

CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM

TOPIC: FIRE PREVENTION PROGRAM

EFFECTIVE DATE: 05/20/2010

SUPERSEDES: 08/03

SECTION: RCP #4

PURPOSE

The City of Sacramento Fire Prevention Program applies to all City employees and emphasizes fire prevention and safety. This is accomplished by maintaining compliance with applicable fire and life safety codes and standards, and through the establishment of good fire safety work habits. Refer to your facility's emergency action plan for more details on evacuation procedures.

RESPONSIBILITIES

1. Risk Management Division

- a. The Risk Management Division developed the City of Sacramento's Fire Prevention Program and encourages departments to establish good fire safety work practices;
- b. Environmental Health and Safety (EH&S) staff will provide training on the proper use of portable fire extinguishers and fire safety work practices;
- c. EH&S staff will provide expertise and assistance to City departments in the development of specific procedures and evacuation plans and to assist in evacuation drills as needed.

2. Departments

- a. In accordance with API #39 (Illness and Injury Prevention Program), Department Managers will ensure that his or her employees are provided necessary training and maintain training documentation;
- b. Department Managers will enforce City-wide policies and procedures;
- c. Department Managers will investigate and take appropriate action on all reported safety and health complaints.

3. Employees

- a. All employees will familiarize themselves with the policies and procedures related to fire protection and prevention;
- b. All volunteers, staff, visitors, vendors and contractors will abide by the City of Sacramento's Fire Prevention Program;
- c. Employees should report all safety concerns to his or her immediate supervisor. If this is not possible, he or she should notify the EH&S Office at 808-5278.

PROCEDURES AND REQUIREMENTS

I. General Fire Safety Requirements

a. Housekeeping

1. All stairwells (in and under), exits, and passageways to and from exits must be kept free of all obstructions at all times. This includes, but is not limited to furnishings, decorations, combustible or flammable objects;
2. Fire doors must be kept closed at all times unless they are held open by an approved device interconnected to the fire alarm system;
3. Flammable and combustible materials present in work areas should be limited to quantities required for the work to be done that day or should not exceed one gallon (total) except when in safety cans it may be up to two gallons (total). Any amount in excess of one gallon in regular containers or two gallons in safety cans must be placed in an NFPA Code 30 storage cabinet at the end of each work day;
4. Material must not obstruct sprinkler heads or be piled around fire extinguishers, fire alarm pull stations, or sprinkler and standpipe control valves. To obtain proper distribution of water, a minimum of 18 inches of clearance is required below sprinkler deflector;
5. Dispose of all trash as soon as possible in trashcans or dumpsters. Waste materials must never be piled in corridors or stairwells while awaiting removal;
6. Electrical panels must not be blocked. They should have 18 inches of clearance on both sides and 36 inches in front of panel. A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height must be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space must not be less than the width of the equipment. No storage of any materials shall be located within the designated working space.

2. Electrical Appliances

- a. Coffee makers and all other appliances with exposed heating elements should never be left unattended while in operation. They should be unplugged after each use and stored only after they are cool enough to touch. Ensure that such appliances are operated away from combustible materials such as paper, curtains, trash containers, etc.;
- b. Appliances must bear the label of the Underwriters Laboratory, Factory Mutual or other recognized national testing agency, indicating they are approved for safe operation;
- c. Electrical appliances must never be connected to extension cords;
- d. Employees should not modify or try to repair any electrical outlet.

3. Fire Identification, Notification and Emergency Evacuation

a. Identification and Notification

1. If anyone smells or sees smoke or fire, they must immediately activate the alarm to evacuate the building by using the nearest pull station or other means. Even if the fire is known to be small, the alarm must be activated immediately. All building occupants must be familiar with fire alarm pull station locations and/or evacuation procedures in their facility;
2. After the alarm has been sounded and the fire has been reported to the Fire Department, an attempt should be made to extinguish or isolate the fire if it is small (no larger than a small trash can) and if it can be extinguished without risking injury. Portable fire extinguishers are available for use by trained staff;
3. The building manager or designee should tell fire personnel the exact location of the fire and other pertinent information.

