

Palm Beach State College
Florida's First Public Community College



FIRE PREVENTION PLAN

Emergency Contact Information

Site Organization/Personnel	Telephone Number
Boca Raton Campus Security	(561) 862-4600 (X54600)
Belle Glade Campus Security	(561) 993-1120 (X31120)
Lake Worth Campus Security	(561) 868-3600 (X13600)
Palm Beach Gardens Campus Security	(561) 207-5600 (X25600)
Chief Fire Official/Claude Edwards	(561) 868-3655 (X13655)
External First Responders	911

**PALM BEACH STATE COLLEGE
FIRE PREVENTION PLAN**

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1.0 Purpose and Scope

For work locations with more than 10 employees, OSHA standards (Title 29 Code of Federal Regulations, Section 1910.39, abbreviated 29 CFR 1910.39) require employers to have a written Fire Prevention Plan in the workplace available to employees for review. The Fire Prevention Plan works in concert with other plans and procedures, including those for emergency reporting and emergency response. The fire emergency reporting and evacuation procedures that are to be followed at each Palm Beach State College campus are described in the Palm Beach State College Emergency Operations Plan, which also constitutes the Emergency Action Plan required by OSHA pursuant to 29 CFR 1910.38. These procedures are summarized in Appendix A. In general, upon discovery of a fire, the employee or student is to immediately sound warning, report it and evacuate the area. The employee shall not attempt to fight the fire unless it is an imminent threat to his/her personal safety.

This document presents the Palm Beach State College Fire Prevention Plan which addresses the following elements as required by the OSHA standard:

- Plan Implementation Responsibilities
 - Names or job titles of those personnel responsible for maintaining equipment to prevent or control sources of ignition or fires
 - Names or job titles of those personnel responsible for control of fuel source hazards
- Maintenance and Housekeeping Procedures
 - Procedures to control accumulations of flammable or combustible waste materials
 - Proper handling and storage procedures for hazardous materials
 - Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials
- Information for Employees
- A list of all typical major workplace fire hazards
- Potential ignition sources (such as welding, smoking and others) and their control
- The type of fire protection equipment or systems necessary for each major hazard

2.0 Plan Implementation Responsibilities

2.1 Responsibilities for Inspection and Maintenance of Fire Prevention/ Detection/Suppression/Control Equipment

This section provides the typical job titles of those personnel responsible for inspection and maintenance of equipment and systems installed to prevent or control sources of ignition or fires:

- The Facilities Manager is responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires, including the following facilities-related equipment:

- Fire detection systems (inspection and maintenance in accordance with National Fire Protection Association (NFPA) Standard 72, *National Fire Alarm Code*)
- Fire alarms (inspection, testing and maintenance in accordance with NFPA 72 and NFPA Standard 25, *Inspection, Testing and Maintenance of Water-Based Fire Protection Systems*)
- Building fire suppression systems – fire suppression facilities (e.g., pump houses), sprinklers and hoses (inspection and maintenance).
- Maintenance activities, including preventative maintenance (PMs), are to be specified, documented and verified in the Facilities Department’s maintenance management system.
- In building areas where spray painting is occurring, the Facilities Maintenance personnel or the Facilities Project Manager are responsible for preventing paint overspray from inhibiting fire sprinkler head operation.
- The Security Department is responsible for inspection of portable fire extinguishers in accordance with NFPA 10, *Standard for Portable Fire Extinguishers*.

2.2 Fire Detection/Suppression Equipment Outages

When necessary, e.g., due to outages or maintenance of fire detection or suppression equipment, fire watches may be established to assure fire preventative measures are maintained.

2.3 Responsibilities and Procedures for the Control of Fuel Source Hazards and Fire-Producing Equipment

2.3.1 Facility Maintenance Operations

Facilities Maintenance supervision is responsible for controlling fuel source hazards and equipment that may produce heat, sparks or other actions that may ignite flammable or combustible materials as a result of maintenance activities. The following NFPA Standards are observed in controlling ignition sources as a part of daily operations:

- NFPA Standard 1, *Uniform Fire Code*
- NFPA Standard 30, *Flammable and Liquid Code*
- NFPA Standard 45, *Standard for Fire Protection for Laboratories Using Chemicals*
- NFPA Standard 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*
- NFPA Standard 101, *Life Safety Code*

2.3.2 Cafeteria Operations

The food service vendor is responsible for controlling fuel source hazards and equipment that may produce heat, sparks or other actions that may ignite flammable or combustible materials as a result of food preparation and service activities.

