Appendix 4.5-2

Hope Gardens Family Center Fire Prevention Plan

Union Rescue Mission

Hope Gardens Family Center

Fire Prevention Plan

Introduction

California Regulations

Under California law, a **written FPP (8 CCR 3221) is required for every employer with more than 10 employees**. The written FPP must be kept in the workplace and be made available to employees for review.

- **Subchapter 7. General Industry Safety Orders**
- **Group 1. General Physical Conditions and Structures Order**
- **Article 2. Standard Specifications**
- **Section 3221. Fire Prevention Plan**

A fire needs three elements - **heat, oxygen and fuel**. Without heat, oxygen and fuel a fire will not start or spread. A key strategy to prevent fire is to remove one or more of heat, oxygen or fuel.

Scope

The purpose of the Fire Prevention Plan is to ensure fire prevention is a functional process for eliminating hazards from the workplace in compliance with California Code of Regulations (CCR), Title 8, § 3221. It provides staff, guests and vendors with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

This plan applies to all personnel of the Union Rescue Mission (URM). Outside contractors will be expected to comply with the URM's Code of Safe Practices as well as sound fire prevention techniques and methods during their contracted jobs.

Responsibilities

The Director of Facilities is responsible for the following:

1. Identifying and managing the installation of fire detection and fire suppression systems for new construction and existing facilities' renovation projects.
2. Controlling the accumulation of flammable and combustible materials and wastes in their respective laboratories, common and storage areas.
3. The control of accumulation of combustible waste materials in buildings.

Potential Fire Hazards and their Proper Storage and Handling Procedures

A. Electrical Hazards

To prevent electrical fires, employees shall:

1. Ensure worn wires, plugs, or cords are replaced;
2. Never use extension cords as substitutes for permanent wiring;
3. Use only approved power strips or surge protectors [i.e., those with the Underwriters Laboratory (UL) or FM Global (FM) label];
4. Don't overload power strips or surge protectors with high drawing current electrical devices;
5. Never "gang" or "daisy chain" multiple power strips or surge protectors;
6. Never break off a third prong (Ground Pin) on a plug in order to plug it into a two-pronged outlet;
7. Always disconnect an electrical plug from an outlet by pulling the plug not the cord;
8. Check wiring in hazardous locations where the risk of fire is especially high; and
9. Check electrical equipment to ensure that it is either properly grounded or double insulated.

B. Portable Heaters

Portable electrical heaters shall have tip-over protection that automatically shuts off the unit if it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials shall be maintained at all times. Do not overload power strips or surge protectors with multiple portable heaters.

C. Office Fire Hazards

1. Avoid overloading circuits with office equipment;
2. Turn off nonessential electrical equipment at the end of each work day;
3. Keep storage areas clear of rubbish; and
4. Ensure that power strips or surge protectors are not placed under carpets, rugs, or other walking surfaces.

D. Cutting, Welding, and Open Flame Work

1. Ensure all necessary hot work permits have been obtained and fire watches will be established prior to work;
2. Cutting or welding is prohibited in sprinkled areas while sprinkler protection is out of service;
3. Cutting and welding are done in designated areas whenever possible by authorized personnel;
4. Adequate ventilation is provided;
5. Torches, regulators, pressure-reducing valves, and manifolds are United Laboratories (UL) or FM Global (FM) approved;
6. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure relief devices;
7. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors or dusts could develop in confined spaces.

E. Flammable and Combustible Material

1. Class A Combustibles

These include common combustible material such as wood, paper, cloth, and some plastics that can act as fuel. To handle Class A combustibles safely:

- Keep trash in receptacles;
- Dispose of waste in a timely manner;
- Keep work areas clean;
- Keep combustibles away from potential ignition sources;
- Store oily rags in metal bins with lids; and
- Do not store excessive amounts of combustibles.

1. Class B Flammables or Combustibles

These include flammable and combustible liquids (oils, greases, and lacquers), flammable gases, and flammable aerosols. To handle Class B flammables and combustibles safely:

- Use only approved pumps to dispense liquids from tanks, barrels, drums, or similar containers;
- Do not dispense flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire, and either the container or nozzle is grounded;
- Store, handle, and use Class B flammables 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.
- Class B Flammables or Combustibles

1. Class B Flammables or Combustibles - *Continued*

- Five gallons or more of a Class B flammable must be stored in a flammable liquid storage cabinet equipped with a self-closing mechanism;
- Always store materials such as oxidizers and organic peroxides in an area separate from flammable liquids and gases;
- Do not use, handle, or store Class B flammables or combustibles near exits or stairwells;
- Do not weld, cut, grind, or use unsafe electrical equipment near Class B flammables; and
- Do not generate heat or allow an open flame near Class B flammables.

F. Fire Extinguisher Class Ratings

Class of Fire	**Description**
Class A Fires	Fires in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.
Class B Fires	Fires in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols, and flammable gases.
Class C Fires	Fires that involve energized electrical equipment.
Class D Fires	Fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium.
Class K Fires	Fires in cooking appliances that involve combustible cooking media (vegetable or animal oils and fats).

