

	<h1 style="margin: 0;">FIRE PREVENTION</h1>	Doc No:	5101 - 5004
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 5	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
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## **1.0 PURPOSE**

- 1.1 To ensure every Okaloosa County employee is aware of the need to properly plan and observe conditions in the workplace for the prevention of fires that could threaten the safety of employees.

## **2.0 FIRE PREVENTION PLAN**

- 2.1 A Fire Prevention Plan is designed to reduce the risk of workplace fires through active participation of all employees. Each employee should feel free to report any condition that they feel could be a fire hazard to their supervisor.
- 2.2 Directors are required to develop within their respective work centers, Fire Prevention Plans addressing specific hazards found in their work areas and convey them to their employees.
- 2.3 All Fire Prevention Plans will have the following minimum components:
  - 2.3.1 A list of the major workplace fire hazards and their proper handling storage procedures.
  - 2.3.2 Potential ignition sources (such as welding, smoking etc.), and their control procedures.
  - 2.3.3 The type of fire protection equipment or systems which can control a fire involving them.
  - 2.3.4 Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
  - 2.3.5 Names or regular job titles of those personnel responsible for control of fuel source hazards.
- 2.4 The director should coordinate their efforts with the Facility Maintenance Director and Risk Management to ensure compliance with this policy.
- 2.5 The work center specific Fire Prevention Plan shall be located and maintained at each individual work center.

## **3.0 REQUIREMENTS**

- 3.1 Emergency numbers shall be placed conspicuously throughout the work area i.e., on phones, bulletin boards, and break rooms.

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- 3.2 Directors will ensure all employees within their respective responsibilities are familiar with escape routes, placement of fire extinguishers & fire alarms throughout the work place.
- 3.3 Exit doors, exit signs, passageways, and means of emergency exit shall be inspected periodically to ensure their proper working condition and unobstructed access. Locking from inside or padlocking of a designated fire exit door during building occupancy is prohibited.
- 3.4 Interior fire doors located in hallways or throughout buildings will not be held open by chocks, door wedges, or similar means. Hallway fire doors are to be kept closed at all times.
- 3.5 Sprinkler system control valves shall be chained in the open position. All riser valve locations shall be maintained free of storage and protected against damage by barrier or enclosures.

#### **4.0 MAINTENANCE**

- 4.1 Maintenance of the fire sprinkler systems will be performed through the Facilities Maintenance department. The Facility Maintenance Director will ensure all sprinkler and fire suppression systems are maintained and operational.
- 4.2 Any repair or renovation of work spaces that require sprinkler systems to be drained, deactivated, or partially impaired, will require approval from the Facilities Maintenance Director before repair or renovation/shut-down can occur.
- 4.3 Maintenance of fire extinguishers located in buildings and on equipment operated by each section will be maintained in a serviceable condition. Supervisors will ensure all fire extinguishers within their respective work areas are maintained and operational. If any portable fire extinguishers are defective, the supervisor will coordinate replacement or repair with the Facility Maintenance Office or property owner, if in a leased space.
- 4.4 Further information on portable fire extinguishers can be found in SOP 5101-5006 *Portable Fire Extinguisher*.

#### **5.0 HOUSEKEEPING**

- 5.1 In addition to SOP 5101-5001 *Housekeeping*, this procedure also requires that all flammable materials be properly stored and discarded on a timely basis in the interest of preventing workplace fires.

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- 5.2 All trash consisting of paper products will be removed from inside containers and placed in exterior receptacles on a daily basis.
- 5.3 All oil-soaked rags or other materials containing oil, fuel, paint or other flammable materials shall be stored in metal containers with self-closing lids, properly labeled, and will be properly disposed of.
- 5.4 Flammable materials will not be stored near open flames or ignition sources.

## **6.0 CONTROL METHODS**

- 6.1 Hot-Work permits: required anytime during welding, cutting or brazing operations are taking place.
- 6.2 Strict enforcement of NO SMOKING except in designated areas.
- 6.3 No daisy-chaining or overloading electrical outlets, surge protectors or computer back-ups.

## **7.0 INSPECTION REQUIREMENTS**

- 7.1 All portable fire extinguishers will be visually inspected monthly and maintenance inspected yearly.
- 7.2 Emergency lighting will be inspected and tested for serviceability at least semiannually.
- 7.3 Fire suppression systems protecting kitchen equipment shall be inspected every 6 months.
- 7.4 Fire alarm systems will be tested at least quarterly.
- 7.5 Main Drain Flow tests will be performed on all sprinkler systems at least annually.
- 7.6 Inspectors Test Valves will be opened at least every two years.
- 7.7 Documentation will be kept in the Facility Maintenance Office for the above tests performed at the government offices, maintenance facilities or other sites throughout the County.

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## 8.0 TRAINING

8.1 Supervisors will train, or ensure employees are trained on proper fire prevention measures for the tasks they are performing and at the facilities they are working in or around.

## 9.0 RECORD KEEPING

9.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

## 10.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
SOP	Safety Operating Procedure

## 11.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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