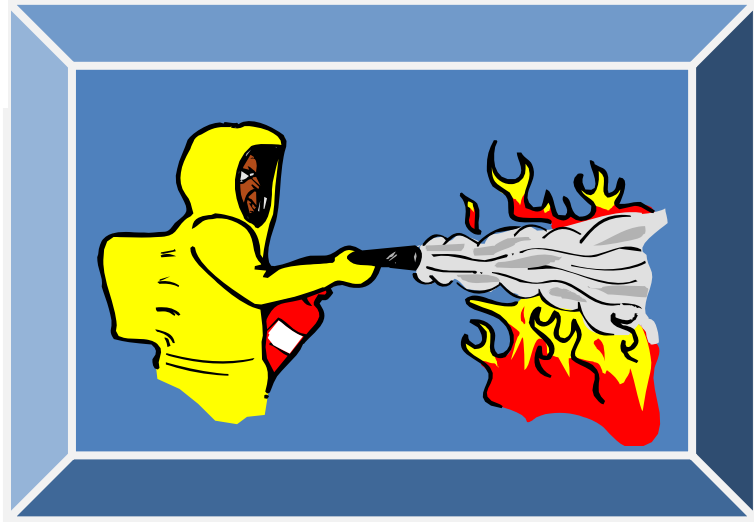




**WATER & SEWER**  
RISK MANAGEMENT POOL



# *{DISTRICT}* *FIRE SAFETY PROGRAM*

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The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

# FIRE SAFETY SAFTY PROGRAM

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## PURPOSE / SCOPE

The purpose of the Fire Safety Program is to ensure that all employees who enter and work at the district understand the potential hazards and the District's program for protecting them from those hazards to the greatest extent possible, and to establish the requirements for working safely in such an environment.

This is intended to be a universal document that describes precautions and procedures that must be followed in all cases. Field management and staff will develop Standard Operating Procedures (SOP) for work at specific sites and for specific work tasks, which will take into account all safety issues and will define the most effective methods of accomplishing the work objectives safely and efficiently.

All employees are encouraged to actively participate in identifying opportunities for applying engineering controls that would reduce the hazards of a fire.

### Policy Statement

It is the policy of the District that no employee shall fight a fire in any manner unless that employee is specifically trained in the use of the fire extinguishers, fire recognition, fire behavior, AND that no employee shall fight a fire that has exceeded the incipient phase. Additionally, if the employee is trained to use a fire extinguisher that employee can only attempt to extinguish a fire if the building alarm is sounding, all personnel are evacuating, and there is NO obstruction to an exit for that employee. If there is any question that all of these conditions cannot be met then no employee may use a fire extinguisher.

It is the primary policy of the District to use engineering controls wherever practical to reduce or eliminate the need for employees to extinguish any fire. It is the policy of the District that the employees will comply fully with this Safety Program.

The Fire Safety Program should be included as part of your emergency preparedness program.

## EXEMPTIONS / EXCLUSIONS

If you have ten or fewer employees in a particular workplace, you can use direct voice communication to sound the alarm, if all employees can hear it. For this kind of workplace, you do not need a back-up system.

**In workplaces where employees would not otherwise be able to recognize audible or visible alarms, you can use tactile devices to alert them.**

## HAZARD ANALYSIS

### Hazard Description

Fires can be caused by many sources such as:

Arson

Chemicals

Portable heaters

Static electricity/mechanical sparks

Gang plugs/faulty electrical cords

Designated hot work areas

Smoking areas

Flammable storage areas/lockers

Spontaneous combustion

All areas that exceed 180 degrees can become a fire hazard

### Hazard Evaluation

Hazards exist in areas where flammables are stored and where combustible materials can accumulate.

### Methods of Evaluation

There are four classes of fires:

- Class "A" fires combustible materials such as wood, cloth, paper or materials that will leave an ash when burned.
- Class "B" fires flammable liquids such as paint, fuel and grease.
- Class "C" fires involve energized electrical equipment.
- Class "D" fires involve combustible metals such as magnesium, titanium, zirconium, and sodium.

## RESPONSIBILITIES

### District

Prepare and keep current an Evacuation checklist for the employees at your district.

Establish a designated meeting place for your employees in the event of a fire.

The General Manager is responsible to ensure that all district employees are trained to this program, ensure that at least annual practice or drills occur, and that evacuation plans are effective in practice.

Proper selection and distribution of fire extinguishers and the determination of the necessary degree of protection. The selection and distribution of fire extinguishers must reflect the type and class of fire hazards associated with particular workplace areas.