b. Evacuation

1. The primary concern in the event of a fire is to evacuate everyone from the building as quickly as possible when the fire alarm sounds. To accomplish this, occupants must be prepared in advance for quick and orderly evacuation. Annual training and drill will be conducted with all personnel to explain, in detail, evacuation procedures. All new employees must be trained when they start work;
2. If time and conditions permit, close all doors and windows (do not lock doors, unless for security purposes). The floor or area manager is responsible for doing this and may place post-it notes on the doors to indicate that the area is all clear per the facility emergency action plan;
3. When on floors above ground level, always use stairways to exit the building (NEVER USE ELEVATORS);
4. Once outside, stay clear of doors, sidewalks and roadways. Immediately report to designated meeting spot to check in with the coordinator (person taking roll call);
5. Do not wander away from meeting area. This may cause confusion and result in firefighters entering a burning building to search for someone who has already evacuated the building;
6. Fire Department personnel or Building Manager will let the building occupants know when it is safe to reenter the facility;

c. Evacuation of Individuals with Disabilities

1. If anyone is unable to make his or her way downstairs, they should obtain assistance from other individuals who are familiar with his or her disability. Preplanning is essential;

2. If no one can assist the employee or occupant down the stairs safely, proceed to the stairwell and inform other evacuees that rescue is needed and to inform the fire department or building manager immediately. Someone should stay in the stairwell with this person. Stairwells are designed to provide protection from smoke and fire. Doors to these areas must be kept closed to afford this protection. Two people should be assigned to persons who are not able to exit the stairwell. One person will stay in the stairwell with the person requiring assistance and the other will report to the coordinator who and where the people are in the stairwell. Employees should not try to assist others in going down the stairs as this may result in serious injury and the endangerment of others. The fire department personnel will assist those requiring assistance if they believe they are unsafe in the stairwell and need to be evacuated;
3. While waiting, the people in the stairwell should position themselves so that their faces are as close to the floor as possible since smoke rises first and most of the available oxygen is near the floor. If smoke becomes too dense to breathe, place clothing or some other heavy cloth over the nose and mouth to filter as much smoke as possible until help arrives. If you enter a stairwell that has been compromised by smoke, you should go to another stairwell. If you are unable to do so, you should go to an office or other safe area that is free of smoke and fire. Seal the room off as much as possible by sealing the area under the door, air vents and any other areas that will allow for the passage of smoke. Contact the Dispatch Department (911) and inform them of where you are located.

d. Portable Fire Extinguishers

1. Portable fire extinguishers are selected and placed based on hazard classification, occupancy and the nature of the materials subject to the fire. Most fire extinguishers at the City of Sacramento are all-purpose ABC extinguishers.
2. Types
 1. Fires are classified according to the nature of the material subject to fire. Fire extinguisher classification corresponds to these groups:

Class A	fires consisting of ordinary combustibles, such as wood, paper, some plastics, and textiles, where a quenching and cooling action of the extinguishing agent is required
Class B	fires consisting of flammable liquid and gas, such as oil, gasoline, paint, acetone, or grease
Class C	fires involving electrical wiring and electrical equipment where dielectric non-conductivity of the extinguishing agent is required
Class D	fires consisting of combustible metals, such as magnesium, potassium, powdered aluminum, zinc, sodium, titanium, zirconium, and lithium, where a material specific extinguishing agent is required

3. Inspections are as follows:

1. Monthly – all fire extinguishers are inspected by department on a monthly basis;
2. Annual – all City fire extinguishers have a set inspection date, which requires that a certified service provider inspect and/or service these extinguishers annually.
4. Fire extinguisher use – if a fire extinguisher is used for any reason, it must be reported to Facilities Management, so it can be replaced with a charged extinguisher. It is recommended to notify the Fire Department after using the fire extinguisher to have them verify the fire is completely extinguished.

4. Holiday Fire Safety Guidelines

- a. These fire safety guidelines must be used when decorating for holidays or special occasions:
 1. All decorations, such as garland, artificial trees, wreaths, tinsel, and streamers must be labeled as “fire-proof,” “fire resistant” or “flame-proof.” All holiday lighting should bear a testing laboratory seal of approval;
 2. Never use lights on metallic trees;
 3. Natural trees, wreaths and greens are prohibited in public buildings;
 4. The use of lit candles is prohibited in all buildings;
 5. Holiday lights must not be left unattended;
 6. Decorations must be arranged in a manner not to obstruct exits, emergency lighting, exit signs, corridors, fire extinguishers, manual pull stations or any other fire equipment;
 7. Straw, hay, corn stalks, dried flowers or bamboo, and other similar combustibles are prohibited as decorations inside facilities;
 8. Helium balloons are prohibited in some facilities, such as the City Hall Complex, because they may trigger the fire alarm system.