency Evacuation Plan**.

The fire watch staff at the **(Name of Company)** consists of the following staff members:

(List Names & Titles)