2.3.3 General Office Operations

The individual organizational manager/supervisor for Palm Beach State College faculty and staff is responsible for ensuring that their direct reports are utilizing approved electrical appliances, electric cords, power bars and electronic equipment in the manner prescribed and are not using any equipment in a manner that may produce heat, sparks or other actions that may ignite flammable or combustible materials as a result of their activities.

3.0 Maintenance and Housekeeping Procedures

3.1 General Procedures

All College employees shall work under the “clean as you go” philosophy to prevent the accumulation of flammable and combustible waste materials and residues that might contribute to a fire emergency. Good common sense and good operating practices also apply.

General procedures and good operating practices include, as applicable:

- Keeping only an operational supply of flammable and combustible paints and solvents, not to exceed one day's use in the work area(s), and returning them to the point of issue or flammable storage cabinets at the end of the shift.
- Storing these materials in appropriate containers and marked as to their contents in accordance with Hazard Communication Program requirements. The containers should be staged remotely from other operations and be tightly closed when not in use.
- Upon completion of painting operations, collecting all waste solvents, wiping waste, used masking tape and waste paper and properly disposing of them in accordance with campus procedures. Until properly disposed of, waste should be kept in covered metal containers.
- Collecting all wastes generated by daily activities, segregating them as necessary and placing them into appropriately designated collection containers. Care must be taken to ensure that flammable wastes are never mixed with reactive wastes.

3.2 Controlling Accumulations of Combustible and Flammable Materials

All combustible and flammable materials shall be stored only in appropriate containers in appropriately marked locations or in flammable liquid lockers. Container grounding and bonding is required for proper storage and dispensing these materials and shall be implemented where appropriate. The action of transferring flammable liquids from one container to another can produce static electrical sparks that could ignite the liquid. The method to prevent this static potential is to bond the containers together before pouring. Flammable liquid lockers and large dispensing containers, such as drums or tanks, must be connected to a facility electrical ground. All bonding and grounding connections must be metal to metal. All dirt, paint, rust, or corrosion must be removed from the points of contact before the connections are made. Liquids shall be transferred only into undamaged containers.

3.3 Storage and Handling of Hazardous Materials

Hazardous materials shall be stored and handled in accordance with the guidance contained in their associated Material Safety Data Sheets.

3.4 Regular Maintenance

Regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials shall be conducted by the Facilities Department in accordance with equipment's established PM schedule and protocol.

3.5 Smoking

In accordance with Palm Beach State College Board Policy 6Hx-18-1.28, smoking is not permitted in any College building. Smoking is permitted only in the parking lot(s) and in designated smoking areas established by the Provost and Facilities. Failure to adhere to the policy may result in disciplinary action.

3.6 Household Electrical Appliances

Household electrical appliances, e.g., refrigerators, microwave ovens, coffee pots, toasters and small electric fans, are allowed on the campuses of Palm Beach State College subject to the provisions in the Palm Beach State College Household Electrical Appliance Procedure (see Appendix B). Appliances that are specifically not allowed include space heaters, immersion heaters, coffee cup warmers, hot plates, box fans in buildings that are air-conditioned and any electrical household-type electrical appliance not acceptable to authorized Facilities personnel. Allowed appliances that are not operated in accordance with the Procedure or that present a hazard or that adversely affect the operation of the building or other equipment may be directed to be removed by authorized Facilities personnel.

3.7 Electrical Cords and Power Strips

If utilized improperly, electrical cords and power strips can produce electrical shock or heat and sparks that may ignite flammable or combustible materials in their vicinity. Overloading electrical outlets, using multi-plug adapters, running extension cords through ceilings, walls, floors, doorways or windows, "daisy-chaining" of electrical cords and power strips (i.e., the practice of plugging one cord or power strip into another) and placement of electrical cords over open filing cabinet drawers or furniture with sharp edges are examples of improper usage and are prohibited.

3.8 Non-Ionizing Radiation Sources

Where lasers are present at a campus, procedures for their operation and maintenance shall be developed to establish controls to prevent both personnel exposure and ignition of combustible and flammable materials.

