

## Fire Prevention Program



Date: February 8, 2017

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I certify the Fire Prevention Program for the Leucadia Wastewater District (District) has been reviewed and revised as necessary.

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date Certified

### 1.0 PROGRAM REVIEW AND CERTIFICATION

The Fire Prevention Program (*FPP*) at the District will be reviewed and revised as necessary to ensure the program is current. All revisions are documented on Attachment A – *Program Review and Certification Log*.

### 2.0 PURPOSE

The purpose of the Fire Prevention Plan is to prevent fires by providing employees with information about potential workplace fire hazards and safeguards. Additionally, the FPP is designed to minimize damages and/or injuries through appropriate emergency response measures and is designed to work in conjunction with the Emergency Action Plan.

### 3.0 APPLICABILITY

This procedure applies to all employees, including temporary and/or part time employees.

## 4.0 DEFINITIONS

- **Class A Fire** – Fires involving ordinary combustible materials, such as wood, cloth, paper, rubber, and plastics.
- **Class B Fire** – Fire involving flammable liquids, oils, greases, tars, oil-base paints, lacquers, and other flammable gases.
- **Class C Fire** – Fire involving energized electrical equipment.
- **Class D Fire** – Fire involving flammable metals.
- **Combustible Liquid** – A liquid having a flash point greater than 199.4° F (93°C).
- **Emergency Coordinator (EC)** - The person who temporarily takes control of the emergency until off-site emergency responders arrive. The Emergency Coordinator will normally be the Administrative Services Supervisor. If the Administrative Services Supervisor is not available to assume this role, one of the following designees will act as the EC in the following order:
  1. Administrative Services Manager
  2. Technical Services Manager
  3. Field Services Superintendent
  4. Field Services Supervisor
- **FLAMMABLE LIQUID** – Any liquid having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100°F (37.8°C) and having a flashpoint at or below 199.4°F (93°C). Flammable liquids are divided into four categories:
  - **Category 1** includes liquids having flashpoints below 73.4°F (23°C) and having a boiling point at or below 95°F (35°C). Examples: acetaldehyde and ethyl ether.
  - **Category 2** includes liquids having flashpoints below 73.4°F (23°C) and having a boiling point above 95°F (35°C). Examples: acetone, benzene, and toluene.
  - **Category 3** includes liquids having a flashpoint at or above 73.4°F (23°C) and at or below 140°F (60°C). Example: kerosene.
  - **Category 4** includes liquids having flashpoints above 140°F (60°C) and at or below 199.4°F (93°C). Example: diesel fuel.
- **Hot Work** - any work involving electric or gas welding, cutting, grinding, brazing, burning, riveting, or similar flame or spark-producing operations that is capable of providing an ignition source. This includes work activities that may produce static electricity.
- **Incipient Stage Fire** – Fire in its beginning stage, prior to full development (e.g. a fire that is able to be extinguished using a portable fire extinguisher).
- **Safety Can** – An approved container of not more than 5-gallon capacity having a spring-closing spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

## 5.0 POTENTIAL FIRE HAZARDS AND CONTROL MEASURES

The potential fire hazards that exist at the District and control measures are summarized in Table 1.0 – Potential District Fire Hazards and Control Measures. Refer to Attachment E for a site map of the District's facilities and the locations of potential fire hazards.

**Table 1.0 - Potential District Fire Hazards and Control Measures**

Potential Fire Hazards	Potential Ignition Sources	Control Measures, Including Proper Handling & Storage
Gasoline  <i>Category 4 Flammable Liquid</i>	<ul style="list-style-type: none"> <li>• Open flames and matches</li> <li>• Smoking</li> <li>• Static electricity</li> <li>• Hot Work activities</li> </ul>	<ul style="list-style-type: none"> <li>• Open flames and smoking are prohibited in areas where flammable liquids are present.</li> <li>• Areas where flammable liquids and/or gases are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>• Gasoline stored in containers greater than 5-gallons will be stored in tanks, drums or containers approved for that use.</li> <li>• Flammable liquids shall be handled and dispensed in well-ventilated areas.</li> <li>• Flammable liquids will be stored, transported, and dispensed from safety cans.</li> <li>• Safety cans shall not be over-filled above their rated capacity (<i>i.e. past the seam that joins the metal top to the body of the container</i>).</li> <li>• All containers used to transport, dispense or store flammable liquids will be legibly labeled with the product name.</li> <li>• Fueling gasoline-powered equipment while running is prohibited.</li> <li>• Gasoline will not be used for cleaning floors, parts or equipment.</li> <li>• Flammable liquids shall be kept in closed containers when not actually in use.</li> <li>• Leakage or spillage shall be cleaned up and disposed of promptly and safely.</li> </ul>
Diesel  <i>Category 4 Flammable Liquid</i>	<ul style="list-style-type: none"> <li>• Open flames and matches</li> <li>• Smoking</li> <li>• Hot Work activities</li> </ul>	<ul style="list-style-type: none"> <li>• Open flames and smoking are prohibited in areas where combustible liquids are present.</li> <li>• Areas where combustible liquids are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>• All containers used to transport, dispense or store combustible liquids will be legibly labeled with the product name.</li> <li>• Combustible liquids shall be handled and dispensed in well-ventilated areas.</li> <li>• Leakage or spillage shall be cleaned up and disposed of promptly and safely.</li> <li>• The dispensing unit and its piping shall be protected against collision damage.</li> </ul>
Natural Gas  <i>Category 1 Flammable Liquid</i>	<ul style="list-style-type: none"> <li>• Open flames and matches</li> <li>• Smoking</li> <li>• Hot Work activities</li> <li>• Excavation</li> <li>• Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>• Open flames and smoking are prohibited in areas where flammable gases are present.</li> <li>• Areas where flammable gases are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>• All containers used to transport, dispense or store flammable liquids will be legibly labeled with the product name.</li> <li>• Natural gas main shutoff valves are clearly labeled. Valves will be shut if the piping system is damaged and/or leaks are detected or suspected.</li> <li>• Any work that will involve mains, valves or piping will be performed in accordance with District Control of Hazardous Energy (<i>i.e. Lockout/Tagout</i>) procedures.</li> <li>• All above ground natural gas lines are clearly labeled.</li> <li>• All piping, valves and safety devices will be serviced and maintained in accordance with the manufacturer's recommendations.</li> <li>• Following an earthquake, the natural gas supply to the District will be shut off until such time as the integrity of the natural gas system can be verified.</li> </ul>

