



FIRE PREVENTION PLAN

OSBT SP-011-00

EMPLOYEE EDUCATION 2019

FIRE PREVENTION PLAN

- The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's standard on fire prevention.
- It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards





FIRE PREVENTION PLAN

- OSBT will evacuate to the West corner of the parking lot, near the entrance.
- Do not return to the building until the Fire Department and your assigned HSSE Safety Warden/Manager give the “All Clear”.
 - Emergency Numbers:
 - Police/Fire Department (Emergency) – 911
 - Police Department (Non-Emergency) – 713.222.3131
 - Fire Department (Non-Emergency) –713.222.3434
 - OSBT Facilities Management, 832.782.6103
 - HSSE Team Lead 281.902.3419

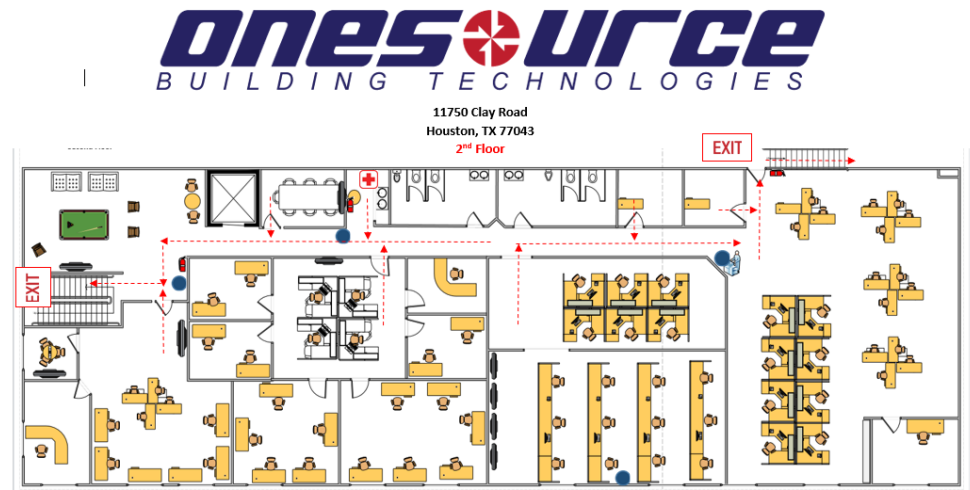
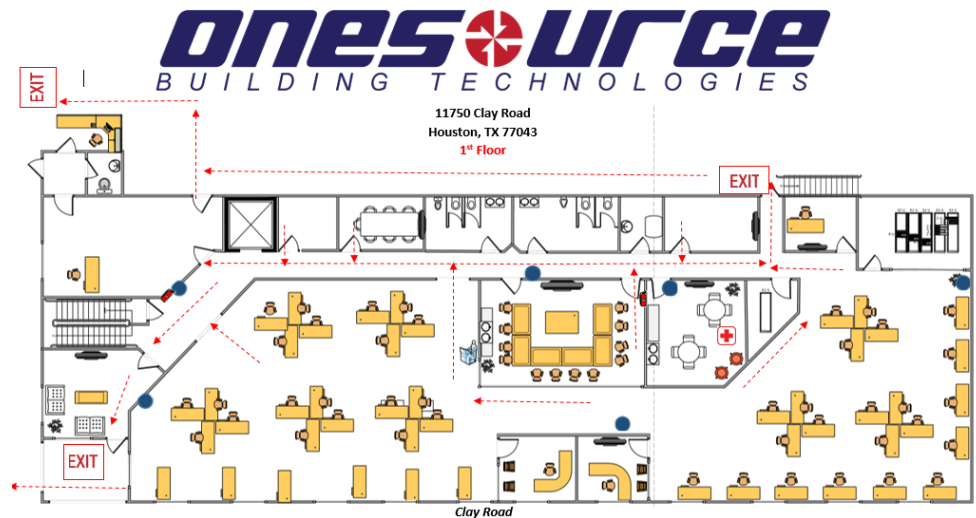
FIRE PREVENTION PLAN

If you smell smoke or see fire:

