

02 1000
Fire Prevention, Control & Evacuation
Program

FIRE EMERGENCY POLICIES & PROCEDURES

In the event of a fire emergency, it is critical that all personnel understand their duties and responsibilities. Gordon H. Bayer, Inc. has established this Emergency Evacuation & Fire Prevention program to ensure employees know what to do and where to go if an emergency occurs. The contractor shall be required to provide fire watches, as indicated by OSHA's regulation 29 CFR 1926.352 during welding/cutting operations.

SCOPE

The Safety Chair is responsible for the approval and oversight of this program. The individual Supervisors and Managers are responsible for the full implementation of this program. The safety of all employees and visitors is our primary concern. This section is designed to cover the responsibilities of all employees, supervisors, and managers during a fire emergency. In all cases, our first priority is evacuation!

GENERAL PROCEDURES

When a fire is discovered, follow these instructions:

1. Remain calm! Do **NOT** yell 'FIRE'!
2. Activate the nearest pull-down alarm if available.
3. Call 911.
4. If you are trained and the fire is small enough to safely extinguish (no larger than a small waste receptacle), attempt to extinguish the fire. If the fire does not easily extinguish, evacuate the area and close the door behind you.
5. Evacuate to a safe meeting area outside the facility.
6. Do **NOT** utilize elevators during a fire evacuation!
7. Touch door handles with the back of your hand before opening it. If it is hot, do not open!
8. Close all doors behind you to contain the fire and smoke.
9. Never re-enter the building under any circumstances!
10. Remain in an organized line-up at the designated safe meeting area for roll-call.
11. Do not wander from the safe meeting area.

**Employees are NOT permitted to reset the fire alarm.
Fire department personnel are the only persons allowed to reset the alarm system!!**

ROLES & RESPONSIBILITIES

Employer

- The employer shall be responsible for the development of a fire protection program to be followed throughout all phases of the construction and demolition work, and shall provide for firefighting equipment as specified under OSHA's regulation 29 CFR 1926.150.
- Ensure that the program is reviewed on an annual basis and updated, as necessary, to ensure it remains adequate for our employees' life safety.
- Enforce all policies and procedures outlined in this Section.

Supervisors and Managers

- Understand Gordon H. Baver, Inc.'s Fire Emergency Policies and Procedures as outlined in this manual.
- Ensure direct-report employees received initial and annual fire safety training.
- Ensure their personnel are properly instructed regarding potential fire hazards involved in their work and around their work areas, as well as precautions to minimize fires.
- Be familiar with escape routes, fire extinguisher locations, pull station locations, and safe meeting location.
- Comply with emergency responders.

Employees

- Each employee should familiarize themselves with the posted evacuation plans where required. In the event of a fire, the primary concern is saving lives. It is imperative that you exit using the nearest means of egress.

FIRE FIGHTING EQUIPMENT

Portable fire extinguishers shall be conspicuously located at each jobsite. Access to all available firefighting equipment shall be maintained at all times. All firefighting equipment provided by the employer shall be conspicuously located, periodically inspected, and maintained in operating condition. Any defective equipment shall be removed and immediately replaced.

Portable Firefighting Equipment

- A fire extinguisher rated not less than 2A shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.
- One 55-gallon open drum of water with two fire pails may be substituted for a fire extinguisher having a 2A rating.
- A ½" diameter garden-type hose line, not to exceed 100' in length and equipped with a nozzle, may be substituted for a 2A rated fire extinguisher, providing it is capable of discharging a minimum of 5 gallons per minute with a minimum hose stream range of 30' horizontally. The garden-type hose lines shall be mounted on conventional racks or reels. The number and location of hose racks or reels shall be such that at least one hose stream can be applied to all points in the area.
- One or more fire extinguishers rated not less than 2A shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway.
- Extinguishers or water drums subject to freezing shall be protected from freezing.
- A fire extinguisher rated not less than 10B shall be provided within 50' of wherever more than 5 gallons of flammable or combustible liquids or 5 lbs. of flammable gas are being used on the jobsite. This requirement does not apply to the integral fuel tanks of motor vehicles.
- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Portable fire extinguishers shall be inspected periodically and maintained in accordance with NFPA No. 10A-1970.
- Fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of OSHA's regulation 29 CFR 1926.150.