Inspection, maintenance and testing portable fire extinguishers. The actual inspection, maintenance and testing shall be conducted by a certified independent contractor.

## Designated Person or Safety Program Coordinator

Review this program at least annually and make changes if necessary.

Post a map of your building at all exit locations. The map must include:

- All known exits from the building.
- Locations of fire extinguishers, fire alarms, restrooms, elevator and any other pertinent information.
- The evacuation designated area that is not in the pathway of emergency vehicles or fire hydrants and is a safe distance away from the building.

Conduct fire/evacuation drills at least once a year and evaluate ways to improve your preparedness.

Explain to each employee how to sound the alert for emergencies. Methods of reporting emergencies can include: manual pull box alarms, public address systems, radio and telephones.

Post emergency numbers near telephones, employee notice boards or other conspicuous locations, if you use telephones to report emergencies.

Require that all emergency messages have priority over all non-emergency messages if the communication system also serves as an employee alarm system.

## Managers

The Manager is responsible for overseeing the usefulness & maintenance of this Fire safety program.

## Employees

Keep all work areas clean and well organized. Do not leave paper, rags, etc. or allow flammables or combustibles to accumulate in any area.

Store all flammable and combustible materials in a safe place when finished working. This may include a storage cabinet, closet or shelf.

Employees should notify the supervisor of areas that pose a fire risk.

Become familiar with all fire extinguisher locations, exits and pull stations.

## GUIDELINES/RULES

- Remain calm if fire occurs.
- Alert personnel by calling out, "Fire in the . . . . ."
- Be smart about this step; fight the fire, if possible, with a fire extinguisher. Think and use your best judgment, when in doubt, evacuate the building. Refer to District Policy Statement above.
- Call 911 & pull a fire alarm (this will not always automatically dispatch the fire department) if the fire cannot be fought with extinguishers. *The District will need to confirm with their alarm company, 9-1-1 and/or fire department the status of automatic dispatch.*
- District fire extinguishers shall be inspected annually by an certified independent contractor.

- If evacuation becomes necessary, remain calm and use the closest exit unless it is blocked by fire. Always use stairways instead of elevators. NEVER use an elevator during a fire. Leave in an orderly fashion and help keep the line moving. Meet at the designated evacuation meeting area outside the facility. Regardless of where you are in the building, meet at this location so that you can be accounted for. Permission to re-enter the building will be given by the General Manager or emergency personnel.

**DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**

### **Required PPE**

N/A

### **Prevention Actions**

To protect the district from the possibility of fires, the following systems are inspected and serviced by certified independent contractors:

- Fire extinguishers
- Sprinklers systems
- AC powered smoke detectors
- Heat detection
- Fire alarm/notification systems

Most fires are preventable if specific steps are taken to reduce the conditions that cause them. The following steps will help prevent a fire from occurring:

1. Always ground containers when filling them with volatile liquids such as gasoline. Example: Place gas can on ground, not on truck bed so as to prevent static build up.
2. Do not block aisles, exits, fire extinguishers or fire alarm pull stations.
3. Do not store materials closer than 18 inches from sprinkler heads in areas protected by sprinklers and 24 inches from the ceiling in non-sprinklered areas.
4. Keep pallets, dumpster debris and like materials to a minimum when stored outside or place them in a conspicuous location that is well lit.
5. Do not use extension cords as permanent wiring or modify building wiring without proper approval.
6. Follow Hot Work Permit guidelines (see Welding, Cutting, Brazing Program) when performing hot work.
7. Smoke only in designated areas and use appropriate smoking receptacles. State Law prohibits smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve enclosed areas where smoking is prohibited.
8. Equipment that produces a fire risk should be used with caution and in accordance with manufacturer's recommendations.

Fire extinguishers must be located throughout district facilities in intervals and heights set by the local fire department or building code requirements. They are designed to handle small, contained fires. Some examples would be a small trash can fire or overheated equipment.

Any time an extinguisher is removed from service to be checked or serviced, an alternate equivalent protection must be provided. Alternate equivalent protection could include replacing the extinguisher with one or more units having equivalent or equal ratings, posting a fire watch, restricting the unprotected area from employee exposure, or providing a hose system ready to operate.

The **PASS** method is the easiest way to use an extinguisher:

- o **P**ull the pin
- o **A**im the nozzle at the base of the fire
- o **S**queeze the trigger
- o **S**weep over the fire

Extinguishers for protecting Class A hazards may be selected from the following types: Water, foam, loaded stream, or multipurpose dry chemical. Extinguishers for protecting Class B hazards may be selected from the following types: carbon dioxide, dry chemicals, foam, or loaded stream. Extinguishers for Class C hazards may be selected from the following types: carbon dioxide, or dry chemical.

