

**Administrative Office
and
Classroom Building**

**Fire Prevention Plan
for
Alter Hall
3743 Ledgewood Drive**

*Xavier University
October 2, 2006*

Table of Contents

Fire Prevention Plan

| | |
|---------------------------------------|---|
| Introduction | 3 |
| Responsibilities | 3 |
| Major Workplace Fire Hazards | 3 |
| Methods of Handling and Storage | 4 |
| Potential Ignition Sources | 4 |
| Housekeeping | 4 |
| Training | 5 |

Fire Prevention Plan

1. Introduction

This Fire Prevention Plan has been developed to identify workplace fire hazards and their control procedures. It also addresses the type of fire protection equipment or systems available in the building, the responsibilities of employees to reduce and respond to fire hazards, and the names of those personnel responsible for maintenance of fire protection equipment. This Fire Prevention Plan (FPP) includes the Alter Hall location at 3743 Ledgewood Drive on the campus of Xavier University for all *Administrative Office and Faculty* employees. This plan is designed to comply with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.38.

2. Responsibilities

2.1 *Portable Fire Extinguishers*

The Alter Hall location of Xavier University is equipped with type ABC portable fire extinguishers. A monthly inspection is conducted by Physical Plant personnel to ensure that extinguishers are charged, accessible and in overall good condition. An annual inspection is conducted by a contractor, who is responsible for recharging the extinguishers and ensuring that mounts are in good condition. Following is the name and phone number of the contractor performing this duty:

| <u>Name</u> | <u>Phone Number</u> |
|------------------------|---------------------|
| Cintas Fire Protection | 513-751-8384 |

2.2 *Fire Suppression Systems*

The Alter Hall location of Xavier University is protected by an automatic sprinkler system. The schematic for the Alumni Center design, outlining the system, is located at 1507 Dana Avenue. This system is inspected annually by Cintas Fire Protection who is responsible for testing the system and identifying discrepancies in it. Once discrepancies are identified and reported to the Physical Plant, measures are taken immediately to correct the problem.

3. Major Workplace Fire Hazards

The following is a list of potential workplace fire hazards, which could be encountered in Alter Hall:

- Waste paper, cardboard and other combustible waste.

4. Methods of Handling and Storage

Paper products (e.g., waste paper, cardboard) are removed and disposed of on a regular basis so that large amounts are not accumulated in Alter Hall.

5. Potential Ignition Sources and Control

Potential ignition sources include matches, lighters, ignited cigarettes, flames and sparks generated from welding or cutting operations. Some flammable materials may ignite from prolonged exposure to heat. Sources of heat include radiators, space heaters, water heaters, boilers and the sun.

Potential ignition source control is conducted through various means. These include but are not limited to the following; a) prohibition of the use of matches, lighters, and smoking products in University buildings; b) prohibition of welding or cutting in areas containing flammable or combustible materials; c) the proper storage and handling of rags containing flammable or combustible materials; d) proper storage of fuel and chemical containers.

6. Housekeeping

The following individuals are designated as responsible for the control of fuel source hazards (i.e., controlling accumulations of flammable and combustible materials so that they do not contribute to a fire emergency). These employees and their material of concern are as follows:

| <u>Name</u> | <u>Location</u> | <u>Material of Concern</u> |
|---|-----------------|--|
| Building Coordinator | Alter Hall | General Building Cleanliness |
| Associate Director of Building Services | Alumni Center | Waste paper, cardboard and other combustible waste |

Housekeeping procedures to control accumulations of flammable and combustible waste materials are described below:

- Physical Plant personnel are responsible for disposal of materials that are potentially flammable or combustible. These include chemicals, waste paper, cardboard, etc. Alter Hall personnel are responsible for ensuring that materials that are placed in waste containers are away from potential ignition sources.

7. Training

Training will be provided to all Alter Hall personnel. This Fire Prevention Plan will be reviewed with employees at the following times:

- When the plan is developed
- Whenever the employee=s responsibility changes
- Whenever the plan is changed