

**Art Department
Criminal Justice Department
Department of Secondary and Special Education
Graduate Program in Health Services Administration
Nursing Department
Occupational Therapy Program
Radiologic Technology
Social Work Department
Xavier Center for Excellence in Education**

**Fire Prevention Plan
for
A.B. Cohen Center
1658 Musketeer Drive**

*Xavier University
November 1, 2006*

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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 A.B. Cohen Center location at 1658 Musketeer Drive on the campus of Xavier University for all *A.B. Cohen Center* 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 A.B. Cohen Center 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 A.B. Cohen Center location of Xavier University is protected by an automatic sprinkler system. The schematic for the A.B. Cohen Center design, outlining the system, is located in the Physical Plant Office 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 the

A.B. Cohen Center:

- Solvents and other flammable or combustible chemicals used in the building. This includes, but is not limited to cleaning solvents, paint products, and acids. 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 wood shop, occupational therapy lab and outside the raku closet of the Department of Art.
- Waste paper, cardboard and other combustible waste.
- Materials of special concern in the Art Department:

Printmaking Studio (room 165a)

- Acetone
- Asphaltum
- Denatured Alcohol
- Lithotone - stored in its original container in an unlocked metal cabinet
- Kerosene - stored in a Kerosene can in a fireproof cabinet
- Acetic Acid
- Nitric Acid
- Phosphoric Acid - stored in acid room in an acid hood in a fireproof cabinet

Sculpture (room 170a)

- 1 acetylene tank
- 1 oxygen tank
- 3 argon CO2 tanks - located in main sculpture area
- 2 gallons paint thinner
- 1 gallon paint - located in a locked cabinet in main sculpture area
- 2 acetylene gas tanks
- 2 oxygen tanks - located in locked, fenced gas storage area next to loading dock

Wood Shop (room 170b)

- Wood, wood scraps, sawdust
- Because sawdust is easily ignitable, sawdust generated in the wood shop is cleaned up regularly and not allowed to accumulate. The collected sawdust is disposed of so that it does not accumulate in the Cohen Center.

Painting and Drawing (room 162)

- Turpentine and miscellaneous spray paints
- Oil paints (in tubes)

Darkroom

- None

4. Methods of Handling and Storage

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

Flammable and/or combustible products are stored away from open flames and 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	A.B. Cohen Center	General building cleanliness
Associate Director of Building Services	Alumni Center	Waste paper, cardboard and other combustible waste

Kelly Phelps

A.B. Cohen Center

Welding gas tanks, wood
scrap, sawdust

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. Gas tanks for welding are stored outside near the loading dock area.
- 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. A.B. Cohen Center personnel are responsible for ensuring that materials that are placed in waste containers are away from potential ignition sources. Day and evening contractors are responsible for emptying trashcans on a daily basis.

7. Training

Training will be provided to all A.B. Cohen 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