Combustible metal (Class D hazards) fires pose a different type of fire problem in the workplace. Extinguishers using water, gas, or certain dry chemicals cannot extinguish or control this type of fire. Therefore, certain metals have specific dry powder extinguishing agents which can extinguish or control this type of fire. Those agents which have been specifically approved for use on certain metal fires provide the best protection; however, there are also some "universal" type agents which can be used effectively on a variety of combustible metal fires if necessary. The "universal" type agents include: Foundry flux, Lith-X powder, TMB liquid, pyromet powder, TEC powder, dry talc, dry graphite powder, dry sand, dry sodium chloride, dry soda ash, lithium chloride, zirconium silicate, and dry dolomite.

Water is not generally accepted as an effective extinguishing agent for metal fires. When applied to hot burning metal, water will break down into its basic atoms of oxygen and hydrogen. This chemical breakdown contributes to the combustion of the metal. However, water is also a good universal coolant and can be used on some combustible metals, but only under proper conditions and application, to reduce the temperature of the burning metal below the ignition point. For example, automatic deluge systems in magnesium plants can discharge such large quantities of water on burning magnesium that the fire will be extinguished. The National Fire Protection Association (NFPA) has specific standards for this type of automatic sprinkler system. Further information on the control of metal fires with water can be found in the NFPA *Handbook*.

An excellent source of selection and distribution criteria is found in the NFPA Standard No. 10. Other sources of information include the National Safety Council and the employer's fire insurance carrier.

Provide an adequate number (a minimum of two) of exit routes, considering the kind, number, location and capacity, appropriate to each building according to the following conditions:

- Number of employees
- Size of building
- Arrangement of workplace
- Building occupancy

Note: a single exit route is permitted where the number of employees, the size of the building, its occupancy or the arrangement of the workplace indicates that a single exit will allow all employees to exit safely during an emergency. Other means of escape, such as fire exits or accessible windows, should be available where only one route is provided.



Mark each exit with a clearly visible, distinctive sign reading "EXIT." Make sure the letters in the word "EXIT" are at least six inches high and 3/4 inch wide. Mark any doorway or passage that might be mistaken for an exit with "NOT AN EXIT" or with an indication of its actual use. Make sure exit signs are a distinctive color. Make sure signs are posted and arranged along exit routes to adequately show how to get to the nearest exit and clearly indicate the direction of travel. Do not obstruct or conceal exit signs in any way. Keep exit doors free of signs or decorations that obscure their visibility.

Illuminate each exit route adequately and reliably. Have at least five foot-candles illumination from a reliable light source. Make sure any exit signs illuminated by artificial lights and made of translucent material (other than internally illuminated types), have screens, discs or lens of at least twenty-five square inches in size and show red or other designated color on the approach side of the exit. Make sure brightly lit signs, displays, or objects in or near the line of vision do not distract attention from the exit sign.

Maintain each safeguard in proper working order to protect employees during an emergency. Emergency safeguards include items such as:

- Sprinkler systems
- Alarm systems
- Fire doors
- Exit lighting.

## **EMERGENCY PROCEDURES**

If a fire cannot be extinguished by a fire extinguisher then the local fire department shall be called (911), activate alarm system & evacuate everyone safely.

Notify 911 of the following information:

- The type of emergency.
- The address of the site where the emergency crew is needed and the specific location of the fire.
- The extent of the problem.
- Additional related information.
- The caller should stay on the line with the dispatcher until told to hang up.

If a Supervisor is not already there contact a supervisor to inform them that a call to 911 has been placed.

### **First Aid Awareness and Actions**

If you are on fire: Stop, Drop and Roll to smother any flames.

If an employee is on fire: try to smother out the flames by rolling the employee on the ground or using a blanket, jacket or any large plyable material to smother the flames. You could also douse the flames with water. Then calm the person down, treat for shock and burns, call 911 for medical assistance.

If you become trapped in a fire and find that there is no way out. Remain calm, stay low to the floor, seal any cracks to prevent smoke (close the door if it will make you safe)from

entering the space. The district roster should make management aware of any employees that may still be in the structure.

## FORMS USED

- Building inspection checklist (Appendix A) shall be used by management or designated person to establish a baseline and verify that all precautions are in place.
- Evacuation personnel checklist (Appendix B) shall be used by management and/or designated person to verify all employees are accounted for and no one is in the building.