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**Table 1.0 - Potential District Fire Hazards and Control Measures**

Potential Fire Hazards	Potential Ignition Sources	Control Measures, Including Proper Handling & Storage
Containers up to 5-gallons of flammables (i.e. aerosols, paints, solvents and lacquers)  <i>Classification depends on contents of container</i>	<ul style="list-style-type: none"> <li>Open flames and matches</li> <li>Smoking</li> <li>Hot Work activities</li> </ul>	<ul style="list-style-type: none"> <li>Open flames and smoking are prohibited in areas where flammable materials are present.</li> <li>Areas where flammable materials are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>Containers with less than 5-gallons of flammable liquid will be stored inside a fire rated storage cabinet. Not more than 60 gallons of Category 1, 2, and 3 of flammable liquids may be stored in the cabinet. The cabinets must be labeled "Flammable-Keep Fire Away". Flammable storage cabinets will be kept shut at all times, secured to the wall or floor and grounded.</li> <li>Flammable materials shall be handled and dispensed in well-ventilated areas.</li> <li>Flammable liquids shall be kept in closed containers when not actually in use.</li> <li>Leakage or spillage shall be cleaned up and disposed of promptly and safely.</li> <li>All containers will be legibly labeled with the product name.</li> </ul>
Rags & debris saturated with flammable liquids (i.e. oil, paint, solvents)  <i>Classification depends on liquid in rags/debris</i>	<ul style="list-style-type: none"> <li>Open flames and matches</li> <li>Smoking</li> <li>Hot Work activities</li> </ul>	<ul style="list-style-type: none"> <li>Open flames and smoking are prohibited in areas where rags and debris saturated with flammable liquids are present.</li> <li>Areas rags and debris saturated with flammable liquids are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>Oily rags and debris saturated with flammable liquids will be stored in self-closing metal containers. In order to allow sufficient air circulation and space inside these containers (which in turn prevents internal heat generation and combustion) these containers will be emptied promptly or in accordance with the safety can manufacturer's requirements.</li> </ul>
Hot Work Activities	<ul style="list-style-type: none"> <li>Flame or spark-producing activities</li> <li>Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>When performing Hot Work activities, District Hot Work procedures will be followed, in accordance with NFPA 51B - Standard for Fire Prevention During Welding, Cutting, and Other Hot Work.</li> </ul>
Storage of combustible materials (i.e. paper and cardboard)	<ul style="list-style-type: none"> <li>Open flames and matches</li> <li>Smoking</li> <li>Hot Work activities</li> <li>Equipment failure</li> <li>Radiant heat</li> </ul>	<ul style="list-style-type: none"> <li>Open flames and smoking are prohibited in areas where combustible materials are stored.</li> <li>Areas where combustible materials are stored are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> <li>Good housekeeping shall be maintained.</li> <li>Combustible materials shall not be stored in close proximity to ignition sources such as electrical heaters, boilers or other heat-producing equipment.</li> </ul>
Combustible liquids (i.e. Lubricating oils, hydraulic fluids etc.)	<ul style="list-style-type: none"> <li>Open flames and matches</li> <li>Smoking</li> <li>Hot Work activities</li> <li>Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>Bonding and/or grounding devices will be used when transferring Class II combustible liquids to prevent fire hazards caused by static electricity.</li> <li>Open flames and smoking are prohibited in areas where combustible liquids are present.</li> <li>Areas where combustible liquids are present are posted "NO OPEN FLAMES, NO SMOKING" or similar.</li> </ul> <p><i>(continued on next page)</i></p>

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**Table 1.0 - Potential District Fire Hazards and Control Measures**

Potential Fire Hazards	Potential Ignition Sources	Control Measures, Including Proper Handling & Storage
		<i>(continued from previous page)</i> <ul style="list-style-type: none"><li>• All containers used to transport, dispense or store combustible liquids will be legibly labeled with the product name.</li><li>• Combustible liquids shall be handled and dispensed in well-ventilated areas.</li><li>• Leakage or spillage shall be cleaned up and disposed of promptly and safely.</li><li>• The dispensing unit and its piping shall be protected against collision damage.</li></ul>

## 6.0 FIRE PROTECTION EQUIPMENT AND SYSTEMS

The District has the following fire protection systems in place to limit fire potential, and to reduce the consequences of fire events.

**Table 2.0 - LEUCADIA WASTEWATER DISTRICT  
Fire Protection Equipment and Maintenance Schedule**

Fire Protection Equipment Type	Maintenance Activities	Responsible Party (work group, outside vendor, etc.)
<p>Portable Fire Extinguishers</p> <p><i>Refer to Attachment F for a site map with the locations of the portable fire extinguishers.</i></p>	<ol style="list-style-type: none"> <li>Monthly inspections are performed on all portable fire extinguishers to check that: <ul style="list-style-type: none"> <li>They are properly located and mounted</li> <li>They are accessible and not obstructed</li> <li>Seals and tamper indicators are not broken</li> <li>There are no obvious physical damages or clogged nozzles</li> <li>Extinguishers are fully charged and in the operable range</li> </ul> </li> <li>Annual inspections and re-certifications are performed by America's Finest Fire Protection Safety Services.</li> <li>Hydrostatic tests are performed in accordance with CalOSHA §6151, Table L-1. The common types of fire extinguishers that could be used at the District and their respective hydrostatic testing requirements are found in Section 6.1 of this policy.</li> </ol>	Field Services Supervisor
Electrically powered smoke detectors	<p>Electrically powered smoke detectors are alarm tested in accordance with the NFPA, UFC and/or local fire code requirements, and are tested annually.</p> <p>The District has one fire extinguisher that requires the hydrostatic test.</p>	Field Services Specialist  Vendor: Cosco Fire Protection
Fire (heat) detectors	Fire (heat) detectors are alarm tested in accordance with the NFPA, UFC and/or local fire code requirements, and are tested annually.	Field Services Specialist  Vendor: Cosco Fire Protection
Audible/visual fire alarms	Fire alarm circuits (audible horns, strobe lights, sprinkler alarms, etc.) are tested in accordance with the NFPA, UFC and/or local fire code requirements, and are tested annually.	Field Services Specialist  Vendor: Cosco Fire Protection
Manual fire pull boxes	Manual fire alarms are tested in accordance with the UFC, NFPA, and/or local fire code requirements, and are tested annually.	Field Services Specialist  Vendor: Cosco Fire Protection

