FIRE PREVENTION PLAN

A. Introduction

The Fire Prevention Plan is a written document developed and implemented by Harford Community College to ensure protection for faculty, staff and students at Harford Community College. The primary goal of this fire prevention plan is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This plan, along with the Emergency Response Plan, is intended to meet the requirements of the OSHA Standard 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans. A copy of the Emergency Response Plan can be found on the college website http://www.harford.edu/ on the Health and Safety Page and in the Coordinator for Campus Operations Office.

The recognized hazards for Harford Community College are as follows

1. Main Campus Hazards
   The main campus is comprised of 19, administrative, classroom and support buildings that are in compliance with all applicable fire and life safety codes but still ahs common fire hazards. Half of the buildings are serviced with a buried natural gas line system, supplied from a main Baltimore Gas & Electric (BGE) natural gas line on Thomas Run Road, that is a potential fire/explosion hazard.

   Five areas/buildings contain hazardous materials in quantities that pose/could impact the surrounding public and /or environment. These are:

   a. Conowingo Complex:
      - Gasoline and Diesel in a 1500-gallon, aboveground, split storage tank by pump house.
      - Janitorial chemicals in the janitorial storage bay in the Conowingo Building.
      - Building maintenance chemicals in the maintenance bay in the Conowingo Building.

   b. Pump House
      - Diesel fuel in 250-gallon above ground storage tank inside the building in brick containment dike.

   c. Joppa Hall:

- Photography chemicals in photography studio area.
- Painting chemicals in painting studio area and storage shed shared with ceramics.
- Ceramics chemicals in ceramics studio area and storage shed shared with Painting.

d. Aberdeen Hall
   - Science lab chemicals in storage rooms adjacent to science labs. Majority of chemicals are stored on third floor in storage rooms.

Sources of Ignition	Examples	Preventive Measures
Electrical Equipment	Electrical Defects, generally due to poor maintenance, mostly in wiring, motor switches, lamps and hot elements	Use only approved equipment (UL Listed). Follow National Electric Code. Establish regular maintenance
Friction	Hot bearings, misaligned or broken machine parts, poor adjustments	Follow a regular schedule of inspection, maintenance and lubrication.
Open Flames	Cutting and welding torches, gas burners, misuse of Bunsen burners.	Follow established welding or laboratory safety precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles.
Smoking and matches	Dangerous near flammables liquids and in areas where combustibles are stored or used.	Smoke only in permitted areas. Make sure matches are out and use appropriate receptacles.
Hot surfaces	Exposure of combustibles to furnaces, electric lamps, etc.	Provide ample clearances, insulation, and air circulation. Check heating apparatus prior to leaving it unattended.

B. Storage and Handling Procedures

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U.S. DOT specifications and regulations are used for storage of compressed or liquefied gases.

Fuel Source	Storage Handling and Procedures
Ordinary Combustibles	Wooden pallets will not be stacked over 6 feet tall
	Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow fire-fighting efforts to control an existing fire.
Flammable Materials	Shall be stored in rooms with sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentrations in the explosive range.
	Stored away from sources that can produce sparks.
	Shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with local exhaust ventilation.
	The storage areas will include special ventilation, explosion proof fixtures, and the separation of flammable materials from other materials.

C. Fire Response Procedures

1. Precautions

a. Small fires can sometimes be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled.
b. Only trained personnel should use Fire Extinguishers.
c. Never enter a room that is filled with smoke or if the door is hot to the touch.

2. Small Fires-Using a Fire Extinguisher

a. Alert all persons in the area, have someone call Public safety, and grab the nearest fire extinguisher. Most fire extinguishers on campus are ABC type that can be used on wood, paper, liquid, and electrical fires.
    i. While keeping an exit available behind you, bring the extinguisher within six feet of the fire.
    ii. Follow the P-A-S-S procedures to activate the extinguisher.
    P- Pull the pin located in the extinguisher's handle.
    A-Aim the nozzle, horn or hose at the base of the fire.
    S- Squeeze or press the handles together.
    S- Sweep from side to side at the base of the fire until it is out.
    iii. After the fire has been completely extinguished complete and incident report with Public Safety.