## TRAINING

### Required Materials

N/A

### Employee Training

- Exits
- Fire extinguishers
- Designated area

### Supervisor Training

N/A

Outline: [x] – hour class

## REFERENCES/RESOURCES

N/A

## REVISION RECORD

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Revision No.	Revision Date	Approval Date	Change
1.0.0	08-09-07		Initial design.
1.0.1	03-15-16		Wording, fonts,

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## APPROVALS

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## DEFINITIONS

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N/A

## ANNEX

N/A

## APPENDIX

### APPENDIX A: Building Inspection Checklist

Location: \_\_\_\_\_

#### ***Exterior:***

- |  |          |         |
|--|----------|---------|
| Is the Building address or identification clearly visible? | _____Yes | _____No |
| Is an unobstructed access road to the building provided?   | _____Yes | _____No |
| Are all building sides accessible to emergency equipment?  | _____Yes | _____No |
| Are fire hydrants accessible?                              | _____Yes | _____No |
| Are sprinkler/standpipe connections accessible?            | _____Yes | _____No |
| Are sprinkler/standpipe connections clearly marked?        | _____Yes | _____No |
| Does the building appear to be in good repair?             | _____Yes | _____No |
| Is building free from signs of vandalism?                  | _____Yes | _____No |
| Are exterior walls free from cracks or other damage?       | _____Yes | _____No |
| Are windows free from cracks or broken panes?              | _____Yes | _____No |
| Has vegetation been cut back from the building?            | _____Yes | _____No |
| Are combustible materials stored away from the building?   | _____Yes | _____No |
| Are there any signs of damage to the building?             | _____Yes | _____No |

#### ***Interior:***

##### **Electrical System:**

- |  |          |         |
|--|----------|---------|
| Are all electrical panels secured?   | _____Yes | _____No |
| Is a 3-foot clearance provided around all electrical panels?                                     | _____Yes | _____No |
| Are all electrical rooms free from combustible storage?  | _____Yes | _____No |
| Are all electrical panels cool to the touch?   | _____Yes | _____No |
| Are all electrical panels free from evidence of burning?   | _____Yes | _____No |
| Have all electrical circuits been identified?  | _____Yes | _____No |
| Are all electrical switches and receptacles in good repair?                                      | _____Yes | _____No |
| Has the permanent use of extension cords been discontinued?                                      | _____Yes | _____No |
| Have Ground Fault Circuit Interrupters (GFCI's) been provided on circuits in proximity to water? | _____Yes | _____No |

**Heating System:**

- Is a 3-foot clearance provided around all heating equipment?  Yes  No
- Are furnace/boiler rooms kept locked?  Yes  No
- Are furnace/boiler rooms free from combustible storage?  Yes  No

**Smoking:**

- Is smoking prohibited in the building?  Yes  No
- Are designated smoking areas properly identified?  Yes  No
- Are non-combustible receptacles provided in smoking areas?  Yes  No
- Are smoking materials disposed of properly?  Yes  No

**Housekeeping:**

- Is trash removed from the building daily?  Yes  No
- Is storage restricted to designated areas?  Yes  No
- Is storage neatly arranged?  Yes  No

**Private Protection:**

- Is building equipped with an automatic sprinkler system?  Yes  No
- Is the main sprinkler control valve accessible?  Yes  No
- Are all valves supplying water or air to the system open?  Yes  No
- Is system operation monitored by an alarm company?  Yes  No
- Is valve operation monitored by an alarm company?  Yes  No
- Is the sprinkler system tested on a quarterly basis?  Yes  No
- Are spare sprinkler heads available in the building?  Yes  No
- Is the building equipped with a fire detection system?  Yes  No
- Does the system protect the entire building?  Yes  No
- Does the system provide an alarm signal in the building?  Yes  No
- Is the system monitored by an alarm company?  Yes  No
- Is the system tested on a monthly basis?  Yes  No
- Is the main alarm panel in normal operating condition?  Yes  No
- Are portable fire extinguishers provided?  Yes  No
- Are all extinguishers inspected on a monthly basis?  Yes  No
- Do all extinguishers have a current inspection tag?  Yes  No

**Emergency Evacuation:**

- Are all exits and travel paths identified with "EXIT" signs?  Yes  No
- Are travel paths leading to exits free of obstructions?  Yes  No
- Are exits unlocked and operational?  Yes  No
- Are working emergency lights provided in the building?  Yes  No
- Are evacuation diagrams posted throughout the building?  Yes  No

**Misc:**

- Has flammable storage been limited to designated areas?  Yes  No
- Is all cooking equipment protected by extinguishing systems?  Yes  No
- Is cooking equipment clean?  Yes  No
- Are all computer areas free from combustible storage?  Yes  No