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Elevator fire interconnects	Elevator interconnects are tested in accordance with the NFPA, UFC and/or local fire code requirements, and are tested annually.	Field Services Specialist  Elevator servicing: Mitsubishi  Testing of Fire Interconnects: Cosco Fire Protection
Automatic sprinkler system: (sprinkler heads, water supply, water flow alarm, etc.)	Automatic sprinkler systems are tested in accordance with the NFPA, UFC and/or local fire code requirements, including the following CalOSHA , Group 27 requirements: <ul style="list-style-type: none"> <li>• The inspector's test valve is opened once per year to assure that the sprinkler system operates properly.</li> <li>• The main drain flow test is performed on each system annually.</li> </ul>	Field Services Specialist  Vendor: Cosco Fire Protection
Fire Hydrants	In accordance with NFPA 13A/24/26, fire hydrants owned and operated by Leucadia Wastewater District are flushed annually.	Field Services Supervisor
Exit Signs	Exit Signs are provided in accordance with NFPA Life Safety Code Sections 7.8 and 7.10, and CCR Title 8 Section 3215.	Signs are hardwired
Emergency Lighting	In accordance with NFPA 70, emergency lighting is inspected and tested once per month.	Field Services Department

## 6.1 Portable Fire Extinguishers Hydrostatic Tests

Type of Fire Extinguisher	Interval (years)
Dry Chemical with stainless steel	5
Carbon dioxide	5
Dry Chemical, stored pressure with mild steel, brazed brass or aluminum shell	12
Dry Chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211 or 1301	12
Dry Powdered cartridge or cylinder operated, with mild steel shells	12

## 7.0 EMERGENCY RESPONSE

Leucadia Wastewater District's emergency response procedures to a fire are summarized in ATTACHMENT B: *Fire Emergency Notification and Response Plan* and in the District's Emergency Action Plan.

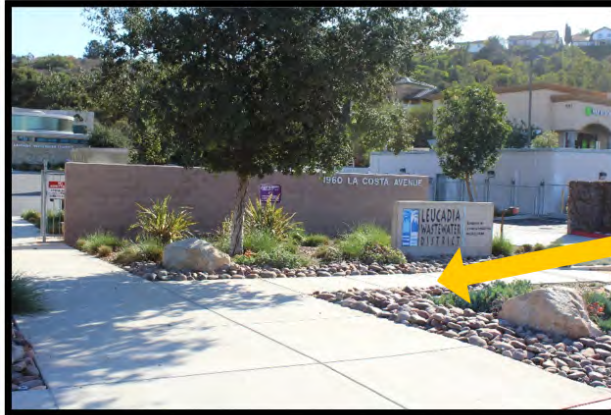
**7.1 Prohibited activities:** Employees trained in incipient fire fighting techniques may not attempt to extinguish a fire if:

- The fire is spreading quickly beyond the spot where it started.
- They cannot see the fire because there is too much smoke.
- The smoke from the fire is any other color than brown.
- Chemicals are burning.
- They don't have the adequate firefighting equipment (*i.e. properly rated fire extinguisher*).
- It is unsafe to do so for any reason

**7.2 Evacuation Notification:** The following means are used to notify staff, visitors and/or contractors of a fire and the need to evacuate:

- Fire Alarm Pull Station
  - Cell Phones
  - Landline Telephones
  - Smoke Detector Alarms
  - Voice
  - Public Address System
  - Portable Air Horn
  - All hands text to cell phones
- a. Site maps showing evacuation routes and assembly areas are posted at all normally occupied buildings.
  - b. The designated evacuation assembly areas for Leucadia Wastewater District are:

- ☐ Primary Evacuation Assembly Area: In front of the District sign, outside the pedestrian gate
- ☐ Alternative AA: To be determined by the Emergency Coordinator



**AFTER EVACUATING, MEET HERE  
(SEE ATTACHMENT OF SITE MAP)**

- c. When notified to evacuate, all employees will immediately proceed to the nearest safe building exit and then proceed to the nearest safe evacuation assembly area.
- d. Employees will make a sweep of their work area (i.e. bathrooms, offices, plant site, etc.), to ensure all employees are evacuated; if safe to do so, as they evacuate to the nearest safe evacuation assembly area.

**7.3 Headcount:**

- a. All employees will immediately report to their immediate supervisor or designee when they arrive at the evacuation assembly area, where a headcount will be taken. Any missing or injured employees will be reported to the Emergency Coordinator.
- b. The Emergency Coordinator will:
  - Ensure basic first aid is provided to any injured personnel at the evacuation assembly area.
  - Ensure that emergency responders (i.e. 911) have been notified.
    - Emergency phone numbers (i.e. fire, police, ambulance, etc) are posted at all normally occupied buildings.
  - Assign personnel to the main entrance to guide the emergency responders to the evacuation assembly area location, if not self-evident.
  - Ensure that each work group performs a headcount.
  - Gather missing and/or injured employee information from each work group and record this information using ATTACHMENT D: *Evacuation Assembly Area Headcount Form*, or similar.
  - Provide missing and/or injured employee information to the emergency responders.
  - Coordinate, as necessary, with the emergency responders.

## 8.0 RESPONSIBILITIES

8.1 **General Manager:** The General Manager has the overall authority and responsibility for implementing the provisions of the Fire Prevention Program for the District. Specific responsibilities include, but are not limited to:

- Responsibility and authority for ensuring this program is fully implemented.
- Ensuring that funding is provided to successfully implement the program requirements.
- Ensuring that the policy and program requirements are enforced.
- Implementing all other relevant responsibilities as identified in the Injury Illness Prevention Program (IIPP).

