

FIRE PREVENTION PLAN



San Luis Obispo County Office of Education
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<https://www.slocoe.org/contact-slocoe/>

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FIRE PREVENTION PLAN

I. PURPOSE

The Fire Prevention Plan’s purpose is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and students are protected.

II. AUTHORITY

California Code of Regulations, Title 8, Section 3221, and Title 19 – Public Safety.

III. RESPONSIBILITY

The names or job titles of those responsible for controlling the accumulation of flammable or combustible waste materials are listed below.

Nelson Payton. Maintenance, Operations, and Transportation Manager

(805) 782-7253, npayton@slocoe.org

All District staff are responsible for fire prevention. The following staff have been identified to facilitate the repair, improvement and mitigation of any fire hazard reported or identified. This includes those items identified in the site inspection list.

Nelson Payton. Maintenance, Operations, and Transportation Manager

(805) 782-7253, npayton@slocoe.org

THE EQUIPMENT VENDOR IS RESPONSIBLE FOR

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| SPRINKLER SYSTEM | ANNUAL | MID COAST FIRE PROTECTION | 805-489-2889 |
| FIRE ALARM SYSTEM | ANNUAL | TECH-TIME COM. / SLOCOE MAINT-MO. | 805-541-5358 / 805-782-7253 (MOT) |
| FIRE EXTINGUISHERS | MONTHLY | SLOCOE MAINTENANCE/CUSTODIAL | 805-782-7253 |
| FIRE EXTINGUISHER | ANNUAL | DEPENDABLE FIRE PROTECTION | 805-461-1550 |
| COMMERCIAL HOOD | ANNUAL & 10YR | MID COAST FIRE PROTECTION | 805-489-2889 |

IV. IDENTIFICATION OF FIRE HAZARDS

The following is a list of potential fire hazards and their associated work areas:

| Location | Fire Hazard |
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| General Classrooms | <ul style="list-style-type: none">Electrical, combustible materials, portable heaters, waste receptacles |

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| Science Labs | <ul style="list-style-type: none"> ● Electrical, combustible materials, flammable and combustible chemicals (solids, liquids, gasses), natural gas Bunsen burner, electrical appliances, waste receptacles |
| Multipurpose Rooms | <ul style="list-style-type: none"> ● Electrical, combustible materials, theatrical props, theatrical lighting, curtains, and combustible sets, waste receptacles |
| Technology Education Shops & District Repair Facilities (automotive, wood, metal, fabrication, agriculture mechanics, culinary arts, etc.) | <ul style="list-style-type: none"> ● Electrical, combustible materials, portable heaters, vehicles, power equipment, propane, welding gasses, high voltage equipment, waste receptacles |
| Kitchens | <ul style="list-style-type: none"> ● Electrical, combustible materials, stove, range, grill, deep fryers, waste receptacles |
| Art classrooms | <ul style="list-style-type: none"> ● Electrical, combustible materials, dryers,, waste receptacles |
| Fuel facilities | <ul style="list-style-type: none"> ● Electrical, combustible materials, waste receptacles, fuel pumps, oil and chemical storage |
| Offices | <ul style="list-style-type: none"> ● Electrical, combustible materials, portable heaters, waste receptacles |
| Site Access | <ul style="list-style-type: none"> ● Fire lanes, fire hydrants, addressing, Knox Box |
| Open spaces | <ul style="list-style-type: none"> ● Combustible vegetation |

