

CITY OF RED BLUFF



FIRE PREVENTION PLAN

June 2022

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Purpose

The purpose of our Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires in accordance with California Code of Regulations, Title 8, 3221.

The City of Red Bluff is committed to minimizing the threat of fire to employees, visitors, and property. Our Emergency Action Plan spells out the procedures for responding to fires. This plan serves to reduce the risk of fires by identifying the following:

- Materials that are potential fire hazards and ensuring their proper handling and storage
- Fire protection equipment and systems used to control fire hazards
- Person(s) responsible for maintaining equipment and systems
- Person(s) responsible for the control and accumulation of flammable or combustible material;
- Good housekeeping procedures to insure the control of accumulated flammable and combustible waste material and residues

Responsibility

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

The Fire Chief is the designated Plan administrator and is responsible for:

- Ensuring the plan is implemented throughout the City
- Maintaining records pertaining to the plan
- Ensuring fire control equipment and systems are properly maintained
- Overseeing the control of fuel source hazards

Management and supervisors are responsible for:

- Implementing the plan elements within their respective departments
- Conducting employee fire safety training
- Notifying the Fire Chief when changes in operation increase the risk of fire.

Employees are responsible for:

- Following the plan requirements
- Completing all required training
- Conduct operations safely to limit the risk of fire
- Report potential fire hazards to their supervisors
- Follow fire emergency procedures

Types of Hazards and Safe Work Practices

The following sections address the major workplace fire hazards at the City of Red Bluff's facilities and the procedures for controlling the hazards.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. To prevent electrical fires:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Check electrical equipment to ensure it is properly grounded.

Portable Heaters

All portable heaters must be approved by the Public Works Director. They must have tip-over protection that automatically shuts off the unit when it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials must be maintained at all times.

Office Fire Hazards

To prevent office fires:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure extension cords are not placed under carpets.
- Ensure trash and paper set aside for recycling is not allowed to accumulate.

Cutting, Welding, and Open Flame Work

The Public Works Director will ensure:

- All necessary hot work permits have been obtained prior to beginning work.
- Cutting and welding are done by authorized personnel in the designated areas with adequate ventilation whenever possible.
- Equipment is regularly inspected and in good condition.
- Employees are wearing the required eye protection and protective clothing as appropriate.
- If welding is conducted in a confined space, the confined space permit and all testing requirements are reviewed and approved.
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Flammable and Combustible Materials

The Fire Chief will regularly evaluate the presence of combustible materials at the City of Red Bluff. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited.

Class A Combustibles

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.

Fire Extinguisher - Multi-purpose dry chemical (ABC)

Class B Combustibles

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Fire Extinguisher - Multi-purpose dry chemical (ABC) and Carbon Dioxide. Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse.

Smoking

Smoking is prohibited in all the City of Red Bluff buildings. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Maintenance

Department Directors will ensure that equipment is maintained according to manufacturers' specifications. Only properly trained individuals shall perform maintenance work. The following equipment is subject to the maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
- Detection systems for smoke, heat, or flame.
- Fire alarm systems.
- Emergency backup systems and the equipment they support.

Training

Employees will receive fire prevention training, specific to their work environment, upon initial assignment, when changes in work process require additional training, and periodic refresher training. Training will include:

- An explanation of the fire hazards of the materials and processes to which the employee is exposed.
- Review the parts of the Fire Prevention Plan which the employee must know to protect them in the event of an emergency.

The written plan will be kept in the workplace and made available for employee review.