8.2 **Administrative Services Supervisor:** The Administrative Services Supervisor is responsible for:

- Monitoring the effectiveness of the fire prevention program by performing a program review and completing the *Program Review and Certification Form* (Attachment A).
- Monitoring training to ensure its effectiveness and that it is provided in accordance with section 9.0 of this policy.
- Providing Managers and Supervisors guidance on the laws and regulations governing the Fire Prevention Program. Conducting the necessary research to determine those requirements and the standards that apply.
- Scheduling, coordinating and documenting training sessions designed to maintain employee proficiency in incipient fire fighting techniques (e.g. annual fire extinguisher training.)

8.3 **Emergency Coordinator (usually Administrative Services Supervisor):** The Emergency Coordinator is responsible for temporarily taking control of the emergency at the evacuation assembly area until off-site emergency responders arrive and are responsible for:

- Ensuring that off-site emergency responders (Fire Department) have been notified.
- Ensuring basic first aid is provided to injured persons.
- Assigning personnel to guide off-site emergency responders to the evacuation assembly area if necessary.
- Ensure headcounts are counted and tuned in, so he/she can inform the off-site emergency responders of any missing or injured personnel.
- Coordinating with off-site emergency responders, and providing them with site information if requested.

If the Administrative Services Supervisor is not available to assume the role of Emergency Coordinator, one the following will be assigned to the role in the following order:

1. Administrative Services Manager
2. Technical Services Manager
3. Field Services Superintendent
4. Field Services Supervisor

**8.4 Supervisors:** Supervisors are responsible for:

- Ensuring that the policy requirements are implemented in their respective work groups and are enforced.
- Ensuring that each employee under their supervision understands the potential fire hazards and control measures outlined in Table 1.0 of this program.
- Ensuring employees have been trained on, and understand, emergency evacuation response procedures.
- Performing a headcount at the evacuation assembly area for their respective work group and turning in the information to the Emergency Coordinator.

**8.5 Employees:** All employees are responsible for:

- Implementing all components of this Fire Prevention Plan as appropriate to their work area and/or work activities.
- Report any missing or damaged equipment to their immediate supervisor.
- Following safe evacuation procedures and remaining at a safe evacuation assembly area until given the all clear.
- Implement emergency notification procedures when fire or smoke are observed.
- Attend all required fire prevention and fire extinguisher training.
- Not act beyond their training level and physical capability.
- Maintaining good housekeeping duties pertaining to their work assignments, including keeping their work areas free from flammable, combustible or explosive hazards.
- Wearing and using the proper safety equipment when required.
- Follow safe work practices.
- Undertake no work activity deemed immediately dangerous to life or health.

## **9.0 TRAINING**

**9.1** Training on this plan, including work place fire hazard recognition and appropriate response measures is given:

- Initially, as part of all new employee orientation.
- Whenever responsibilities or designated response actions change.
- Whenever the plan is revised or changed.

**9.2** Fire extinguisher training is provided annually and includes:

- General principles of extinguisher use.
- Hazards involved with incipient stage fires.
- Employees who have not received fire extinguisher training in the past year may not perform incipient fire fighting activities until such time they are trained.

## **10.0 RECORD KEEPING**

The Administrative Services Supervisor will maintain the following files:

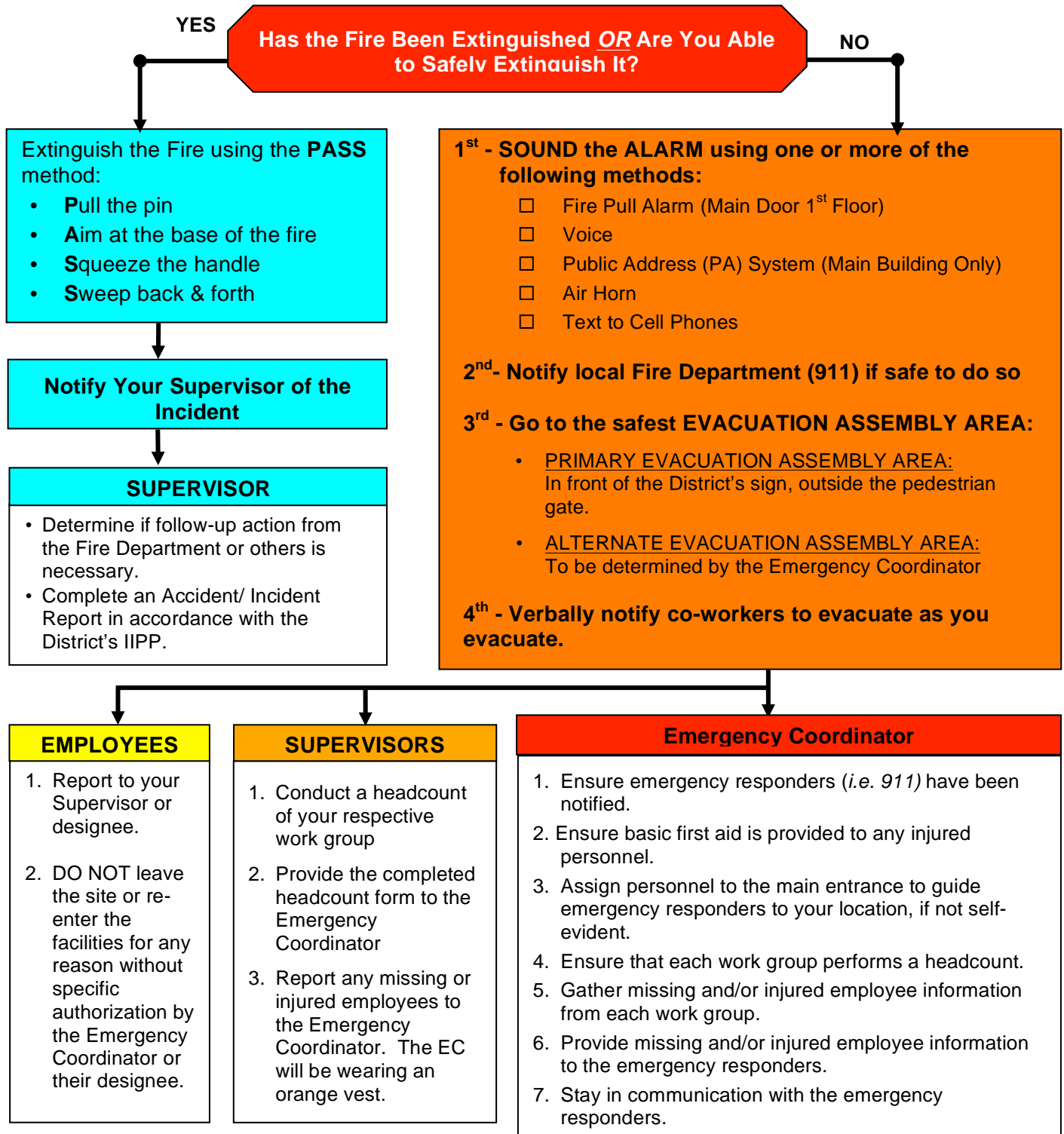
- The Fire Prevention Program.
- Employee Training Records in accordance with the District's Injury and Illness Prevention Program.
- Copies of completed preventive maintenance reports for fire protection/prevention equipment will be kept on Server W, located in the Safety folder.