V. Housekeeping Practices

The following are the fire prevention practices associated with fire hazards (control of accumulation of flammable, combustible, and waste materials) identified above:

| Fire Hazard | Housekeeping Practices |
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| Electrical outlets, surge protectors, extension cords | <ul style="list-style-type: none"> ● All outlets & switches must have cover plates. ● Extension cords in lieu of permanent wiring are prohibited. ● Extension cords must be protected from damage ● Extension cords and power strips may not be plugged in series. ● Surge protectors should be plugged directly into the wall and be rated for their use (15-amp, 20-amp), they should be UL listed. |
| Combustible and stored materials – paper, plastics | <ul style="list-style-type: none"> ● Combustible materials must be limited in classrooms. They may only cover 50% of the specific wall or ceiling area they are attached to. ● Material stored on top of shelves or cabinets may not be closer than 3 feet to the ceiling and secured so that during an earthquake, it will not fall. ● Cabinets and furniture must not block exit paths. |
| Portable heaters | <ul style="list-style-type: none"> ● Portable heaters are allowed ● Must URL rated and have automatic tilt shut off mechanism built in ● Turn off and unplug when ever you leave your work area |
| Flammable and combustible chemicals (solids, liquids, gasses), | <ul style="list-style-type: none"> ● Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of reach of children. Science chemicals and very hazardous materials must be kept in hazardous materials cabinets. ● In shops permitted to have compressed gas cylinders, the compressed gas cylinders shall be attached with restraints to prevent them from overturning. ● Flammable material will be kept to a minimal amount and stored in a flammable storage cabinet. |
| Waste receptacles | <ul style="list-style-type: none"> ● Outdoor dumpsters must be a minimum of 6 feet from a building unless they have a fire sprinkler above them, they must have lids. ● Trash and recycling receptacles should be routinely emptied. |

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| Power equipment | <ul style="list-style-type: none"> ● Shutdown of equipment must be obvious or clearly marked. ● Equipment must only be used by people who are properly trained in its use. ● Care must be exercised to keep equipment that may have heated up or creates sparks away from combustible and flammable materials. |
| Welding equipment and other hot work tools | <ul style="list-style-type: none"> ● Hot work tools must be kept a safe distance from combustible and flammable material. ● Proper personal protective equipment must be worn. ● A fire extinguisher must be in proximity of the equipment when used. ● Outdoor hot work must only be done when there is no chance of igniting vegetation, shovel, extinguisher or suppression water must be present and adequate clearance is maintained. |
| Fueling facility | <ul style="list-style-type: none"> ● Pumps will be protected from vehicle impact. ● Emergency shut-offs will be clearly marked and accessible. ● Facility will have adequate lighting. ● A spill kit will be located for rapid deployment. ● Vehicles will be shut off when fueling. ● No smoking signs will be posted. ● Elimination of all ignition sources in the proximity of fuel facility will be maintained. ● If dispensing fuel into a container, the container must be approved for that use. Do not fill inside a vehicle. Only fill to 95% to allow for expansion. |
| High voltage machines & appliances | <ul style="list-style-type: none"> ● Only people properly trained in the use of high voltage machines and appliances will be permitted. ● Clear instructions on how to shutdown and other safety messages will be visibly posted. |
| Theatrical curtains, lighting, sets, scenery, props | <ul style="list-style-type: none"> ● Curtains must be flame proof with a State Fire Marshal tag. ● Sets, scenery and props must be fire resistant and comply with NFPA 101. ● The use of pyrotechnics is prohibited. ● No open flame or any source of ignition is allowed. ● Stage lighting must be protected from becoming an ignition source. |
| Fire Sprinklers | <ul style="list-style-type: none"> ● Suspending or hanging decorative items from fire sprinkler pipes is not allowed. ● Materials stored on top of shelves or cabinets may not be closer than 18" to fire sprinkler heads. |

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| Utility rooms | <ul style="list-style-type: none"> Do not store combustible materials in a utility room that has ignition sources: electrical panel, water heaters, other ignition sources. The area in front of the electrical panel must be kept clear. |
| Fire Extinguishers | <ul style="list-style-type: none"> Fire extinguishers shall be mounted in plain view and not blocked or hidden. |
| Fire lanes, fire hydrants, addressing, Knox Box | <ul style="list-style-type: none"> Fire lanes, hydrants shall not be blocked by vehicles or other barriers. Red curb and “Fire Lane No Parking” will be maintained. The Address will be clearly visible from the road. All facilities will have a Fire Department Knox Box installed with a current set of access keys located inside. (Contact the local fire department to assist.) |
| Fire Drills | <ul style="list-style-type: none"> Fire drills will be held monthly for primary schools and twice a year for secondary schools. Fire drills will demonstrate that all students can evacuate to an outside classroom and bus to the meeting spot(s). A fire drill may be scheduled and announced in advance so that students and staff can dress appropriately and to reduce stress. The element of surprise is not important to practicing the school fire drill. |
| Combustible Vegetation | <ul style="list-style-type: none"> Remove and maintain vegetation that could spread fire to buildings and facilities each year prior to it drying out. Provide a minimum of 100 feet of “defensible space.” |

