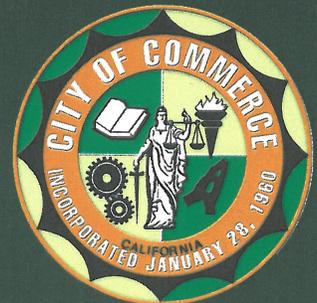




THE MODEL CITY
CITY OF COMMERCE



**FIRE PREVENTION
PLAN**



I. PURPOSE

The purpose is to provide general requirements for a Fire Prevention Plan in accordance with CCR Title 8: Section 3221.

II. LOCATION

Facility: *Each Fire Prevention Plan needs to be site-specific and take into account all possible fire hazards that may be encountered at that location. Fill in each section to appropriately reflect the hazards at each facility.*

Location: Brenda Villa Aquatic Center/Rosewood Park-5600 Harbor St., Commerce, CA
Bristow Park- 1466 S. McDonnell Ave, Commerce, CA
Veteran's Park- 6364 Zindell Ave., Commerce, CA
Bandini Park- 4725 Astor Ave., Commerce, CA
Atlantic Library- 2269 S. Atlantic Blvd., Commerce, CA
Bristow Library- 466 S. McDonnell Ave., Commerce, CA
Central Library/Council Chambers- 5655 Jillson St., Commerce, CA
Greenwood Library- 6134 Greenwood Ave., Commerce, CA
Camp Commerce- 465 S. Highway 173, Lake Arrowhead, CA
Central Receiving- 5625 Jillson St., Commerce, CA
Senior Center- 2555 Commerce Way, Commerce, CA
Teen Center- 5107 Astor Ave., Commerce, CA
Transportation Center- 5555 Jillson St., Commerce, CA

III. EMERGENCY PROCEDURES

- A. Activate fire alarm and follow evacuation procedures (if applicable)
- B. Call 9-1-1 and report the location of the fire
- C. Shut the door leading away from the fire to isolate and prevent rapid spread
- D. Provide information to emergency response personnel

IV. POTENTIAL FIRE HAZARDS, IDENTIFICATION AND CONTROL

Fires, like all other types of accidents, are largely preventable.

Common Causes of Fires

- A. Overloaded electrical circuits, unsafe wiring and defective extension cords.
- B. Appliances such as coffee pots/makers, hot plates and other heating devices left on and not in use.
- C. Unattended cooking.
- D. Overheated motors and other equipment not maintained properly.
- E. Improper use of non-electrical heating systems (space heaters).
- F. Improper disposal of smoking material such as emptying ash trays in trash cans and/or coming in contact with other combustible material.
- G. Not using an ash tray – leaving a lighted cigarette on combustible material such as furniture.
- H. Improper use, handling and storage of flammable material (gasoline, solvents, paints).
- I. Improper use of candles, Christmas tree lights and associated electrical cords.
- J. Poor housekeeping which results in accumulation of combustibles such as paper, boxes, oil-soaked rags, and flammable liquids.

Chemical Handling and Storage

- A. Leaks, spills, and overflows must be avoided. Storage of flammable and combustible liquids in open containers is not permitted.
- B. Chemicals, specifically, flammable and combustible liquids, should be stored in appropriate cabinets.
- C. Incompatible materials in storage areas must be segregated. Specifically, separate ignitable material from oxidizers or sources of ignition. In general, do not store different types of incompatibles in the same container.

V. Fire Extinguishers

Type of Fires

Fires are classified into four general categories depending on the type of materials or fuels involved. The type of fire determines the type of extinguisher used in the emergency. Fire extinguishers are rated by their effectiveness to extinguish different types of fires. Accordingly, all fire extinguishers are identified with common symbols to indicate on which fire they are most effective.

Class A Fires



Class A fires involve ordinary combustible materials such as wood, paper, rags, rubbish and other solids.