**ATTACHMENT A**  
**Program Review and Certification Log**

<i>Fire Prevention Program Review and Certification Log</i>		
<b>Date</b>	<b>Identify the FPP Sections/Attachments Revised</b>	<b>Initial</b>

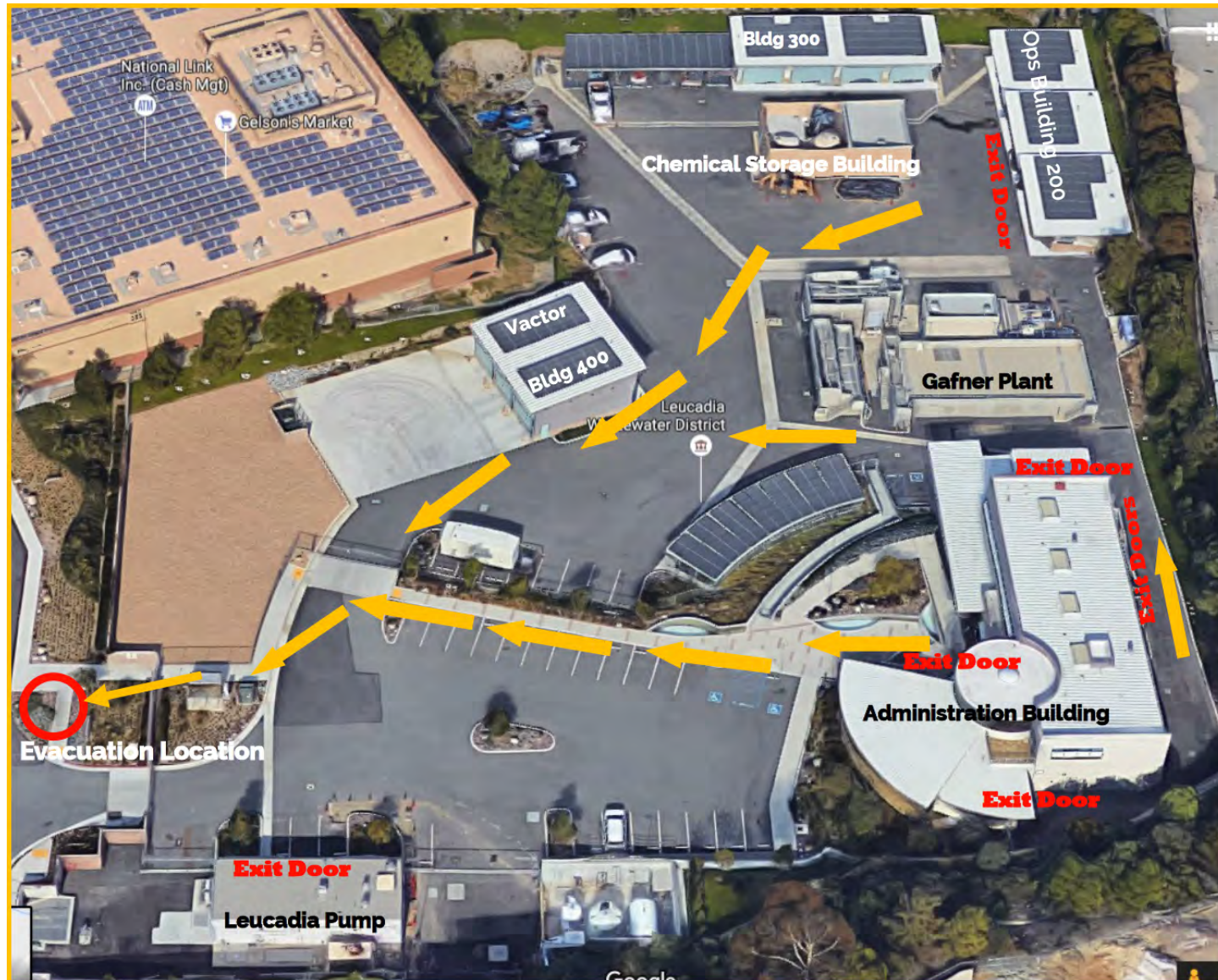
**ATTACHMENT B**  
**Fire Emergency Notification and Response Plan Summary**

