

 <p>pennsylvania DEPARTMENT OF PUBLIC WELFARE</p>	<p align="center">Department of Public Welfare Accident and Illness Prevention Program Manual</p>		
<p>P.8 Fire/Safety Procedures</p>			
<p>By Direction of:</p> <p align="center">Glenn Williams, Director, <i>Glenn S. Williams</i> Bureau of Administrative Services</p>			
<p>Issue Date:</p>	<p>June 2, 2011</p>	<p>Effective Date:</p>	<p>Immediately</p>
<p>Category:</p>	<p>Safety</p>		

Implementing Instructions:

This policy replaces DPW Administrative Manual Section 7067 Chapter 5, in its entirety. Please share this information with your local Safety Coordinator or Manager and other local supervisors and managers as appropriate.

Comments and questions regarding this Accident and Illness Prevention Program (AIPP) Manual Section should be directed to: The Bureau of Administrative Services, Division of Emergency Planning and Safety Operations (DEPSO), Safety and Environmental Section, Program Manager at (717) 772-2076.

A. General

1. All residential facilities operated by DPW OMHSAS, ODP and OCYF shall have a fire/safety program. This program, as a minimum, shall consist of a written policy and posted plan detailing the following:
 - a. Prevention of materials and operations that may pose a fire hazard.
 - b. Required actions and evacuations to safe areas whenever an alarm sounds or fire occurs.
 - c. Training on alarm activations and notification to County 911 Centers.
 - d. Provisions for reporting fire hazards and conducting drills for staff.
 - e. Assigned responsibilities of managers for coordination and implementation of response actions with local fire department and EMS personnel responding to fire emergencies for actual events or planned exercises.

2. This policy references the most current applicable edition of the below listed codes. In the event of conflicts between these standards, all DPW facilities

shall comply with the more stringent code, accreditation, or licensure standard.

- a. The National Fire Protection Association (NFPA) Standards.
- b. Building Regulations for Protection from Fire and Panic (PA Title 34).
- c. International Building Codes.

B. Responsibilities:

1. Facility Chief Executive Officer/Director

Responsible for the overall implementation of this policy.

2. Chief Operating Officer/Assistant Director for Administration

- a. Ensure the Safety Manager receives all pertinent information prior to the purchase and selection of facility furnishings and renovation projects in order to verify conformance with applicable fire safety requirements.
- b. Disseminate all correspondence that relates to job responsibilities, training, policy updates/changes, and code compliance to the Institutional Safety Manager or Fire Safety Marshal.
- c. Ensure that all staff, visitors, consumers/individuals/students comply with applicable smoking policies.

3. Institutional Safety Managers or Fire and Safety Marshals:

- a. Develop and maintain a local fire safety program in compliance with DPW policy and directives.
- b. Participate as a member of facility Safety Committee.
- c. Review the fire protection systems and develop the facility fire plans. The facility fire plans shall be reviewed/evaluated for effectiveness at least annually and updated as necessary.
- d. Conduct and document the inspections and testing of all fire protection practices, detection, suppression systems, and training programs according to the applicable requirements of the NFPA codes and all federal, state, and local building codes. Perform tasks and maintain all compliance documentation as required by all applicable codes and/or licensing or accreditation standards and DPW Policy.
- e. Develop, post, and maintain fire evacuation routes throughout each building.

