McDonald Library

Fire Prevention Plan
for
McDonald Library
1535 Herald Avenue

Xavier University
November 10, 2006

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Fire Prevention Plan

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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 McDonald Library location at 1535 Herald Avenue on the campus of Xavier University for *McDonald Library* 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 McDonald Library 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:

Name	Phone Number
Cintas Fire Protection	751-8384

2.2   Fire Suppression Systems

There are no fire suppression systems installed in the McDonald Library at the present time.

3.   Major Workplace Fire Hazards

The following is a list of potential workplace fire hazards, which could be encountered in the McDonald Library:

- Waste paper, cardboard and other combustible waste.
- Books, journals, magazines and other printed material.

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 McDonald Library.

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:

Name	Location	Material of Concern
Building Coordinator	McDonald Library	General Building Cleanliness
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:

- Physical Plant personnel are responsible for disposal of materials that are potentially flammable or combustible. These include chemicals, waste paper, cardboard, etc. McDonald Library 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 McDonald Library 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