3. **Large Fires**
    a. Activate the nearest fire alarm and call Public Safety 2272.
    b. Alert people in the immediate area to begin evacuation. Assist those with disabilities.
    c. Close doors to confine the fire.
    d. Dial 911. Give you name and provide location, telephone number and description of the fire.
    e. Move to the designated assembly area away and upwind from the building.
    f. Complete an incident report.

4. **Clothing on Fire**
    a. Drop to the floor and roll to smother the flames or drench in a safety shower if available.
    b. Obtain medical help by dialing 2272 and 911.

D. Fire Emergency Equipment and Maintenance

1. Fire Extinguishers

All buildings are equipped with ABC fire extinguishers. Fire extinguishers are inspected annually by an outside company and are checked monthly by public safety personnel. Documentation is maintained in the Coordinator for Campus Operations Office.

2. Sprinkler Systems

Sprinkler systems are located in all buildings on campus except the Forest Hill Center. The sprinkler systems are inspected/tested quarterly and the fire hydrants are tested annually.

3. Emergency Lights

Every building on campus has emergency lighting. The following buildings also have emergency generators that help maintain some of the buildings systems during an outage: Aberdeen Hall, Chesapeake Center, Joppa Hall, Library, Conowingo, Student Center and Susquehanna Center.

4. Fire Alarm Systems

A certified company tests the fire alarm systems, including heat and smoke detectors, in every building annually. The Pump house, which services the hydrants and sprinkler systems on campus, is tested weekly.

5. Kitchen Hoods

Hoods are located in the kitchen areas of the Student Center and the Chesapeake Center. These hoods are tested semi-annually and cleaned bi annually, records are kept in the Coordinator for Campus Operations Office.

E. Responsibilities

Equipment	Responsible Department/Personnel
Fire Emergency Equipment	Coordinator for Campus Operations
Electrical Equipment	Electrician/ Facilities Maintenance
Friction	Coordinator for Facilities Maintenance
Open Flames	Coordinator for Facilities Maintenance
Smoking and matches	Campus Public Safety
Hot surfaces	Coordinator for Facilities Maintenance

F. Housekeeping Preventative Measures

The following are housekeeping techniques and procedures to prevent occurrences of fire.

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline of other flammable solvent or finish to clean floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Don't refuel gasoline-powered equipment in a confined space or near air intakes, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline equipment while it is hot.
- Clean up any spill of flammable materials immediately.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment to supervisor.
- Don't overload electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear.
- Don't allow materials to block automatic sprinkler systems, or to be piled around fire extinguisher locations. A minimum of 18 inches of clear space must be maintained below sprinkler heads. If there are no sprinklers, a 3-foot clearance between piled material and the ceiling must be maintained to permit use of hose streams.

G. Training

The college has developed an Emergency Operations Plan on which employees are trained. Fire extinguisher training is offered by the Coordinator for Campus Operations office to employees who are interested.

All employees will review the fire prevention plan and sign a verification of training form. The fire prevention plan is located in the Coordinator for Campus Operations Office and on the Health and Safety webpage.

Verification of Training in the Fire Prevention Plan

Employee Name: _____

Department: _____

I certify that I have received written training, which provided me with a basic understanding of the Harford Community College's Fire Prevention Plan and that I am familiar with the following components of the program.

- This plan, along with the Emergency Response Plan, is intended to meet the requirements of the OSHA Standard 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans.
- Employees are allowed access to the written Fire Prevention Plan and Emergency Response Plan; I have been informed of the location of this information.
- All employees shall receive training in these plans.
- Locations and types of fire hazards on and off campus.
- Storage and Handling Procedures
- Fire Emergency Equipment and Maintenance
- Responsibilities
- Fire Response Procedures
- Housekeeping Preventative Procedures
- Training

Employee signature: _____

Trainer/supervisor signature: _____

Date: _____

NOTE: All employees must print or obtain a copy of this form, complete all items and have the supervisor's signature. **The supervisor will provide the employee with a copy of this form and send copies to the Human Resources Office for inclusion with the Personnel File, and to the Coordinator for Campus Operations office in Conowingo.**