- f. Perform Preventative Maintenance (PM) fire safety tasks as required.
- g. Present fire safety orientation and annual training as required by DPW policy and other accreditation and licensing standards (e.g. The Joint Commission, the Penna. Dept. of Health, and the NFPA standards).
- h. Maintain documentation relative to contracted services as it relates to periodic fire suppression and detection systems, inspections, repairs and testing. The facility can continue to use inspection documentation from qualified contracted vendors as proof of completed inspections. Otherwise the facility is to use the standard DPW forms. (See attachments)
- i. Survey and maintain inventory of hazardous and non-hazardous waste storage and initiate timely and proper disposal according to all local, state, and federal regulations.
- k. Develop a procedure for fire watch activities when fire detection systems are taken off line or are out of service for routine maintenance. Fire Watch procedures will be integrated into hot work permit activities.
- l. Facilities shall maintain inspection and testing of all standpipes; including those not equipped with hose reels.
- m. All stand pipes shall have the valves and hoses secured and made accessible to fire emergency responders for fire fighting connections.
- n. Responsible to conduct and document fire awareness/prevention training as required by DPW policy, accreditation, and/or licensing standards.
- o. Investigate all fires to determine causes, effects on materials/equipment, persons involved, whether proper procedures were followed and preventive/corrective measures. A Fire Report Form (Attachment 12) must be completed for all incidents and sent to DEPSO.
- p. Responsible to maintain all documentation relative to the facility fire prevention program including, but not limited to the following: maintenance, inspection and testing of fire/smoke detection and suppression systems and related equipment, fire evacuation drills, local fire department agreements/contracts, vendor service records, and equipment inventories.
- q. Review specifications for the selection and purchase of facility furnishings and renovation projects to ensure conformance with applicable fire safety requirements.

- r. Act as a resource and assist Department Heads and Unit Managers in providing interim fire safety orientation training pending the formal scheduled fire safety training.
- s. Responsible to plan and conduct at least one annual evacuation exercise which includes response of community fire services and/or emergency medical services.
- t. The fire evacuation plan shall identify the role of local community emergency medical/fire service departments. The Institutional Safety Manager and Fire/Safety Marshal shall be the facility liaison with the local emergency responders.
- u. Evaluate hot work maintenance activities and issue hot work permits prior to commencing with the work. Inspect all post hot work activities.
- v. Initiate fire watch as needed when alarm systems are disabled during all hot work maintenance projects.
- w. Submit a monthly summary of fire safety activities for review by the COO/Assistant Director and/or Safety Committee.
- x. Ensure that the following Preventative Maintenance (PM) fire safety inspections are performed:
 - (1) Weekly Inspections
 - (a) Sprinkler System weekly gauge and control valve inspection in accordance to: NFPA 25
 - (b) Fire Pump weekly system and gauge inspection and churn test in accordance to: NFPA 25
 - (2) Monthly Inspections
 - (a) Standpipe and Hose Systems Monthly Inspection (Attachment 1) in accordance to: NFPA 25.
 - (b) Fixed Extinguishing System (Attachment 2). in accordance to: NFPA 17(Dry), NFPA 17A (Wet).
 - (c) Monthly Fire Pump Inspection (Attachment 3) in accordance to: NFPA 25.
 - (d) Automatic Sprinkler Systems (Attachment 4) in accordance to NFPA 25
 - (e) Fire Extinguisher inspections in accordance to NFPA 10

- (3) Quarterly Inspections
 - (a) Fire Drill Report (Attachment 5) quarterly fire drills are completed/documented for all required areas.
 - (b) Automatic Sprinkler Systems Inspection/Test (Attachment 6) in accordance to NFPA 25
- (4) Semi-Annual Inspections
 - (a) Fixed Extinguishing System (Attachment 2) N in accordance to: NFPA 17(Dry), NFPA 7A (Wet)
- (5) Annual Inspections
 - (a) Standpipe and Hose Systems Annual Inspection and Maintenance (Attachment 7) in accordance to NFPA 25
 - (b) Fire Pump Annual Maintenance (Attachment 8) in accordance to NFPA 25.
 - (c) Fire Pumps Annual Performance Test (Attachment 9) - NFPA 25
 - (d) Fire Hydrant Annual Inspection and Flow Test (Attachment 10) in accordance to NFPA 291
 - (e) Inspection of fire doors and other opening protectives in accordance to NFPA 80
 - (f) Inspection of facility's fire alarm detection and activation system in accordance to NFPA 72
 - (g) Inspection of ventilation control and fire protection of commercial cooking operations in accordance to NFPA 96.
 - (h) Inspection of smoke and fire dampers, including maintenance and testing in accordance to NFPA 80
- (6) Five-Year Testing Inspection
 - (a) Standpipe and Hose Systems Five Year Testing Record Attachment (11) in accordance to NFPA 25.
 - (b) New fire hose shall be tested after five years from purchase and every three years thereafter in accordance to NFPA 1962

