

Xavier Field Office

Fire Prevention Plan

for
Xavier Field Office
1601 Dana Avenue

Xavier University
January 30, 2012

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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 Xavier Field Office location at 1601 Dana Avenue on the campus of Xavier University for *Xavier Field Office 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 Xavier Field Office 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 Xavier Field Office location of Xavier University is protected by an automatic sprinkler system. The schematic for the Xavier Field Office 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 Xavier Field Office:

- Flammable or combustible chemicals used in the building. This includes, but is not limited to cleaning products. The Material Safety Data Sheet (MSDS) should be referenced to determine which materials fall into this classification.
- 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 the Xavier Field Office.

From time-to-time, as construction occurs on campus, parts of the Xavier Field Office may be used for office and storage space by contractors working on the construction project. Any flammable or combustible materials will be stored in appropriate flame resistant cabinets and away from all heat sources. Storage will be of a temporary nature and under direct control of the contractor with appropriate oversight and approval of the building coordinator.

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	Xavier Field Office	General Building Cleanliness
Contractor Designee	Xavier Field Office	Flammable or combustible chemicals
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 will be stored in fire resistant containers and/or storage cabinets that are located away from open flames or high heat sources. Smaller amounts of flammable and combustible products will be stored away from open flames and high heat sources. Any rags containing flammable or combustible chemicals will be stored in special storage cans which are capable of creating a sealed atmosphere.
- Physical Plant personnel are responsible for disposal of materials that are potentially flammable or combustible. These include waste paper, cardboard, etc. Xavier Field Office 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 Xavier Field Office 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