

Health and Wellness

Fire Prevention Plan

for

McGrath Health and Wellness Center

1714 Cleneay Avenue

Xavier University
November 10, 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	5
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 McGrath Health and Wellness Center Building location at 1714 Cleneay Avenue on the campus of Xavier University for *McGrath Health and Wellness 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 McGrath Health and Wellness Center Building 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 McGrath Health and Wellness Center Building of Xavier University is protected by an automatic sprinkler system. The schematic for the McGrath Health and Wellness 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 the McGrath Health and Wellness Center Building:

- Solvents and other flammable or combustible chemicals and gases used in the building. This includes, but is not limited to cleaning supplies, disinfecting supplies and oxygen. The Material Safety Data Sheet (MSDS) should be referenced to determine which materials fall into this classification.
- Wood, Styrofoam, and cardboard theater sets. These may be encountered in the warehouse of the building.
- Waste paper, cardboard and other combustible waste.

4. Methods of Handling and Storage

Oxygen is a flammable and combustible material. Three tanks are stored in the McGrath Health and Wellness Center Building. Two are stored in exam room #3 on stable stands. One is stored in the pharmacy in a protective case. All tanks are stored away from electric outlets, electrical equipment and/or heating elements. All tanks are checked monthly for leakage.

Cleaning products, disinfecting solutions, and aerosol cans are stored in areas away from heat and flames. These products are disposed of according to regulations.

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 McGrath Health and Wellness Center Building.

Theater props are kept in a clean orderly manner in the warehouse. Props are stored away from breaker boxes and heat sources. Aisles are cleared for access.

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; e) proper storage of oxygen, liquid nitrogen and helium tanks.

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	McGrath Health Center	General building cleanliness
Nurse Supervisor	McGrath Health Center	Oxygen, disinfecting supplies
Associate Director of Building Services	Alumni Center	Custodial cleaning supplies, waste paper
Theater Technical Director	Gallagher Student Center	Theater sets, props, miscellaneous trash in the warehouse

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

- Flammable and combustible products are stored away from open flames and high heat sources.
- Health and Wellness Center, theater and custodial personnel are responsible for the proper disposal of waste paper and cardboard boxes. Health and Wellness Center, and custodial personnel are responsible for the disposal of cleaning and disinfecting products. All 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 McGrath Health and Wellness Center Building 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