

FIRE PREVENTION PLAN

POLICY STATEMENT

[*Company name*] will provide its employees and other personnel with a clear plan to prevent the loss of life and property by fire. The plan will comply with applicable fire prevention regulations.

AUTHORITY AND SCOPE

REGULATION: 29 CFR 1910.39, Fire Prevention Plans

SCOPE: This plan covers all work operations at [*company name*] where fire hazards or the potential for fires may be present. This FPP provides all facility personnel with basic information about major fire hazards and fire prevention methods in accordance with federal and state regulations and company policy.

PLAN ADMINISTRATION

TABLE [NUMBER 1] provides the roles and contact information for the administration of the FPP.

[*Modify the table and following job descriptions as applicable to your organization.*]

■ TABLE [NUMBER 1]—PLAN CONTACT INFORMATION

Task	Contact Person	Contact Information
FPP Administrator	[<i>name</i>]	Work: [<i>phone number</i>] Mobile: [<i>phone number</i>]
Fuel Source Control		Work: Mobile:
Ignition Source Maintenance		Work: Mobile:
Fire Control Equipment		Work: Mobile:
Housekeeping		Work: Mobile:
Employee Training		Work: Mobile:
Emergency Services		Work: Mobile:

FPP ADMINISTRATOR

The FPP administrator is responsible for all elements of the FPP and has the authority to make necessary decisions to ensure its implementation. The administrator will periodically audit the FPP as necessary to ensure its effectiveness.

[Name] has access to the controls for all fuel sources at the facility and is responsible for disconnecting them during an emergency.

[Name] is responsible for maintaining ignition source equipment to ensure that such equipment is operating properly.

[Name] is responsible for the inspection and maintenance of fire control equipment.

[Name] is responsible for controlling the accumulation of flammable and combustible waste materials.

[Name] is responsible for training employees to understand and implement the elements of the FPP.

[Name] is responsible for providing emergency services.

PLAN, REVIEW, AND UPDATE

The FPP will be reviewed annually, and updated when:

- New hazards are identified or existing hazards change.
- There are changes to the fire protection systems.
- There are changes to fire prevention procedures.

DEFINITIONS

EXIT—the portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge. An example of an exit is a 2-hour fire resistance-rated enclosed stairway that leads from the fifth floor of an office building to the outside of the building.

EXIT ROUTE—a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas). An exit route consists of three parts: the exit access; the exit; and the exit discharge. (An exit route includes all vertical and horizontal areas along the route.)

[Insert any additional definitions of key terms.]

MAJOR FIRE HAZARDS, POTENTIAL IGNITION SOURCES, CONTROLS, AND FIRE EQUIPMENT

TABLE [NUMBER 2] contains a list of the major workplace fire hazards and potential ignition sources at the facility, their proper handling/storage and control procedures, and the fire protection equipment or systems used to prevent, control, or extinguish fires.

■ TABLE [NUMBER 2]—FIRE HAZARDS, SOURCES, AND FIRE CONTROL

Fuel Source Hazard	Ignition Source Hazard	Handling/Storage/Control Procedure	Fire Protection System/Equipment
<i>[Specific fire or fuel source hazard, e.g., oily rags, office trash, combustible wastes]</i>	<i>[Specific ignition source, e.g., smoking, electrical equipment, hot work (welding, etc.), flame-producing equipment]</i>	<i>[Specific control procedure, e.g., hot work permit, ventilation, closed containers, chemical segregation]</i>	<i>[Specific system or equipment, e.g., sprinklers, fire extinguishers (types)]</i>

HOUSEKEEPING

Flammable and combustible materials and residues will be controlled so that they do not cause or contribute to a fire emergency. See TABLE [NUMBER 2] for a list of fuel source hazards and fire prevention measures.

[Insert a detailed description for each of the handling/storage/control procedures outlined in the Fire Hazards, Sources, and Fire Control table procedures for controlling the accumulation of flammable and combustible materials, e.g., chemical segregation during storage, contaminated rags in closed containers. For example:

Gasoline. Gasoline will be stored in OSHA-approved safety cans of not more than 5-gallon capacity with a spring-closed lid and spout cover and designed to safely relieve internal pressure under fire exposure. The gasoline storage area will be posted on the outside with a sign labeled “Flammable—Keep Fire Away.” The area must be [distance] from another building and have a fire resistance rating of at least [duration].]

MAINTENANCE OF IGNITION SOURCES

Equipment and systems installed on heat- or ignition-producing equipment and processes will be maintained to prevent the accidental ignition of flammable and combustible materials. See TABLE [NUMBER 2] for a list of ignition-source hazards and fire prevention measures.