4. DPW Division of Emergency Planning and Safety Operations (DEPSO).

- a. Review fire prevention programs, inspection procedures fire report forms, fire evacuation plans, and life safety code compliance issues as needed.
- b. Consult with DPW facilities relative to Fire Safety issues and fire incidents.
- c. Critique and/or observe disaster exercise when contacted by facilities.
- d. Consult/assist in developing fire safety training curriculum.
- e. Act as a technical resource to facilities regarding fire safety matters.
- f. Provides technical assistance to facilities to comply with the provisions of the DPW fire safety program and to meet related elements of the life safety code.

5. DPW Division of Facilities and Property Management (DFPM).

- a. Provides technical assistance to facilities for the design and operation of smoke detection and fire alarm systems, fire suppression systems and hydrants to comply with the provisions of the NFPA Life safety Code, DPW fire safety program and applicable accreditation and licensure standards.
- b. Act as a technical resource for facilities regarding, NFPA Life Safety Code and building code compliance, and other architectural, engineering, and operational issues related to fire safety matters.

6. Managers and Supervisors

- a. Ensure all new staff receives interim fire safety orientation within their respective area (pending the formal orientation) and annual training. This training shall serve as a review of the facility fire plan, fire safety procedures, and roles/responsibilities.
- b. Responsible for fire safety compliance in respective work areas (e.g. egress routes clear, combustible materials stored properly, ensure unobstructed access to fire detection and suppression systems, and proper storage).
- c. Responsible to manage and direct the evacuation of consumers/students/individuals, employees, and visitors in accordance to the fire evacuation plan and to ensure that all persons report to the assigned assembly area and are properly accounted for.

7. Training Coordinator

Maintain all training records pertaining to new employee Fire Safety orientation and annual fire safety refresher training.

C. Facility Fire Plans

1. The facility shall have a written fire plan that identifies protection for all consumers, individuals, students, and staff in case of a fire and/or an evacuation to an area of refuge. Facility fire plans shall include, but not be limited to the following:
 - a. Internal and external fire notification procedures.
 - b. Fire evacuation procedures.
 - c. Key control/remote-unlocking procedures.
 - d. Detail floor plans identifying primary and secondary routes of egress in relation to location.
 - e. Establish general responsibilities and roles during evacuations for all staff.
 - f. Identify available types of fire and smoke detections systems, manual reporting stations, and automatic alarm reporting systems.
 - g. Identify and cover the basic operation of automatic fire suppression systems, sprinkler systems, portable fire extinguishers, and hose systems.
 - h. Identify interior point of safe refuge/zone and other exterior assembly areas with procedures to account for consumers, individuals, students, visitors and staff.

D. Additional Fire Safety Requirements

1. Every new and existing building or structure shall be constructed, arranged, equipped, maintained and operated in accordance with all applicable regulations and standards (PA Labor & Industry Fire and Panic Regulations, NFPA Life Safety Code Standards and International Building Codes) to ensure safety of life and property from the actual and potential hazards created by fire, explosion and other hazardous conditions.
2. Fire drills shall be conducted with the minimum being one drill per quarter, per shift in all occupied buildings. All drills shall be reported on the standard fire drill report form (Attachment 5).

3. Drills shall include evacuation of all consumers, individuals, students, staff and visitors to a point of safe refuge. This will be accomplished by:
 - a. Building Evacuation:
Following the posted building egress routes, exiting the building and moving to the designated exterior assembly point at a safe distance from the building.
 - b. Horizontal/Vertical Evacuation (Compartmentalization)
Actual movement of consumers/students/individuals to a place of refuge beyond a 2hr fire barrier.

During fire drills when there is clear and convincing evidence that the safety of a consumer/student/individual may be jeopardized, that person need not be evacuated or moved. Staff supervising such consumers, individuals, students and visitors shall be required to perform their roles/responsibilities as required and the fire drill report should note the person was not moved/evacuated.