VI. GENERAL SAFE CODE OF WORK PRACTICES

General Safe Code Work Practices

- Every building or portion of a building shall be maintained in a neat, orderly manner, free from any condition that would create a fire or life hazard or a condition, which would add to or contribute to the rapid spread of fire.
- Sources of actual or potential heat, such as hot plates or electric coffee pots, shall not be placed near flammable materials.
- Portable space heaters, candles, other open flames or ignition sources are prohibited.
- There shall be no smoking or open flame during any public assembly. “No Smoking” signs shall be posted in a conspicuous place inside the building.

- Except when the enforcing agency permits, boiler rooms, mechanical rooms, transformers, switchgear vaults, and electrical panel rooms shall not be used for storage.
- No dry vegetation shall be permitted within 20 feet of any building or occupancy.
- Approved self-closing metal containers shall be provided and maintained in all rooms or locations where oily rags, oil waste, paint rags, or similar materials subject to spontaneous ignition are used or are stored temporarily. Such containers shall be emptied daily.
- Fire appliances such as fire extinguishers, fire hoses, fire alarms, and similar devices shall be maintained and in working order at all times.
- Exit doors shall not be locked, bolted, fastened, or otherwise obstructed, which would keep them from being opened from the inside without special use or knowledge.
- Exit corridors and doors shall not be blocked in any way at any time.
- Aisles shall be at least 3' wide when served for only one side and not less than 3'6" when served from both sides. Aisle widths increase with increased distance.
- Storage of flammable and combustible liquids shall follow the California Fire Code, Chapter 34.
- All decorative materials such as curtains, drapes, hangings, Christmas trees, or combustible decorative material shall be flame retardant. In addition, no such material shall block or conceal any exit door, exit lights, fire alarm, hose cabinet, or fire extinguisher, including cardboard canvas, plastic partitions, or walls sometimes used for a haunted house or a similar event. A maximum of 100 square feet of decorative material is allowed per wall. More than 100 square feet requires flame retardant/treated material.
- Classroom decorations or displays must conform to these regulations and follow these surface coverage guidelines. In addition, up to 25% of the wall surface may be covered with non-treated materials.
- Artificial trees shall be marked U.L. flame retardant.
- A plan showing travel paths to evacuate the room in case of emergency and including an alternate route should be posted in a conspicuous place in each classroom or assembly area.

Safe Code of Practices for Extension Cords and Power Taps

- **Extension Cord:** An extension cord is a flexible cord with one male end and one female end that does not provide overcurrent protection.
- **Power Tap:** A device that is U.L. listed and approved that has a male connector on one end of the cord and a housing containing built-in overcurrent protection and one or more receptacles on the other. There shall be no modifications of the manufactured devices.
- **Single Outlet:** A single outlet is an extension cord that only provides electricity for one appliance.
- **Multiple Outlet:** A multiple outlet cord is an extension cord that provides electricity for multiple appliances.