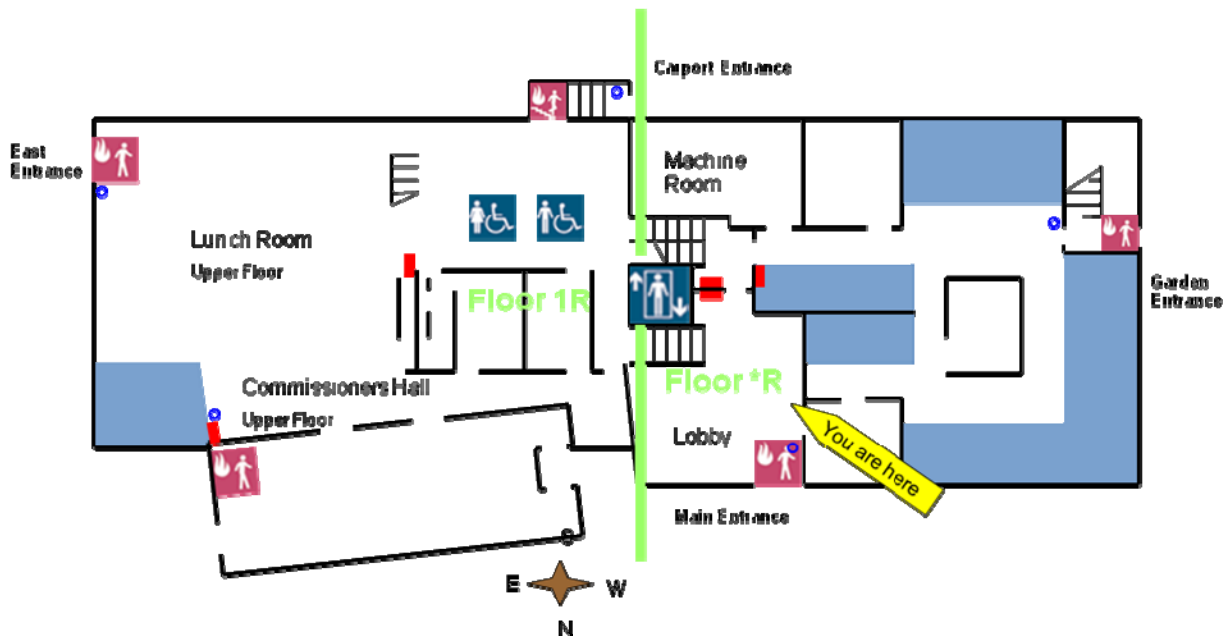
Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX B: Evacuation Personnel Checklist

NAME	ACCOUNTED FOR	NOT ACCOUNTED FOR

# APPENDIX C: Evacuation Map



Icons:

								
Cubical Area	Fire Extinguisher	Fire Alarm	Exit Fire Exit	Stairwell Fire Escape	Men's Restroom	Women's Restroom	Elevator	

*Sample*

## APPENDIX D: Physically Disabled Personnel Evacuation

The following is required for multi-story buildings:

The (Americans with Disabilities Act (ADA) requires that buildings have accessible fire exits or “areas of rescue assistance” on each level where disabled workers can safely wait for help to arrive. An area of rescue assistance must be fire-safe, well marked, and easy for emergency personnel to locate. It must also have a visually based communication system. It may be well located in the landing of a stairwell protected by a firewall and fire doors.

Not only must the areas of rescue assistance be established, but employers must also have a plan to assist the mobility-impaired to reach these safe areas and to provide for their evacuation in a reasonable period of time. Companies who rely on a volunteer buddy system should realize that such systems could sometimes fail if assigned buddies are out of the building. A fire safety program should designate a reliable source of able-bodied employees to assist the mobility-impaired in reaching fire-safe areas. The plan should also provide a sufficient number of Evacu-track\* chairs to carry disabled workers downstairs to a fire-safe area below the point of the fire. A fire prevention plan should be developed in cooperation with the local fire jurisdiction.

\*Evacu-track: a treaded device designed to assist disabled personnel down flights of stairs.

### WAC/RCW

[WAC 296-24-58503](#) Scope application and definition applicable

[WAC 296-24-59215](#) Portable fire extinguishers

[WAC 296-800-31005](#) Provide an adequate number of exit routes

[WAC 296-800-31050](#) Mark exits adequately

[WAC 296-800-31053](#) Provide adequate lighting for exit routes

[WAC 296-800-31060](#) Maintaining emergency safeguards

[WAC 296-800-31075](#) Establish procedures for sounding emergency alarms

Accident Prevention Manual – Engineering & Technology 11<sup>th</sup> Edition, National Safety Council