4. No consumer, individual, student or staff member shall allow any combustible material to accumulate in any manner as to create a fire hazard whether it is in an office occupancy, or living area occupancy.
5. All floor covering, window coverings, bedding, furniture, and decorations shall be in compliance with NFPA standards.
6. Fire detection and activation systems shall be approved by the Division of Facilities and Property Managements prior to purchase or installation.
7. The use of portable heating devices is prohibited.
8. Hot Work: OSHA's definition – "Hot Work" means riveting, welding, flame cutting or other fire or spark-producing operation. This includes, but is not limited to, grinding; cutting, brazing, soldering; thawing frozen pipes by torch; torch applied roofing, welding, work on or in proximity to exposed electrical equipment or wiring. With any "Hot Work" the consideration of fire protection and prevention work practices shall be followed, such as:
 - a. "Hot Work Permits" must be filled out each day prior to hot work. They must be submitted to and approved by the Institutional Safety Manager or Fire and Safety Marshal of the facility. (Attachment 13)
 - b. Hot work should only be conducted in approved designated areas.
 - c. The areas where hot work will be done must be free within thirty-five (35) feet of combustible and flammable materials, trash and dry weeds.

- d. Fire extinguishers should be available at the work location when hot work is conducted.
 - e. Protect wood floors and other materials in the area with noncombustible tarps or fire blankets.
 - f. Install barricades or barrier tape to prevent unauthorized persons from entering the hot work area.
 - g. All sources of heat or fire must be eliminated before the responsible employee leaves the area.
 - h. Areas in which hot work operations occurred should be rechecked periodically, up to a minimum of one (1) hour to ensure that any sparks, sources of heat and/or fires are not present.
9. Inside Storage of flammable and combustible liquids:
- a. The storage area must be kept free of trash and other combustible materials.
 - b. Aisles and access to the storage area must be kept free of stored materials.
10. In order to minimize static electricity and other ignition sources when dealing with flammable or combustible materials:
- a. Only approved safety containers or portable tanks when storing or handling gasoline/diesel or other flammable or combustible liquids. A safety can is an approved closed container with a capacity of five gallons or less with a flash-arresting screen, spring-closing lid and spout cover capable of safely relieving internal pressure when subjected to fire exposure.
 - b. Keep fuel in a closed container when not in use. Dispose of any leakage or spillage promptly and safely. Only use fuel where open flames or other ignition sources are more than 50 feet away from the operation, unless more room is required.
 - c. Provide drainage or another means of handling spills and provide natural or mechanical ventilation during transfer of fuel from one container to another container. Additionally, both containers electrically interconnected or bonded and grounded.
 - d. Refueling Areas: Use approved hoses and nozzles for dispensers. Provide shut-off devices away from the dispensing area. Shut off all motors while

refueling. Standards prohibit open flames or smoking in areas used for fueling, gasoline receiving or dispensing areas or where servicing fuel systems for cars, trucks and other internal combustion engines.

E. Training

1. To ensure all staff is aware of fire safety procedures, appropriate training shall be conducted as follows:
 - a. All staff shall receive annual fire safety training in accordance with DPW policy, Pa. Department of Health Life Safety Code Standards, and TJC (The Joint Commission).
 - b. All new staff shall be given a fire safety orientation in order to familiarize them with the fire plan and procedures for the facility.
 - c. Staff reassigned should be oriented to fire safety for the new building.

F. Fire Brigades

1. Fire fighting and fire extinguishment activities by DPW employees will be limited to incipient level fires. In the cases of fires which can not be reasonably extinguished by the use of an appropriate fire extinguisher or small fire hose (1 ½ inch diameter or less), facility staff will be trained to contain fire and smoke by closing doors and focusing their efforts on preservation of life by evacuating the area.
2. Facilities using on-duty employees to perform any fire fighting or fire suppression activities beyond incipient level are required to demonstrate that the hospital/center has a written fire fighting policy and program. That program must ensure employees are properly trained and equipped to respond to fire fighting and suppression duties beyond the incipient level; and should include, but not be limited to the following elements:
 - Required training and experience
 - Personal Protective Equipment utilized.
 - Respiratory Protection Program
 - Facility Fire-Fighter Response Plan, level of fire fighting activities, and methods
 - List of fire fighting equipment
 - Documentation of training for each individual involved
3. This program and related documentation shall be submitted to DEPSO for initial review and evaluation for general completeness and compliance to DPW policy. This plan will then be forwarded to the Office of the State Fire Commissioner for technical review and comment.