- Call 911 and give the name and address of the property and location of the fire.
 - Know where the fire extinguishers, stairwells, and exits are located.
 - Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
 - Never attempt to put out any sort of electrical fire with water.
 - Only A Dry Chemical or CO2 fire extinguisher should be used on electrical fires.
 - Do not attempt to fight a spreading fire.
 - Focus your efforts on evacuation and helping others evacuate

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- Know your building and evacuation routes.
 - You should be able to find them in the dark.
- If you cannot exit, seal off the cracks around your office doors, go to a window and signal for help.
- If there is smoke stay low.
 - Crawl on the ground and take short breaths until you reach an exit or stairwell.
- If the exit door feels cool, proceed to evacuate.



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Information to be given to the Fire Department:

1. Address and floor of fire
 - 11750 CLAY RD HOUSTON TX 77043
 - Floor____
2. What is on fire?
3. Occupancy Type
 - 2 story commercial office building
4. Telephone number you are calling from



DO NOT HANG UP UNTIL THE DISPATCHER HANGS UP!

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Types of Hazards

- Electrical Fire Hazards
- Portable Heaters
- Office Fires
- Flammable and Combustible Materials
- Smoking



In case of a fire alarm please exit the building via the nearest fire exit stairs and standby for further instructions.

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Electrical Fire Hazards

- To prevent electrical fires, employees shall:
 - Make sure that worn wires are replaced.
 - Use only appropriately rated fuses.
 - Never use extension cords as substitutes for wiring improvements.
 - Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
 - Check wiring in hazardous locations where the risk of fire is especially high.
 - Check electrical equipment to ensure that it is either properly grounded or double insulated.
 - Ensure adequate spacing while performing maintenance.

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Portable Heaters

NO portable heaters are not allowed at OSBT!



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Office Fire Hazards

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

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Class A combustibles:

- Wood
- Paper
- Cloth
- Rubber
- Plastics



Can act as fuel and are found in non-specialized areas such as offices.

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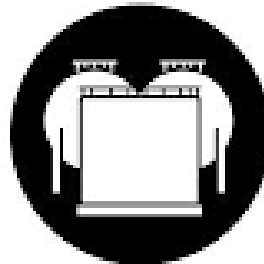
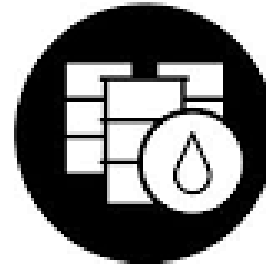
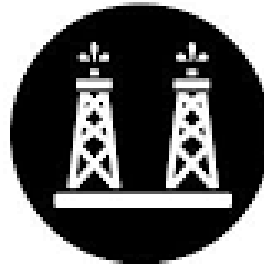
To handle Class A combustibles safely:

- 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.
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustibles.
- Make frequent inspections to anticipate fires before they start.

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Class B combustibles, include flammable and combustible liquids such as:

- Oils
- Greases
- Tars
- Oil Based Plants
- Lacquers



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To handle Class B combustibles safely:

- 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.

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Smoking

- Smoking is prohibited in OSBT building.
- 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.



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Recognition of potential fire hazards.

Supervisors and Safety Wardens shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training.

Employees will receive this training:

- During new hire onboarding
- Biennially (HSSE Recert requirements)
- When changes in work processes necessitate additional training

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HSSE Management shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

- Review of 29 CFR 1910.38, including how it can be accessed
- This Fire Prevention Plan, including how it can be accessed
- Good housekeeping practices
- Proper response and notification in the event of a fire
- Instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan)
- Recognizing potential fire hazards

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To limit the risk of fires, employees shall take the following precautions:

- Minimize the storage of combustible materials.
- Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- Dispose of combustible waste in covered, airtight, metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.

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- Keep incompatible (i.e., chemically reactive) substances away from each other.
- Perform “hot work” (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
- Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
- Ensure that heating units are safeguarded.
- Report all gas leaks immediately.