3.9 Control of Communication Devices

Use of communication devices, such as two-way radios and cellular phones, is prohibited within 50 feet of any automotive fuel storage or dispensing areas, where present at a campus.

3.10 Hot Work Permits

Hot work permits must be obtained from the Facilities Department, e.g., Planning & Construction, for use of heating or spark-producing equipment, such as a roofing tar heater or a welding torch.

3.11 Tent and Event Inspections

Tents and facilities set up for special events on any campus must be inspected by the Chief Fire Official for compliance with Life Safety Code requirements prior to their operation. The event coordinator is responsible for contacting the Chief Fire Official to schedule the inspection.

3.12 Control of Vehicular Traffic

Vehicular traffic must be controlled in areas where traffic can introduce an ignition source.

4.0 Information for Employees

Each campus shall utilize the Hazard Communication Program to apprise its employees of the fire hazards of the materials and processes to which they are exposed. This shall occur prior to working with or potentially being exposed to combustible or flammable materials upon initial assignment to any job involving them. During such training, the employee will be provided with a copy of this Fire Prevention Plan for review or advised on how to access it online.

5.0 Fire Prevention Analyses by Typical Facility or Work Area

This section lists all typical major workplace fire hazards, their potential ignition sources (such as welding) and their control and the type of fire protection equipment or systems that can control a fire involving each major fire hazard.

Fire Prevention Analyses by Typical Facility or Process Area

Area/Flammable or Combustible Commodity	Fire Hazard Risk ¹	Potential Ignition Source(s)	Fire Detection Device(s)	Fire Suppression System(s)
Office Area <ul style="list-style-type: none"> • Paper • Carpet 	A	<ul style="list-style-type: none"> • Unauthorized Electrical Appliances² • “Daisy-Chaining” of Power Strips or Electrical Cords² 	<ul style="list-style-type: none"> • Smoke Detectors • Water Flow Alarms • Sprinkler Heads 	<ul style="list-style-type: none"> • Wet Sprinkler System • Fire Extinguisher(s)
Chemistry/Biology Laboratory <ul style="list-style-type: none"> • Minor quantities of flammable/combustible chemicals 	A	See Office Area	<ul style="list-style-type: none"> • Smoke Detectors • Water Flow Alarms • Sprinkler Heads 	<ul style="list-style-type: none"> • Wet Sprinkler System • Fire Extinguisher(s)
Computer Room <ul style="list-style-type: none"> • Paper • Carpet 	A	See Office Area	Smoke Detectors	<ul style="list-style-type: none"> • FM-200 Fire Suppression System • Fire Extinguisher(s)
Library <ul style="list-style-type: none"> • Paper • Carpet 	A	See Office Area	Smoke Detectors	Fire extinguisher(s)
Warehouse <ul style="list-style-type: none"> • Cardboard, wood, packing materials 	A	<ul style="list-style-type: none"> • Industrial Trucks • See Office Area 	<ul style="list-style-type: none"> • Smoke Detectors • Water Flow Alarms 	<ul style="list-style-type: none"> • Wet Sprinkler System • Fire Extinguisher(s)
Shipping & Receiving <ul style="list-style-type: none"> • Cardboard, wood, packing materials 	A	<ul style="list-style-type: none"> • Industrial Trucks • See Office Area 	<ul style="list-style-type: none"> • Smoke Detectors • Water Flow Alarms 	<ul style="list-style-type: none"> • Wet Sprinkler System • Fire Extinguisher(s)

1. Fire Hazard Risk: A = Minimal, B = Moderate, C = Extreme
2. This Potential Ignition Source may be present in every facility or process area.