If it is necessary to use **Single Outlet extension cords***, they shall meet the following requirements:

- Each extension cord shall be plugged directly into an approved receptacle or an approved power tap
- No longer than eight (8) feet
- No smaller than 16-gauge wire
- Shall serve only ONE appliance or fixture
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture
- The extension cord is maintained in good condition
- It must have a ground wire

If it is necessary to use **Multiple Outlet extension cords***, they shall meet the following requirements:

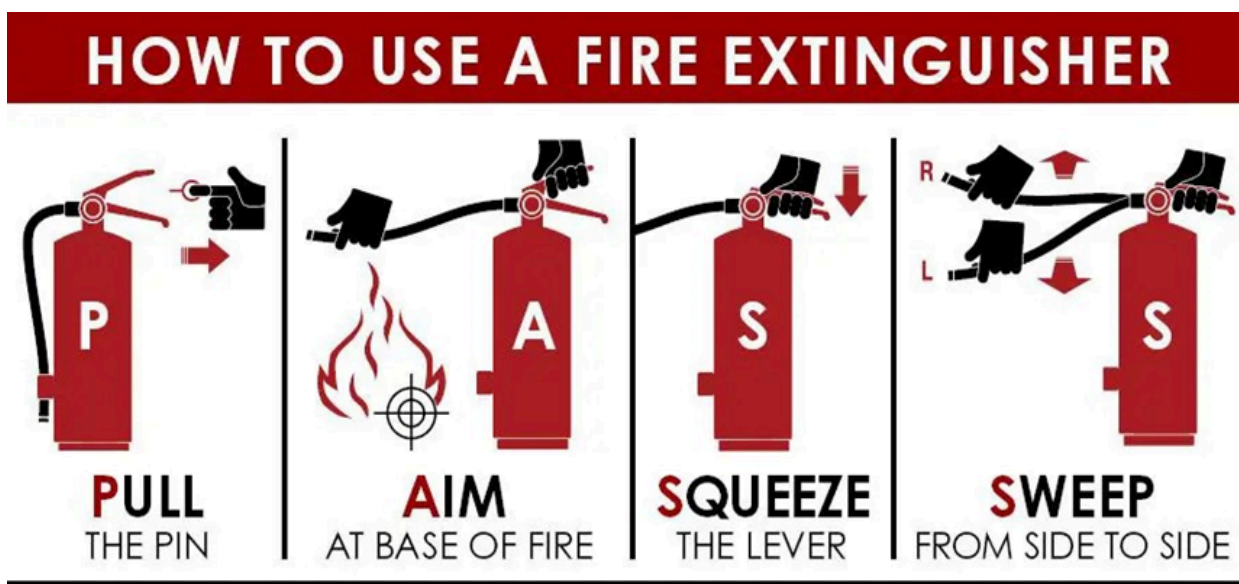
- Must have a built-in circuit breaker or fuse at the receptacle end
- Must be Underwriter Laboratories Listed (U.L.)
- Must be grounded
- Maximum amperage that shall pass through extension cord wiring shall not exceed seven amps for 16-gauge wire and 15 amps for 14-gauge wire (*If higher amperes are required, a circuit breaker may not be able to handle the load*)
- If the extension cord crosses a traffic area, a traffic pad shall be used
- No multi-plug adaptor will be used to change a single outlet to a multiple outlet cord, except as listed above
- Must be maintained in good condition without cuts, splices, deterioration, or damage
- Shall be plugged directly into an approved receptacle

***Extension cords are not to be used as a substitute for permanent wiring.**

VII. FIRE CONTROL MEASURES

| Location | Fire Hazard |
|---------------------------|--|
| Fire Extinguishers | <ul style="list-style-type: none"> ● Fire extinguishers will be located so they are readily accessible, and properly mounted on the wall (preferably near exits). They may be located within a classroom or nearby in common areas. ● Fire extinguishers will be in labs, computer rooms and generator rooms and where required by fire code official a 2-A:20-B:C. type extinguisher is required. ● Commercial kitchens hoods will have an automatic hood suppression system. ● Fuel dispensing stations have a minimum rating of 2-A:20-B:C fire extinguisher not more than 75 feet from pumps, dispensers or storage tank fill-pipe openings. ● Employees should be trained in the proper use of fire extinguishers using the PASS method. |
| Automatic Fire Sprinklers | <ul style="list-style-type: none"> ● Automatic fire sprinklers provide the best protection from fire and if a single or multiple sprinkler heads activate, they should be allowed to operate until fire is fully suppressed before turning off the sprinkler water supply. |
| Fire Alarm | <ul style="list-style-type: none"> ● Fire alarms should be audible throughout the facility buildings. ● The phone number of the alarm contractor will be posted on the alarm panel. ● Any report of a fire at a site, immediately sound the fire alarm. |
| Knox Box | <ul style="list-style-type: none"> ● Facilities will have a Fire Department Knox Box installed with a current set of access keys located inside. (Contact the local fire department to assist.) |