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- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
- Ensure that required hot work permits are obtained.
- Turn off electrical equipment when not in use
- Leave a clearance of 18"-24" around fire sprinkler.
 - Do not store material within 2' of a sprinkler

IMPORTANT THINGS TO KNOW WHEN BUILDING IS IN ALARM

1. Do not use the elevator. Stairwells are your lifeline.
2. Elevators are out of service because they can be filled with smoke, they become inoperable, and the Fire Dept. needs to use the elevators.
3. When the Fire Department arrives, they are in charge.
4. The roof is not an approved exit.
5. The most critical areas for immediate evacuation are the fire floor, one floor above it and one floor below it.
6. Smoke is the number one problem in any fire.
 - It can deplete the air of valuable oxygen and contaminate the air with toxic materials. If caught in smoke, take slow easy breaths, breathe through your nose, and **crawl** along the wall to escape.
7. Touch all doors with your hand before opening. If it's hot, **do not open**. Seek another exit.
8. Opening or breaking windows fuels a fire with more oxygen. **Do not open or break any windows during a fire.**
9. When evacuating by stairwell, move to the center of the stairwell to avoid being hit by exit doors and to allow firemen to pass.
10. Ladies, take off high heels. Gentlemen, loosen ties and shirt collars.
11. **The designated Emergency Relocation Area: West corner of the parking lot, near the entrance.**

FIRE PREVENTION TIPS

1. Keep all trash or waster material in fire proof trash receptacles, and empty them frequently so waste does not accumulate.
2. Do not empty ashtrays or throw cigarettes into waste receptacles containing flammable materials or onto carpets in elevators or suite areas.
3. Limit smoking to designated areas equipped with appropriate receptacles in which to dispose of cigarette waste.
4. Keep all trash cans away from drapes or other flammable window coverings.
5. If a fire does ignite in a trash receptacle and no water is nearby, turn and empty trash can over the fire. This smother the fire.
6. Turn off all electrical appliances in kitchen areas, and all computers, copying machines, and other business machines at the close of each business day.
7. Do not overload electrical circuits.
8. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
9. Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
10. Portable Electric Heaters: The Department of Energy's Rule and Regulations 490.15 Auxiliary Heaters states, "No auxiliary heating devices such as portable electric heaters, heat lamps or other devices whose principle function at the time of operation is to produce space heating may be operated.
11. Houston Fire code prohibits the use of extension cords to power electrical equipment.



OSBT Fire Prevention Inspection Checklist

Inspectors Name: _____ Date: _____

Inspectors Title: _____ Time: _____

Housekeeping and Maintenance Yes No N/A

1.	"No Smoking" signs posted.			
2.	"No Smoking" regulations Observed.			
3.	Flammable liquids safely stored in approved containers away from combustibles.			
4.	Trash/Rubbish removal done on a regular basis.			
5.	All electrical plugs, switches and cords legal and in good repair.			
6.	Cords are not to be run across doorways or under carpets or mats where they may be stepped on.			
7.	No extensive use of cords from outlets (octopus).			
8.	Heat-producing appliances well ventilated.			
9.	Electrical equipment turned off when not in use.			
10.	Malfunctioning electrical equipment immediately reported or taken out of service.			
11.	Areas kept as clean and neat as possible.			
12.	Materials stacked so as not to tip or fall.			
13.	Corridors and doorways kept free and clear of obstructions.			

Fire and Life Protection System Yes No N/A

1.	Adequate lighting in corridors, exits, and stairwells.			
2.	Exit signs illuminate as required (all lights working).			
3.	Evacuation routes adequately posted.			
4.	Evacuation signs maintained-none defaced or missing.			
5.	Fire doors not wedged or blocked open, especially stairwells.			
6.	Stairwells free of obstacles, storage, debris, etc.			



Fire and Life Protection System (Cont) Yes No N/A

7.	No extensive use of cords from outlets (octopus).			
8.	Heat-producing appliances well ventilated.			
9.	Electrical equipment turned off when not in use.			
10.	Malfunctioning electrical equipment immediately reported or taken out of service.			
11.	Areas kept as clean and neat as possible.			
12.	Materials stacked so as not to tip or fall.			
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Comments

Inspectors Signature: _____ Date: _____

Thank You!

Thank you for completing Fire Prevention Plan!

Complete the [Fire Plan Prevention quiz](#) to receive credit for this module.

Have questions?

Contact HSSE@osbt.com