

MARION COUNTY SAFETY MANUAL ANNEX F – EAPs AND FIRE PREVENTION

Overview

Emergency Action Plans (EAP), Fire Prevention and Fire Extinguisher Training are all closely related topics that will be covered in this annex. Emergency situations can occur in the workplace at a moment's notice, and if your employees are not aware of their responsibilities and trained to handle emergency situations, then the situation could escalate into a major emergency.

Emergency Action Plans

Having a plan in place that explains what should be done during an emergency situation could save both lives and property. It shall be the responsibility of the department head or supervisor to develop an EAP for his/her department, and train all employees on their roles and responsibilities under the plan. When developing an EAP, the following guidelines should be considered:

1. In an emergency, what would your employees do?
2. Are they expected to fight fire or evacuate the building?
3. Where will your employees go during an emergency situation?
4. Who is responsible for employee accountability once you rendezvous at your designated location?
5. Who do your employees report to following an evacuation?
6. Do your employees know where the emergency exits are in your building?
7. Do your employees know what escape routes to use during an evacuation?
8. Are emergency exits in your department well lit?
9. Are emergency lights present in the event of a power failure?
10. In a fire, are your employees trained to walk, not run?
11. Are employees informed to close doors behind them in an effort to limit oxygen availability to the fire?
12. If employees cannot evacuate their workspace, are they informed that they should stay put and use barrier methods to block smoke from entering rooms?

EAPs must contain a great deal of information. Prior to developing an EAP for your department, conduct a walk-through and see what hazards are present and should be addressed in the EAP. In the event that you do not feel confident in conducting the walk-through, notify the County Risk Manager at 843-431-5009 to schedule a joint walk-through.

EAPs should be developed to cover all emergencies that the department may encounter. Emergencies that should be addressed should include, but are not limited to; fire, bomb threat, power failure, tornado, hurricane, severe thunderstorm, winter weather, etc.

Fire Prevention Plans

All departments will be responsible for developing Fire Prevention Plans. All plans will be in writing and will contain the following information, as quoted from OSHA Standard 29CFR1910.38.

1. A list of major workplace fire hazards and their appropriate handling and storage procedures, potential ignition sources and their control procedures, and the use of fire protection equipment or systems which can control a fire involving these hazards.
2. Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires.
3. Names or regular job titles of those personnel responsible for control of fuel source hazards.
4. Housekeeping: The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. Housekeeping procedures will be included in the written fire prevention plan. The plan shall also include procedures for periodic review to eliminate the accumulation of potential fire hazards.

Fire Extinguishers

If employees are expected to fight small fires, then they must be trained on the proper selection and operation of fire extinguishers. All Marion County employees will receive annual fire extinguisher training. Using the wrong fire extinguisher could result in a fire spreading more rapidly. Below is a listing of the four (4) basic types of fire extinguishers and their uses:

1. Class A: This type of fire extinguisher is used for extinguishing ordinary combustibles such as wood, paper, trash, rags or cloth. This extinguisher controls the fire by wetting down and cooling the flames.
2. Class B: This type of fire extinguisher is used for fires that involve gases of flammable liquids such as gasoline, oil, paint, solvents and grease. This extinguisher controls the fire by cutting off the oxygen or reducing the flame.
3. Class C: This type of fire extinguisher is used for fires involving electrical equipment or wires. This extinguisher controls the fire by dispensing carbon dioxide or dry chemical to smother the fire. **NEVER USE WATER ON AN ELECTRICAL FIRE!**

4. Class D: This type of fire extinguisher is used on fires involving combustible metals such as aluminum, sodium, magnesium or zinc.

Combination ABC or BC fire extinguishers are also available, and are used for fires that involve a combination of the A,B or C class fires. Fire extinguisher should be checked monthly within each department to insure they are serviceable if needed. If an extinguisher is found to be unserviceable, it should be reported to the department head who will then report the extinguisher to the Marion County Building and Maintenance Director. A contracted fire extinguisher company will service and maintain all county fire extinguishers on an annual basis.

Hazardous Materials Response

OSHA Standard 29 CFR 1910.120 is the standard that establishes the levels of training necessary for emergency response personnel that will be responding to hazardous materials incidents. All department heads and supervisors will insure that those employees who have emergency response duties to hazardous materials incidents are trained at the proper level. Departments will also insure that appropriate emergency notification numbers are listed for appropriate notification of personnel during a hazardous materials incident. Employees who have not been trained and do not have the appropriate equipment should not attempt to contain, repair or cleanup any hazardous materials spills.

Availability of Plans and Plan Review

All department heads and supervisors will insure that the EAP and Fire Prevention Plan for their department are available to all employees during hours of operation. These plans should be reviewed annually and updated as necessary. If a department head needs assistance in developing/updating their EAP they can contact the County Risk Manager at 843-430-7599.