



# 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 .....	4
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 Sycamore House location at 3818 Winding Way on the campus of Xavier University for *Psychological Services* 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 Sycamore House 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

There are no fire suppression systems installed in Sycamore House at the present time.

### 3. Major Workplace Fire Hazards

The following is a list of potential workplace fire hazards, which could be encountered in Sycamore House:

- Waste paper, cardboard and other combustible waste.

#### 4. Methods of Handling and Storage

Paper products (e.g., waste paper, cardboard and other combustible wastes) are removed and disposed of on a regular basis so that large amounts are not accumulated in Sycamore House.

#### 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	Sycamore House	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. Psychological Services 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 Psychological Services 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