G. Recording Keeping

1. All fire safety inspections and testing records shall be maintained in a safe and secure manner. The facility Fire Marshall is responsible to establish and maintain a system for these records at the site.
2. Records shall be made available to outside inspection entities. Monthly inspection reports including a summary of fire drill shall be sent to the DPW Safety Coordinator and to the Division of Emergency Planning and Safety Operations Section.

A. REFERENCES

1. The National Fire Protection Association (NFPA) Standards.
2. Building Regulations for Protection from Fire and Panic (PA Title 34).
3. International Building Codes.

B. ATTACHMENTS

1. Standpipe and Hose Systems Monthly Inspection Report
2. Fixed Extinguishing System Inspection Report
3. Monthly Fire Pump Inspection Report
4. Automatic Sprinkler Systems Inspection Report
5. Fire Drill Report
6. Automatic Sprinkler Systems Inspection/Test Report
7. Standpipe and Hose Systems Annual Inspection and Maintenance Report
8. Fire Pump Annual Maintenance Report
9. Fire Pumps Annual Performance Test Report
10. Fire Hydrant Annual Inspection and Flow Test Report
11. Standpipe and Hose Systems 5-Year Testing Record
12. Fire Report Form
13. Hot Work Permit

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FIXED EXTINGUISHING SYSTEM												
Monthly Inspection												
FACILITY: _____												
INSPECTOR: _____												
YEAR: _____												
SYSTEM LOCATION: _____												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Nozzle caps in place												
No significant grease accumulation on nozzles and link.												
Corrosive cleaners are not used on cable or link.												
No cooking equipment added or existing equipment moved.												
Nozzles aim at cooking surfaces they protect.												
Manual releases are unobstructed.												
Tamper indicators and seals are intact.												
Maintenance tag or certificate is in place.												
Pressure on gauge is in satisfactory range.												
COMMENTS:												

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AUTOMATIC SPRINKLER SYSTEMS Monthly Inspection and Tests YEAR: _____ FACILITY: _____ INSPECTOR: _____ SYSTEM LOCATION: _____ DATE: _____			
General Condition			
Inspect sprinklers, sprinkler piping, pipe hangers and seismic braces (if applicable) to make sure they are in good condition.			
Freezing			
Before freezing weather, inspect buildings to assure exterior wall openings will not expose sprinkler piping to freezing temperatures.			
Maintaining Valves			
Valves should be maintained, including exercising each valve associated with the system and lubricating each valve stem.			
Clean Strainers			
Shut the water supply valve and remove the strainer for thorough cleaning.			
Test Anti-Freeze			
Wet pipe systems with anti-freeze solution should have the solution checked for proper freezing level. Record freezing point.			
Dry Pipe System			
1. Trip test the dry pipe valve. Record the time from opening the inspectors test valve until the dry pipe valve trips.	1. Initial Air Pressure	1.	psi
	2. Initial Water Pressure	2.	psi
	3. Air pressure when Dry Pipe Valve trips.	3.	psi
	4. Elapsed time when Dry Pipe Valve trips after inspector's Test Valve Opened.	4.	sec
	5. Elapsed time when water begins to flow from Inspector's Test Valve.	5.	sec
2. Internally inspect dry pipe valve.			
3. Test air pressure maintenance device.			
Preaction Sprinkler System			
1. Trip test the preaction system (Refer to manufacturer's instructions).			
2. Internally inspect the preaction valve.			
COMMENTS:			