**When You See Fire Or Smell Smoke:**

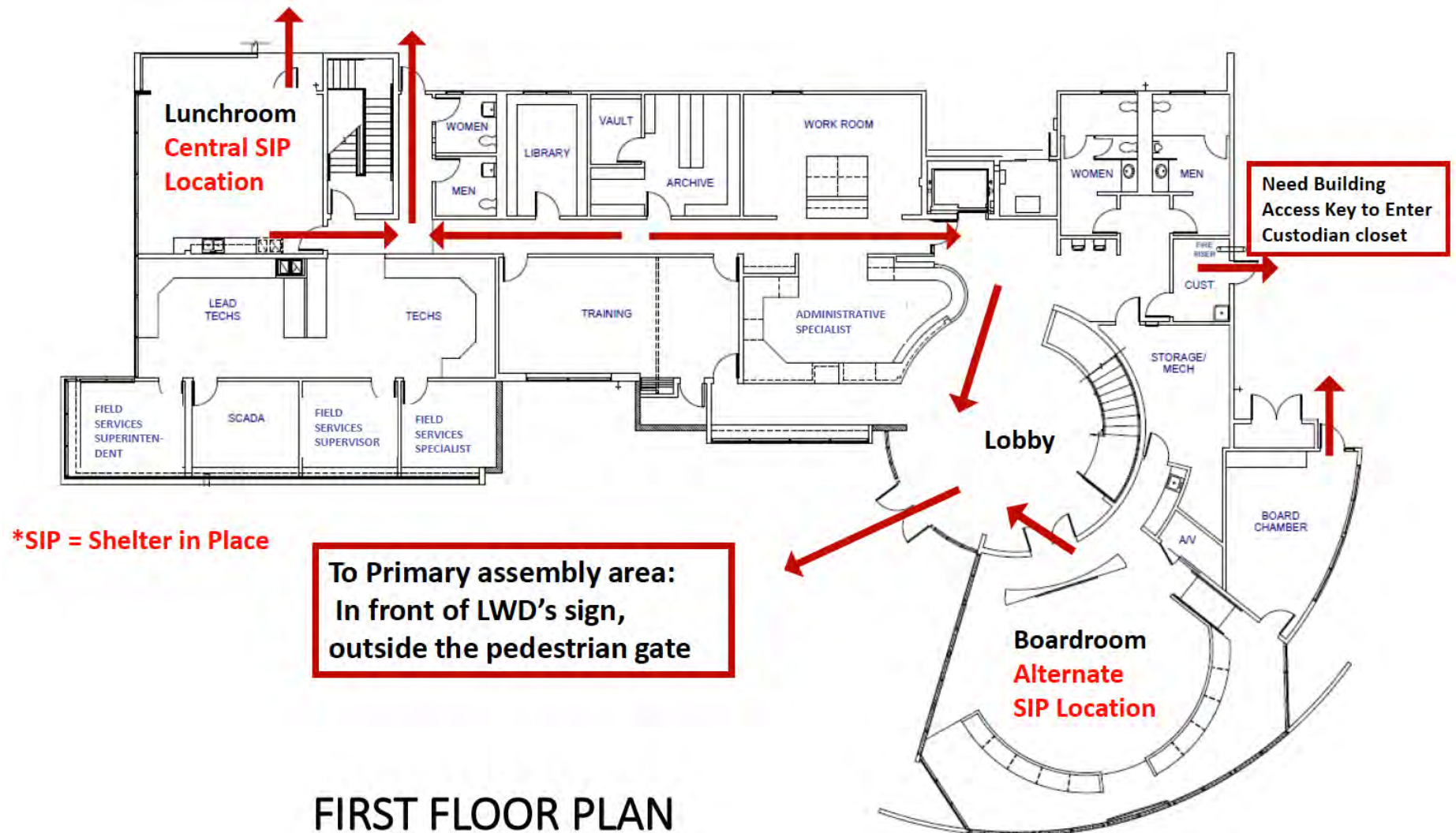


**ATTACHMENT C  
Facility Evacuation Maps**

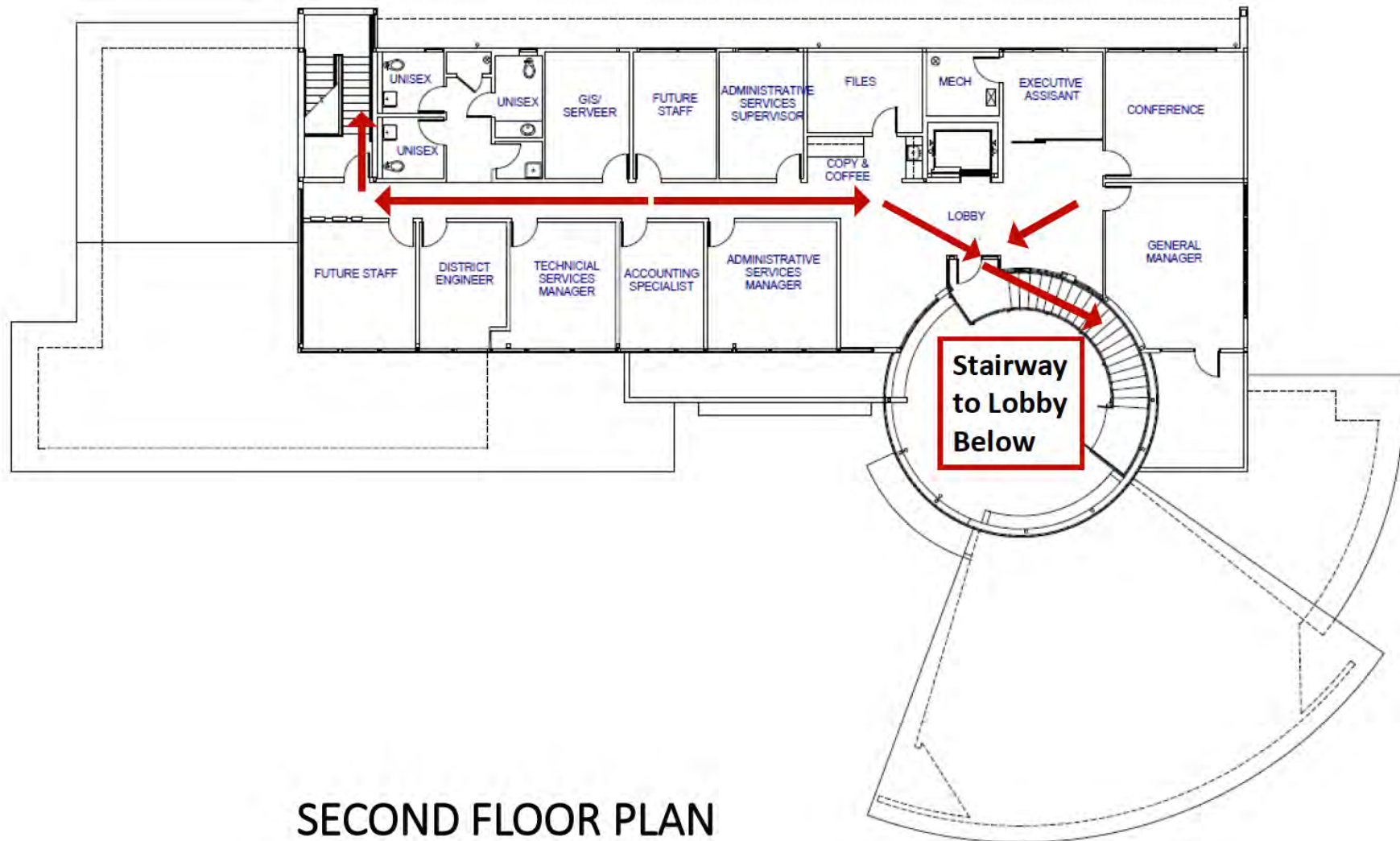
## Evacuation Map



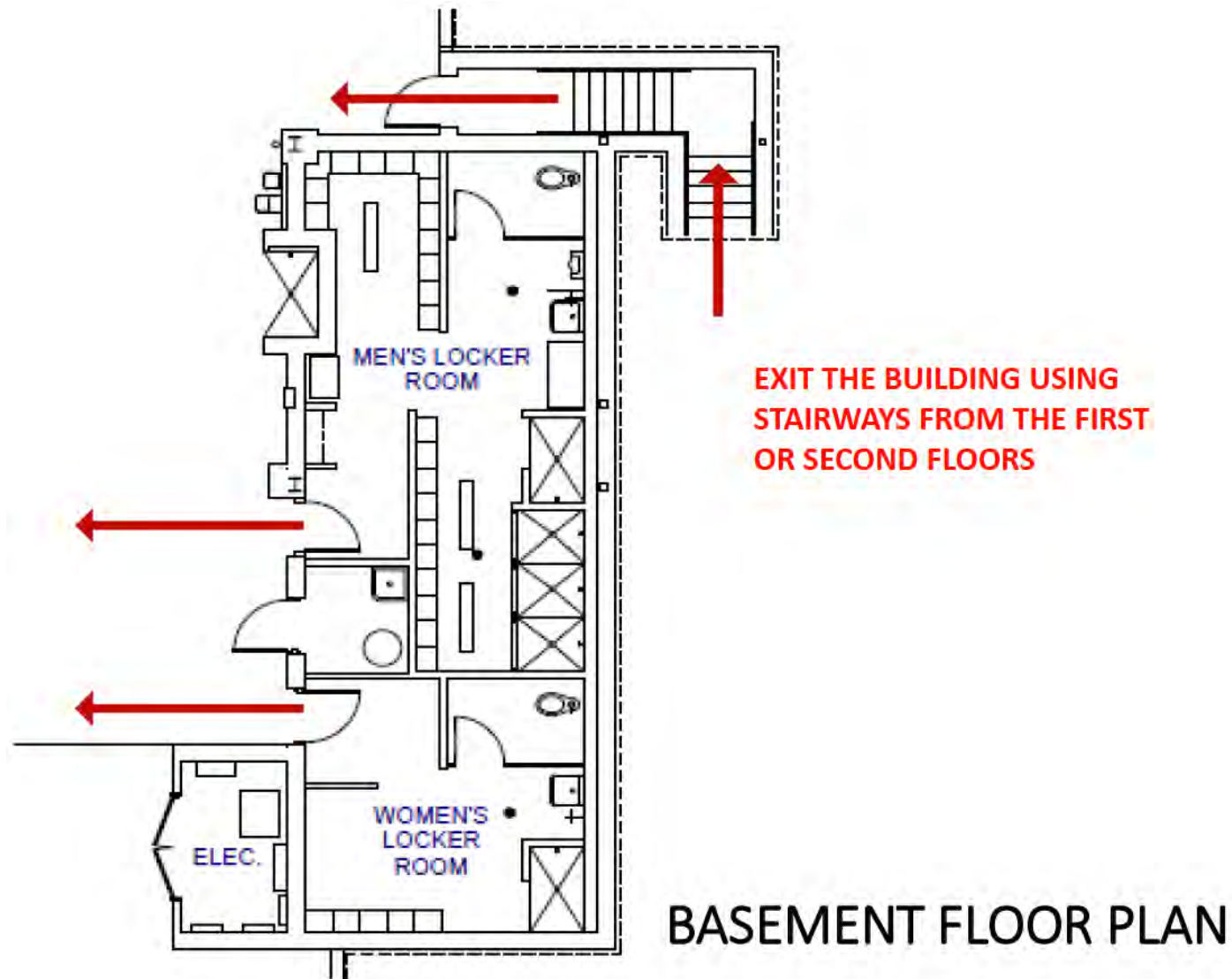
## Emergency Exit Routes Floor Plan: First Floor



**Emergency Exit Routes Floor Plan: Second Floor**



**Emergency Exit Routes Floor Plan: Basement**



**ATTACHMENT D**  
**EVACUATION ASSEMBLY AREA HEADCOUNT FORM**

**Person Taking Headcount** (print name):

Employee Names	Arrived at Assembly Area	Off-duty or Off-site	Injured	Missing	Last Known Location/Notes
Visitors/Contractors/Students/Volunteers	Arrived at Assembly Area	Off-duty or Off-site	Injured	Missing	Last Known Location/Notes

**Supervisor or most senior department employee:** List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator. Note: the Administrative Specialist will bring the visitor log.