Fire Prevention Analyses by Typical Facility or Process Area (Continued)

Area/Flammable or Combustible Commodity	Fire Hazard Risk¹	Potential Ignition Source(s)	Fire Detection Device(s)	Fire Suppression System(s)
Print Shop <ul style="list-style-type: none"> Paper, cardboard boxes Minor quantities of flammable/combustible liquids 	A	<ul style="list-style-type: none"> Reproduction Equipment See Office Area 	Smoke Detectors	<ul style="list-style-type: none"> Wet Sprinkler System Fire Extinguisher(s)
Carpentry Shop <ul style="list-style-type: none"> Cardboard, wood, packing materials Minor quantities of flammable/combustible liquids 	A	<ul style="list-style-type: none"> Shop Machinery See Office Area 	<ul style="list-style-type: none"> Smoke Detectors Water Flow Alarms Sprinkler Heads 	<ul style="list-style-type: none"> Wet Sprinkler System Fire Extinguisher(s)
Electrical Shop <ul style="list-style-type: none"> Minor quantities of flammable/combustible liquids 	A	<ul style="list-style-type: none"> Shop Machinery See Office Area 	Smoke Detectors	<ul style="list-style-type: none"> Wet Sprinkler System Fire Extinguisher(s)
Machine Shop/Metal Shop <ul style="list-style-type: none"> Cutting oils and lubricants Minor quantities of flammable/combustible liquids 	A	<ul style="list-style-type: none"> Shop Machinery Portable Hand Tools See Office Area 	Smoke Detectors	<ul style="list-style-type: none"> Wet Sprinkler System Fire Extinguisher(s)
Paint Shop <ul style="list-style-type: none"> Minor quantities of flammable/combustible paints and solvents 	A	<ul style="list-style-type: none"> Industrial Trucks See Office Area 	<ul style="list-style-type: none"> Smoke Detectors Heat Detectors 	<ul style="list-style-type: none"> Wet Sprinkler System Fire Extinguisher(s)

1. Fire Hazard Risk: A = Minimal, B = Moderate, C = Extreme

Fire Prevention Analyses by Typical Facility or Process Area (Continued)

Area/Flammable or Combustible Commodity	Fire Hazard Risk¹	Potential Ignition Source(s)	Fire Detection Device(s)	Fire Suppression System(s)
Welding Shop <ul style="list-style-type: none"> • Minor quantities of flammable/combustible liquids • Compressed flammable/combustible gases 	A	<ul style="list-style-type: none"> • Welding Equipment • Portable Hand Tools • See Office Area 	Heat Detectors	<ul style="list-style-type: none"> • Wet Sprinkler System • Fire Extinguisher(s)
Vehicle Parking Areas <ul style="list-style-type: none"> • Fuel in vehicles 	A	Vehicles with Internal Combustion Engines	Visual Sighting	Fire extinguisher(s)
Flammable Bulk Storage/Fuel Dispensing Areas	A	Vehicles with Internal Combustion Engines	Visual Sighting	Fire extinguisher(s)
Hazardous Waste/Hazardous Material Storage <ul style="list-style-type: none"> • Minor quantities of flammable/combustible paints, solvents and wastes 	A	Vehicles with Internal Combustion Engines	Visual Sighting	Fire extinguisher(s)
Ammunition Storage	A	None Recognized	Smoke Detectors	FM-200 Fire Suppression System
Cafeteria/Kitchen <ul style="list-style-type: none"> • Grease • Cooking Oils 	A	<ul style="list-style-type: none"> • Ovens/Ranges • Electrical Appliances • See Office Area 	<ul style="list-style-type: none"> • Smoke Detectors • Water Flow Alarms 	<ul style="list-style-type: none"> • Ansul/UL 3000 Fire Suppression System • Type K Fire Extinguisher

1. Fire Hazard Risk: A = Minimal, B = Moderate, C = Extreme

6.0 References

NFPA 1	Uniform Fire Code
NFPA 10	Portable Fire Extinguishers
NFPA 25	Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
NFPA 30	Flammable & Combustible Liquid Code
NFPA 33	Spray Applications Using Flammable or Combustible Materials
NFPA 45	Standard for Fire Protection for Laboratories Using Chemicals
NFPA 51B	Fire Prevention During Welding, Cutting and Other Hot Work
NFPA 72	National Fire Alarm Code
NFPA 101	Life Safety Code
29 CFR 1910.39	Fire Prevention Plans

APPENDIX A EMERGENCY REPORTING, EVACUATION ROUTES AND PROCEDURES

Reporting Fires

Fire or Other
Emergency Situation
or Condition Is
Discovered



Discoverer:

- Sound warning in the area by shouting the cause for the emergency, such as “fire”, or pulling a manual pull-station if alarm has not sounded.
 - Call or direct someone to report the emergency to Security by dialing the appropriate emergency number and/or 911.
 - Provide Security or the 911 dispatcher with the following information:
 - Your name
 - The nature and location of the emergency (i.e., address, building, floor, department, area, etc.)
 - Number of people involved, injuries or life-threatening hazards
 - Any hazardous material present that may exacerbate the emergency conditions
- Note: Stay on the telephone until released by the dispatcher
- Do not attempt to fight the fire unless it is an imminent threat to your personal safety.
 - Immediately evacuate the area.