Portable Fire Extinguisher Operation

1. Call 911.
2. Remove the extinguisher from the cabinet or bracket.
3. Position yourself with your body between the fire and exit (your back is facing the exit).
4. Pull the pin.
5. Point the nozzle at the base of the fire.
6. Squeeze the handle.
7. Make a sweeping motion back and forth across the base of the fire until it is extinguished.
8. If the fire becomes larger or out of control, evacuate the area, close the door behind you, and sound the fire alarm.

Fixed Firefighting Equipment

- If the facility being constructed includes the installation of automatic sprinkler protection, the installation shall closely follow the construction and be placed in service as soon as applicable laws permit, following completion of each story.
- During demolition or alterations, existing automatic sprinkler installations shall be retained in service as long as reasonable. The operation of sprinkler control valves shall be permitted only by properly authorized persons. Modification of sprinkler systems to permit alterations or additional demolition should be expedited so that the automatic protection may be returned to service as quickly as possible. Sprinkler control valves shall be checked daily at close of work to ascertain that the protection is in service.
- In all structures in which standpipes are required, or where standpipes exist in structures being altered they shall be brought up as soon as applicable laws permit and maintained as construction progresses in such a manner that they are always ready for use. The standpipes shall be provided with Siamese fire department connections on the outside of the structure, at street level, and be conspicuously marked. There shall be at least one standard house outlet at each floor.

Fire Alarm Devices

- An alarm system (e.g. telephone system, siren, etc.) shall be established whereby employees on site and the local fire department can be alerted for an emergency.
- The alarm code and reporting instructions shall be conspicuously posted at phones and at employee entrances.

Fire Cutoffs

- Firewalls and exit stairways required for completed buildings shall be given construction priority. Fire doors with automatic closing devices shall be hung on openings as soon as practicable.
- Fire cutoffs shall be retained in buildings undergoing alterations or demolition until operations necessitate their removal.

FIRST AID / CPR

Victims should not be moved unless their lives are in danger or if there is a possibility of additional injury. When Emergency Responders arrive, advise them of all persons requiring first aid or medical assistance and provide full cooperation. Gordon H. Baver, Inc. employees should only attempt first aid or CPR if they have been properly trained and certified to do so. A complete list of trained and certified employees is kept on hand through the Equipment Training Log.

ACCOUNTING FOR ALL EMPLOYEES

Direct Supervisors are responsible for sweeping all rooms to ensure all employees and guests have been evacuated, including assisting with the evacuation of handicapped individuals. Supervisors must verify that all employees, subcontractors and guests have been accounted for and are present at the designated Safe Meeting place. At no time shall the Supervisor place themselves at risk in accomplishing these tasks.

Employees are expected to help account for fellow works, as the day-to-day workforce is not constant and there is no easy way for supervisors to account for all employees in their area.

ALL CLEAR NOTIFICATION

ONLY the Fire Department can issue an “All Clear” status alert. Once the responding fire commander has issued an “All Clear,” “All Clear” will be communicated via cellular telephone and two-way land mobile radio. At no point should any staff or visitor re-enter the building until the “All Clear” has been given.

FIRE SAFETY TRAINING

All employees are required to fully understand and demonstrate their understanding of the policies and procedures as outlined in this manual. Instruction will be provided to all new employees as part of their orientation, or whenever the plan has been changed or modified. Training can be accomplished in-person through a competent instructor or through online training.

SMOKING

Smoking areas shall be designated by the GHB representative. Smoking shall be prohibited in areas where flammable or combustible liquids and materials are used and stored. NO smoking inside any building!

FIRE EXITS/EGRESS

Exit corridors must never be used for storage. OSHA and NFPA require all buildings to have continuous and unobstructed exits to permit prompt evacuation of the occupants, and allow necessary access for responding emergency personnel. Attention to housekeeping is very important. Any temporary storage of supplies, materials, or anything else is never permitted in exit ways. Combustibles, including recyclable waste paper, are never permitted in exit ways. Fire exits are never to be locked from the inside.