**Emergency Coordinator:** Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

ATTACHMENT E  
Chemical Locations Map



## CHEMICAL LOCATIONS IMAGES

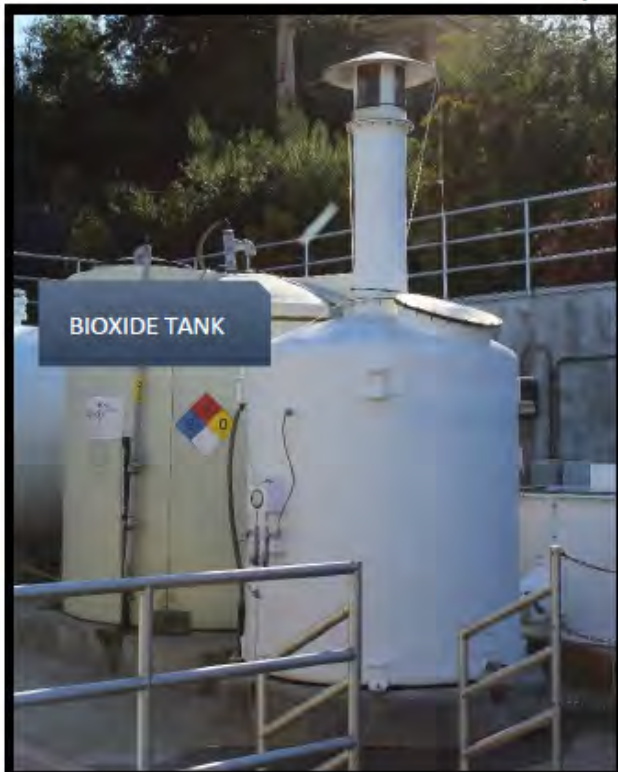
### Sodium Hypochlorite/Bleach Tank ▲

**Location:** Behind the Gafner/AWT Plant



### Bioxide Tank ▲

**Location:** Next to the Leucadia Pump Station, behind a locked gate.



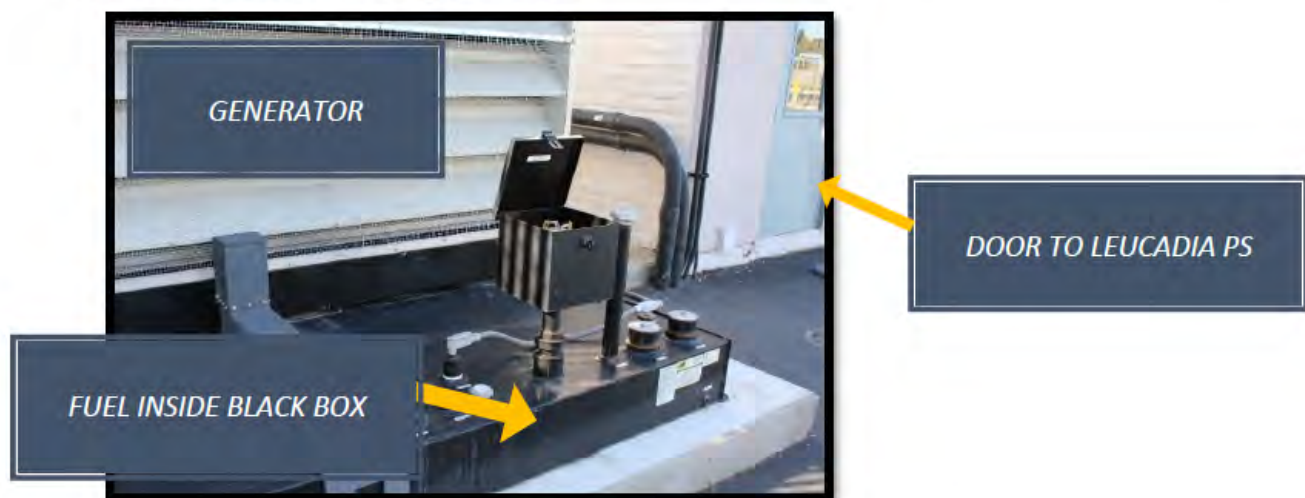
### Poly-alum (Clarifloc) Tank ▲

**Location:** The tank is located on the roof top of the chemical building.  
You need the building's access key to enter.



### Diesel Fuel Storage Tank ▲

**Location:** The diesel fuel storage tank is located behind the Leucadia Pump Station underneath the generator.



## Diesel Fuel, Paint, and Oil (limited amounts)

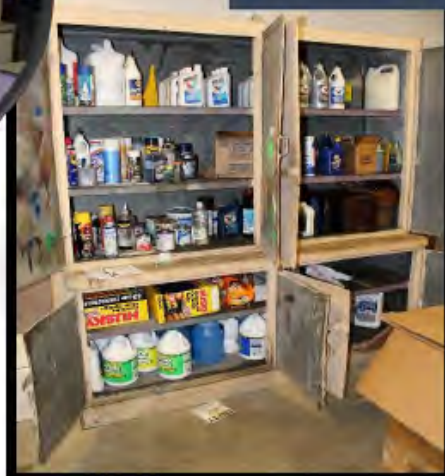
**Location:** Minimal diesel fuel, paint, and oil are located inside the Operations Building #200. These chemicals are labeled inside of this locker.



LEFT CABINET INCLUDES DIESEL FUEL, 50/50 MIXED FUEL AND UNLEADED FUEL. RIGHT CABINET INCLUDES VARIOUS PAINTS

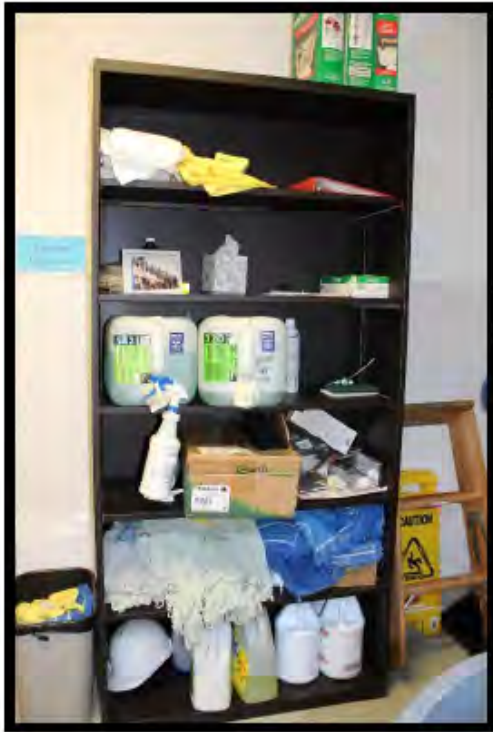


LOCATED ON THE NORTH WALL OF BUILDING 200, NEXT TO THE YELLOW METAL CABINET. INCLUDES MISCELLANEOUS INDUSTRIAL, AUTOMOTIVE AND MECHANICAL FLUIDS.



## Cleaning Products

**Location:** Various cleaning products are located inside the Administration Building in the janitorial closet. The products are labeled.



**ATTACHMENT F**  
**Fire Extinguisher and Hydrant Locations Map**



Key

Main Floor	
Second Floor	
Below Ground	
Halon Extinguisher	
Fire Hydrant	

Note: color of the extinguisher does not indicate the type of extinguisher.