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FIRE DRILL REPORT			
FACILITY: _____			
Building:		Area:	
Shift:		Occupancy:	
		Date:	
		Consumers:	
TYPE OF DRILL		TYPE OF ALARM ACTIVATION	
<input type="checkbox"/> Evacuation <input type="checkbox"/> Simulated for safety reasons		<input type="checkbox"/> Smoke <input type="checkbox"/> Pull Station <input type="checkbox"/> Voice <input type="checkbox"/> Water Pressure <input type="checkbox"/> Other	
Time Alarm Activated:	Time Evacuation Started:	Time Evacuation Completed:	Total Evacuation Time:
FACILITY EQUIPMENT OPERATION			
	YES	NO	N/A
Exit Signs Posted			
Exit Signs Visible			
All Exits Clear			
Extinguishers Operational			
Main egress travel path clear			
Fire Doors Operational			
Primary Exits Opened			
Secondary Exits Opened			
Other:			
DRILL		PERFORMANCE	
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced		<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor	
Special Problems Noted:			
Safety Manager/ Fire Safety Specialist:			Date:

** Staff signatures on reverse side.

AUTOMATIC SPRINKLER SYSTEMS

Quarterly Inspection and Tests

YEAR: _____

FACILITY: _____

INSPECTOR: _____

SYSTEM LOCATION: _____

	1 ST Qtr.	2 ND Qtr.	3 RD Qtr.	4 TH Qtr.
DATE				
MAIN DRAIN TEST <u>Conducts a main drain test as follows:</u> <ol style="list-style-type: none"> 1. Record the static water supply pressure (psi) as indicated on the lower pressure gauge. 2. Open the main drain and allow water to flow to stabilize. 3. Record the residual water supply pressure while water is flowing from the 2-inch main drain as indicated on the lower pressure gauge. 4. Close the main drain (slowly). 				
WET PIPE SYSTEM FLOW ALARM Test water flow alarms by opening the inspectors test valve.				
DRY PIPE PRIMING LEVEL Check dry valve priming water level by opening the test valve and checking for a small amount of water to discharge. If no water flows out of the test line, add priming water.				
DRY PIPE SYSTEM LOW AIR PRESSURE ALARM Close the water supply valve, <u>carefully</u> open inspector test valve to reduce air pressure <u>slowly</u> (Do not reduce air pressure sufficiently to trip the dry pipe valve). Confirm operation of low pressure alarm, record air pressure at which low pressure alarm activated, close inspector test, allow air pressure to rise to normal, then open water supply valve.				
DRY PIPE SYSTEM FLOW ALARM Open the alarm by-pass valve				
PREACTION SYSTEM FLOW ALARM Open the alarm by-pass valve				
DELUGE SYSTEM FLOW ALARM Open the alarm by-pass valve				
CONTROL VALVES Close valves and reopen until spring or tension is felt – back valve ¼ turn				
HYDRAULIC NAME PLATE If system was hydraulically calculated, assure nameplate is legible and securely attached to riser.				
COMMENTS:				

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FIRE PUMPS ANNUAL PERFORMANCE TESTS							
FACILITY: _____							
BUILDING NAME:				DATE:			
LOCATION:				INSPECTOR:			
TEST NUMBER	1	2	3	4	5	6	7
Approximate percent of rated pump discharge (gpm)	0	25%	50%	75%	100%	125%	150%
Nozzle size (inches)	No flow						
Pilot pressure (psi)							
Flow (gpm)							
Pump suction (psi)							
Pump discharge (psi)							
Net pump head (discharge pressure minus suction pressure)							
Pump speed (rpm)							
Operate electric circuit breaker							
Test emergency power supply							
Check for excessive back pressure in exhaust system							
COMMENTS:							

**FIRE HYDRANT ANNUAL INSPECTION
AND FLOW TEST**

DATE: _____

FACILITY: _____

INSPECTOR: _____

	LOCATION	FLOW RATE	ACCESSIBLE	OUTLETS	LEAK	CRACKS	DRAIN	OPS NUT	THREAD DAMAGE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

STANDPIPE AND HOSE SYSTEMS 5-YEAR TESTING RECORD

FACILITY: _____

SYSTEM: _____

INSPECTOR: _____

c. DATE	INSPECTOR	FLOW TESTED	REGULATING DEVICE	SYSTEM LOCATION
d.				
e.				
f.				
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				
p.				
q.				
r.				
s.				
t.				

