

**University Relations Division
Department of Physical Plant
Human Resources
Community Building Institute
Office of University Communications
and
Administrative Office Building**

**Fire Prevention Plan
for
Alumni Center
1507 Dana Avenue**

*Xavier University
October 10, 2006*

Table of Contents

Fire Prevention Plan

Introduction	3
Responsibilities	3
Major Workplace Fire Hazards	4
Methods of Handling and Storage	4
Potential Ignition Sources	5
Housekeeping	5
Training	6

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 Alumni Center location at 1507 Dana Avenue on the campus of Xavier University for *University Relations, Physical Plant, Human Resources, Community Building Institute, Office of University Communications and other administrative 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 Alumni Center 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	751-8384

2.2 Fire Suppression Systems

The Alumni Center location of Xavier University is protected by an automatic sprinkler system. The schematic for the Alumni Center design, outlining the system, is located in the Physical Plant Office at 1507 Dana Avenue. This system is inspected annually 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 the Alumni Center:

- Solvents and other flammable or combustible chemicals used in the building. This includes, but is not limited to cleaning solvents, paint products, and vehicle maintenance products. The Material Safety Data Sheet (MSDS) should be referenced to determine which materials fall into this classification.
- Wood, sawdust, and wood scrap. This could be encountered in the shops and other maintenance areas.
- Waste paper, cardboard and other combustible waste.
- Fuels used for lawn mowers, vehicles, snow blowers, etc.

4. Methods of Handling and Storage

Shops and custodial areas use flammable and combustible materials. All waste chemicals are disposed of through a waste disposal contractor. Rags containing flammable or combustible chemicals are stored in a container with a tight seal. Rags containing flammable or combustible chemicals can spontaneously combust. Additionally, chemical-containing rags are removed on a regular basis.

Because sawdust is easily ignitable, sawdust generated in shops or custodial areas is cleaned up regularly and not allowed to accumulate. The collected sawdust is disposed of so that it does not accumulate in the Alumni Center.

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

Fuels and maintenance products are stored away from open flames in fire resistant cabinets.

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	Alumni Center	General Building Cleanliness
Rob Edwards	Alumni Center crafts shop	Solvents and lubricants
Mike Millenor	Alumni Center carpenter shop	Paints/stains, sawdust
Walt Bonvell	Alumni Center garage	Solvents, fuels and maintenance products
Mack Napier	Alumni Center paint shop	Paints/stains/solvents
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:

- Large amounts of flammable products are stored in fire resistant storage cabinets that are located away from open flames or high heat sources. Smaller amounts of flammable and combustible products are stored away from open flames and high heat sources. As previously mentioned, rags containing flammable or combustible chemicals are stored in special storage cans which are capable of creating a sealed

- atmosphere.
- Sawdust is swept up and removed from the work area daily. The sawdust is removed from the property on a regular basis so that it does not contribute to a potential fire.
 - Physical Plant personnel are responsible for disposal of materials that are potentially flammable or combustible. These include chemicals, waste paper, cardboard, etc. Alumni Center 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 Alumni Center 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