Typical Emergency Evacuation

Emergency Sequence	Emergency Actions
<p>Fire Alarm Sounds or Emergency Evacuation is Directed</p> <p>Note: When evacuation is initiated, it shall be total and complete.</p>	<p>Without compromising personal safety, shutoff machinery/equipment. Close area door.</p> <p>Evacuate facility or process area using marked exits. Note: Use alternate evacuation routes in the event fire, smoke, obstruction or other conditions indicate unsafe situations.</p> <p>Report to the designated Safe Assembly Area.</p>
<p>Emergency Situation Evaluation</p>	<p>Remain in the Safe Assembly Area, regardless of alarm cessation, until all personnel are accounted for, and the "return to work" order or other instruction is given. Note: Be on the lookout for responding emergency vehicles.</p>
<p>Post-Emergency/Recovery</p>	<p>Follow the instructions issued by the Emergency Management Team Leader. Instructions may include:</p> <ul style="list-style-type: none"> • Returning to the building or another building or leaving the campus in an orderly fashion.

APPENDIX B
PALM BEACH STATE COLLEGE
HOUSEHOLD ELECTRICAL APPLIANCE PROCEDURE

In order to comply with applicable provisions of the National Electric Code and State Requirements for Educational Facilities and to promote overall fire safety, household electrical appliances, e.g., refrigerators, microwave ovens, coffee pots, toasters and small electric fans, are allowed on the campuses of Palm Beach State College subject to the following conditions:

1. In accordance with Florida Statutes, the use of College funds to purchase household electrical appliances for the personal convenience of staff is prohibited.
2. Household electrical appliances shall not:
 - Adversely affect the electrical loading, quality or stability of the circuits on which they are located.
 - Adversely affect the operation of other equipment on the circuit.
 - Pose a threat to personnel safety or fire/electrical safety.
 If authorized Facilities personnel determine that any of these is occurring, the appliance may be subject to removal.
3. All such appliances must be certified or labeled by an accredited testing organization, e.g., Underwriters Laboratory or Factory Mutual (i.e., "UL-Listed" or "Factory Mutual-Approved").
4. All such appliances should be located only in areas that are suitable for their use, i.e., kitchens, break areas and other areas that are designed or established to accommodate them.
5. Appliances are allowed only in offices that have adequate space and a fire suppression system. Exceptions to this may be approved by the campus Facilities Manager on a case-by-case basis.
6. All appliances must have an electrical cord with a proper grounding prong or polarized plug.
7. All appliances must be connected directly to a wall or floor outlet. The use of power strips or extension cords to connect them to an outlet is prohibited.
8. The appliance owner shall be responsible for its maintenance, replacement and relocation as necessary, as well as its sanitation and cleanliness. Items determined by authorized Facilities personnel to be improperly maintained or in an unsanitary condition may be subject to removal.
9. Microwave and toaster ovens and toasters shall not be operated unattended.
10. Except for refrigerators, appliances should be turned off when not in use.
11. Toasters, toaster ovens and full-size refrigerators are NOT allowed in offices, only in kitchens or designated break areas. The following appliances are NOT allowed at Palm Beach State College:
 - Space heaters
 - Immersion heaters
 - Coffee cup warmers
 - Hot plates
 - Box fans in buildings that are air-conditioned
 - Any other household-type electrical appliance not acceptable to authorized Facilities personnel.

12. Particular care must be exercised where appliances are located in areas protected by smoke detectors to ensure that unnecessary fire alarms are not triggered by their operation. If determined by authorized Facilities personnel to have been caused by operation of an appliance, an unnecessary fire alarm or circuit trip may be grounds for its removal.
13. Failure to observe these requirements for any appliance may result in a requirement by authorized Facilities personnel for its immediate removal. The Chief Fire Official shall be the final authority for any appeal of a removal request.