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| Fire Lanes, Hydrants, Fire Department Connection | <ul style="list-style-type: none"> No vehicles will be permitted to park in fire lanes or within 15 feet of a hydrant or fire department connection. |
| Exit Signs | <ul style="list-style-type: none"> Exit signs will be visible from any point in a building and where needed arrows will indicate the exit path. Exit signs are not required in rooms or areas that require only one exit or when the exterior exit doors or gates are obvious and clearly identifiable. Exit signs will be internally or externally lit with back-up power illumination. |
| Emergency Lighting | <ul style="list-style-type: none"> Where required, emergency lighting will be adequate to provide enough light that someone with normal vision will be able to evacuate along the exit route. |
| Fuel Fire or Spill Emergency | <ul style="list-style-type: none"> Fuel emergency shutoff should be activated if a fuel fire or spill is occurring. A spill kit should be utilized if a fuel spill has occurred, and it is safe to do so. |
| Utility Shut Off | <ul style="list-style-type: none"> Utilities should be shut off or assistance provided for the fire department in identifying the location so they can shut off, should it assist in the control of a fire or to protect people from a hazard. |
| Vegetation/Wildland Fire | <ul style="list-style-type: none"> If fire is spreading toward a facility with no time to evacuate, shelter-in-place, close windows and door, shut off fresh air intake on HVAC system. |



VIII. Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

| <u>Fire Control Measures</u> | <u>Contact</u> | <u>Inspection Frequency</u> | <u>Service Firm</u> |
|------------------------------|----------------|-----------------------------|----------------------------------|
| SPRINKLER SYSTEM | 805-489-2889 | ANNUAL | MID COAST FIRE PROTECTION |
| FIRE ALARM SYSTEM | 805-541-5358 | ANNUAL | TECH-TIME COMM./SLOCOE MAINT-MO. |
| FIRE EXTINGUISHERS | 805-782-7253 | MONTHLY | SLOCOE MAINTENANCE/CUSTODIAL |
| FIRE EXTINGUISHER | 805-461-1550 | ANNUAL | DEPENDABLE FIRE PROTECTION |
| COMMERCIAL HOOD | 805-489-2889 | ANNUAL AND 10YR | MID COAST FIRE PROTECTION |

IX. ALARM SYSTEMS

The following fire alarm systems have been installed and tested at the frequency indicated and should trigger the response listed:

| <u>Alarm System Test</u> | <u>Frequency</u> | <u>Response</u> |
|--------------------------|-------------------------------|---------------------------|
| TECH TIME | WEEKLY (TROUBLE) AND ANNUALLY | SEE EMERGENCY ACTION PLAN |

X. ACTION PLAN

Employee Response to Fire Emergencies

Employees' response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

XI. TRAINING

Employees shall be apprised of the fire hazards of the materials and processes that they may be exposed to in the District. Upon initial assignment, employees should be made aware of those parts of this fire prevention plan that they must know to protect them in an emergency. This program is located on the SLOCOE Website under [Health Management and Safety Committee](#) and is available for review upon request from The Safety Coordinator located in the MOT Operations building at 3420 Watson Dr, San Luis Obispo, CA 93405.

Employees will receive job-specific training related to fire-prevention with documentation of training attendance. Fire action response is available in School Site Safety Plans. Fire action response training occurs on sites as part of the SLOCOE comprehensive school safety plans in accordance with Education Code 32280 and when in alignment with Illness and Injury Prevention Plan requirements per CCR Title 8, section 3203.