

**Audit and Risk Management  
and  
Xavier Police**

**Fire Prevention Plan  
for  
Flynn Hall  
1648 Musketeer Drive**

*Xavier University  
October 12, 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 Flynn Hall location at 1648 Musketeer Drive on the campus of Xavier University for *Audit and Risk Management and Xavier Police* 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 Flynn 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	751-8384

#### 2.2 *Fire Suppression Systems*

The Flynn Hall location of Xavier University is protected by an automatic sprinkler system. The schematic for the Flynn Hall 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 Flynn Hall:

- Flammable or combustible materials used for law enforcement purposes, this includes but is not limited to live ammunition, defensive sprays (OC, CS, etc.) and cleaning supplies for law enforcement equipment.
- Fireworks, drugs of abuse and other flammable or combustible products stored in evidence cabinets/closets.
- Fuels used for vehicles and small power equipment.
- Waste paper, cardboard and other combustible waste.

### **4. Methods of Handling and Storage**

All the products mentioned in section 3, used for law enforcement purposes, are stored away from open flames, in locked steel cabinets, or are kept in officer's lockers or on their person.

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

Paper products (e.g., waste paper, cardboard) are removed and disposed of on a regular basis so that large amounts are not accumulated in Flynn 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	Flynn Hall	General Building Cleanliness
Police Chief	Flynn Hall	Live ammunition, law enforcement equipment and evidence.
Duty Sergeant	Flynn Hall	Solvents, fuels, maintenance products
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 and combustible 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 also stored away from open flames and high heat sources or are on the person of duty officers.
- Physical Plant personnel are responsible for disposal of materials that are potentially flammable or combustible. These include chemicals, waste paper, cardboard, etc. Flynn 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 Flynn 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