Class B Fires

Class B fires occur in the vapor/air mixture over the surface of flammable and combustible liquids such as gasoline, fuel oil, paint thinner, hydraulic fluids, flammable cleaning solvents and other hydrocarbon fuels.



Class C Fires

Class C fires involve energized electrical equipment.



Class D Fires

Class D fires involve combustible metals such as magnesium.

Training

All employees will receive fire extinguisher training classes annually.

VII. Maintenance of Equipment

Larry Garcia/Building Maintenance Supervisor is responsible for maintenance of fire protection equipment and systems installed to prevent or control ignitions or fires.

Types of Fire Protection Equipment

The basic types of fire protection equipment and systems used to control or extinguish fires are:

- A. Portable fire extinguishers
- B. Sprinkler systems
- C. Chemical type extinguishing systems, including carbon dioxide, dry chemical and Halon systems

Inspection

Equipment installed to prevent accidental ignition of combustible material, e.g. grounding wires or dust collection equipment, must be routinely inspected by the appropriate department supervisor to ensure proper operation.

VIII. Control of Flammable or Combustible Waste Materials

Ordinary Trash

Hector Orozco (Street & Tree Maintenance Supervisor) is responsible for collecting ordinary combustibles, such as paper, wood, plastic and cloth.

Hazardous Waste

Hector Orozco (Street & Tree Maintenance Supervisor) is responsible for collecting and disposing of hazardous waste, including chemical, biohazard, and radioactive wastes.

Housekeeping

Good housekeeping is basic to fire safety and should be a major concern in every type of occupancy, from the simplest public work's shed to the most complex administrative facility. The following general preventive measures apply.

Examples of Hazards

- Waste and combustible material being stored on site
- Flammable liquids and vapors
- Dust build-up
- Blocked fire exits
- Untested fire alarms
- Objects that generate heat
- Faulty electrical equipment
- Overloading power sockets
- Smoking
- Human error and negligence

Type of Fire Hazard

Fire Prevention Practices

Paper.....	waste paper cans emptied daily
Plastic.....	waste plastic discarded daily
Electrical.....	quarterly inspections of outlets, multi strips, cubicles, and work areas
Flammable/combustible liquids....	store liquids in approved flammable storage cabinet
Electrical appliances.....	quarterly inspections of appliances; employees trained to inspect appliances prior to use

Preventive Measures

- A. General work areas such as offices and shops must be kept orderly and clean.
- B. Discarded packing material or scrap should not be accumulated.
- C. A sufficient number of waste baskets or trash receptacles (non-combustible material) should be placed in each work area.
- D. Floors are to be swept or vacuumed to prevent accumulation of combustible materials .

- E. Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment .
- F. Clean up hazardous material spills immediately.
- G. Do not use low flash point solvents in floor wax or polish.
- H. Place oil or chemical soaked rags in metal or other suitable containers.

IX. Fire Prevention Training

Supervisor Responsibility

Supervisors are responsible for informing employees of potential fire hazards in the workplace specific to their tasks. In addition, each supervisor shall instruct employees on those parts of the fire prevention plan applicable for the employees to protect themselves and respond in the event of an emergency. Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located in each Department throughout the City facilities and is available for review upon request from their individual Dept. Supervisor. Miguel Romero (Asst. Emergency Preparedness Officer) will be responsible for keeping this program updated.

X. Safe Code of Work Practices

1. Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
2. Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. Portable space heaters and candles are prohibited.
3. Care must be taken not to block potential escape routes, particularly with flammable materials.
4. Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

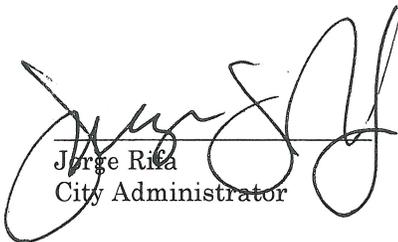
CITY OF COMMERCE Fire Prevention Plan



Michael A. Casalou
Human Resources Director

9-23-15

Date



Jorge Rifa
City Administrator

09-24-15

Date