COMMENTS:

FIRE REPORT FORM				
FACILITY: _____				
DATE: _____				
Institutional Safety Manager/Fire Safety Specialist Or Staff member reporting incident:				
<p>The Institutional Safety Manager/Fire /Safety Marshall, upon suppression of the fire and completion of the investigation as to the cause and extent of damages, must submit this report of fire occurrence or incident to the COO/Asst. Dir. and DEPSO. It is the responsibility of the person making the report to make certain that all information on this report is filled in as completely as possible. If you need extra space or have information that does not fit in the categories below, report it under "REMARKS". Attach additional supporting documents as necessary.</p>				OFFICIAL USE Report Number _____ Date Received _____
PLACE OF FIRE ORIGIN				
BUILDING	AREA	APPROXIMATE TIME		
STAFF INVOLVED		CONSUMERS INVOLVED		
NAME/TITLE	INJURIES (Y/N)	NUMBER	NAME	INJURIES (Y/N)
DETECTION (How was fire discovered)		FUEL TYPE (What material was burning)		
TYPE OF ACT (How did fire start)		SOURCE OF IGNITION (Cause of fire)		
Accidental <input type="checkbox"/> Incendiary <input type="checkbox"/>				
Evacuation Problems (If yes, explain): <input type="checkbox"/> YES <input type="checkbox"/> NO				
SUPPRESSION (How was fire extinguished)		DAMAGES (Estimate of damages)		
REMARKS:				
ON BACK OF FORM, DESCRIBE THE FIRE OCCURRENCE IN DETAIL AND SKETCH FLOOR PLAN OF INCIDENT AREA WITH POINT OF FIRE ORIGIN.				

HOT WORK PERMIT

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?
IS THERE A SAFER WAY?

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, and soldering, thawing pipe, torch applied roofing, and welding.

INSTRUCTIONS

1. Safety Manager/Fire Marshall:
 - A. Verify precautions listed at right (or do not proceed with the work).
 - B. Complete and retain PART I.
 - C. Issue PART 2 and a copy of PART 1, to person doing job.

HOT WORK BEING DONE BY:

- EMPLOYEE
 CONTRACTOR:

DATE:	JOB NO.	
LOCATION/BUILDING & FLOOR:		
NATURE OF JOB:		
NAME OF PERSON DOING HOT WORK:		
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.		
SIGNED (FIRESAFETY SUPERVISOR/OPERATIONS SUPERVISOR):		
PERMIT EXPIRES	DATE	TIME A.M. P.M.

NOTE EMERGENCY NOTIFICATION ON PART 2.
USE AS APPROPRIATE FOR YOUR FACILITY.

REQUIRED PRECAUTIONS CHECKLIST

- Available sprinklers, hose streams and extinguishers are in service/operable.
 - Hot Work equipment in good repair.
- Requirements within 35 ft. (11m.) of work
- Flammable liquids, dust, lint and oily deposits removed.
 - Explosive atmosphere in area eliminated.
 - Floors swept clean.
 - Combustible floors wet down, covered with damp sand or fire-resistive sheets.
 - Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields.
 - All wall and floor openings covered.
 - Fire resistant tarpaulins suspended beneath work.

Work on walls or ceilings

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls moved away.

Work on enclosed equipment

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapors.
- Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire watch/hot work area monitoring

- Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers, and where practical, charged small hose.
- Fire watch is trained in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas above, and below.
- Monitor Hot Work area for 4 hours after job is completed.

Other precautions taken --

WARNING!

**HOT WORK IN
PROGRESS
WATCH FOR FIRE**

IN CASE OF AN EMERGENCY:

CALL: _____

AT: _____

*Please post in or near work area until 1 hour after hot work has been completed

WARNING!