Potential Ignition Sources

Ignition Source	Control Procedures	
Vegetation	See “Special Fire Prevention Note”	
Brazing and Welding	Control procedures are outlined in the URM’s “Hot Work Permit Program”	
Electrical	Control procedures are outlined in the URM’s “Electrical safety Program”	
Natural Gas	Building natural gas meters have seismic shutoff devices installed on them and Maintenance staff has been instructed on shut off locations for natural gas meters.	
Liquid Chlorine	The Waste Water Treatment Plan has barrels of liquid Chlorine (Sodium Hypochlorite) to treat the site’s building’s sewage. The Maintenance staff has been instructed on shut off locations for the liquid Chlorine.	
Smoking	Smoking locations will have signage posted at their locations. Locations include: Outside smoking stations near the Administration and Sequoia outside parking lots.	

Waste Water Treatment Plant (WWTP) Area

The WWTP is located at the southern end of the developed property of the HGFC site. This area consists of the waste water treatment ponds, liquid Chlorine barrels, electrical equipment, Propane tank and power generator. The liquid Chlorine barrels and tubing needs to be inspected daily for leaks and repaired as needed. Chlorine can become combustible and toxic when mixed with other chemicals. The Propane tank needs to be checked daily for leaks and is also flammable. Call the fire department if the chlorine liquid becomes gaseous and has a strong odor or the propane tank has an uncontrolled leak.

Housekeeping Practices

The following practices are used to control accumulations of flammable and combustible materials and wastes at HGFC:

Type of Fire Hazard		
Flammable and combustible liquids	Fire Prevention Practices are outlined in the “Chemical Hygiene Plan”.	
	Inspections are conducted under the IIPP.	
Flammable Gases	Fire Prevention Practices are outlined in the “Chemical Hygiene Plan”.	
	Inspections are conducted under the IIPP.	
Paper	Office trash cans are emptied daily.	
Plastic	Recycling Cans are emptied on a weekly basis	

Fire Protection Systems

Fire Protection Maintenance and Inspection Frequencies

The Director of Facilities is responsible for the annual, semi-annual, and five year testing of the Institute's fire suppression and detection systems. These systems include:

- Fire sprinkler systems including wet, dry, pre-action, deluge, and Gaseous extinguishing agents;
- Heat, smoke, and infrared detection systems.

The Director of Facilities is also responsible for the monthly fire extinguisher inspections and the annual servicing of fire extinguishers.

Fire Evacuation Notification and Procedures – also see "Emergency Action Plan"

In the event of a fire, a building's fire detection system will activate and put the building into alarm. Upon hearing the alarm, building occupants will evacuate and proceed to the buildings' Emergency Assembly Area to await further instructions.

If the building does not have a fire detection system, employees should evacuate the building, notify Security at extension 7050, and proceed to the Emergency Assembly Areas and await further instructions.

Training

Supervisors will ensure that their employees have been trained about fire hazards associated with the materials and processes in this Fire Prevention Plan, and document this training. Employee training will include the following:

- The elements of this Fire Prevention Plan;
- Good housekeeping practices;
- Proper response and notification in the event of a fire; and
- Evacuation procedures.

Program Review

This program shall be reviewed annually or sooner if necessary to maintain compliance with California Code of Regulations (CCR), Title 8, § 3221.

Special Fire Prevention Note:

Los Angeles City Brush Clearance Requirements Ordinance

Revised – February 9, 2017

CLEARANCE REQUIREMENTS

The HGFC property is designated by the Los Angeles City as a Very High Fire Hazard Severity Zone (VHFHSZ) and must maintain this property in accordance with the Fire Code (L.A.M.C. 57.322). Year-round compliance shall be maintained as described below on all native brush, weeds, grass, trees and hazardous vegetation within 200 feet of any structures/buildings, whether those structures are on the owner's property or adjoining properties, and within 10 feet of any combustible fence or roadway/driveway used for vehicular travel.

1. Areas within 200 feet of structures and/or 10 feet of roadside surfaces or combustible fence: Grass shall be cut to three inches in height. Native brush shall be reduced in quantity to three inches in height. This does not apply to individual native shrubs spaced a minimum of 18 feet apart, provided such shrubs are trimmed up from the ground to 1/3 of their height with all dead material being removed (see diagram below).

2. For trees taller than 18 feet, trim lower branches so no foliage is within six feet of the ground, and remove all dead material. For trees and shrubs less than 18 feet, remove lower branches to 1/3 of their height, and remove all dead material (see diagram below).

3. Trees shall be trimmed up so the foliage is no closer than 10 feet from the outlet of a chimney (see diagram below).

4. All roof surfaces shall be maintained free of substantial accumulation of leaves, needles, twigs and any other combustible matter. Maintain five feet of vertical clearance between roof surfaces and portions of overhanging trees (see diagram below).

5. All cut vegetation and debris shall be removed in a legal manner. Cut vegetation may be machine processed (i.e., chipped) and spread back onto the property at a depth not to exceed three inches within 30 feet of structures and six inches beyond 30 feet of structures. In addition, spread material shall not be placed within 10 feet of any usable roadside (in accordance with Fire Prevention Bureau Procedure No. 25)

The above general requirements also apply to landscape vegetation.
To Review ALL Enforceable Brush Clearance requirements, visit VMS3.lafd.org "Clearance Requirement."

VEGETATION MANAGEMENT IS A YEAR-ROUND RESPONSIBILITY

Clear Early, Clear Often.