

CITY OF CAMARILLO
FIRE PREVENTION PLAN

1.0 Purpose

1. To establish a procedure for the safe storage of materials, prevention of fires, safe dispensing of flammable liquids and proper housekeeping.

2.0 Scope

1. This procedure applies to all City of Camarillo sites, employees, and contractor personnel.

3.0 Responsibilities

1. All managers and supervisors are responsible for executing, enforcing and performance of this procedure.

4.0 Housekeeping General

1. Maintenance and operating practices shall control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly.
2. Adequate aisles shall be maintained for unobstructed movement of personnel so that fire protection equipment can be brought to bear on any part of flammable or combustible liquid storage or use.
3. Combustible waste material and residues in a building or unit operating area shall be kept to a minimum, stored in covered metal receptacles and disposed of daily.
4. Ground area around buildings and unit operating areas shall be kept free of weeds, trash or other unnecessary combustible materials.
5. General work areas such as offices, cubicles, and shops must be kept orderly and clean.
6. Discarded packaging material or scrap should not be accumulated.
7. A sufficient number of wastebaskets or trash receptacles (noncombustible containers) should be placed in each work area.

8. Floors are to be swept or vacuumed to prevent accumulation of combustible materials.

5.0 Office

1. Electrical appliances shall be approved by Underwriters Laboratory (UL), Factory Mutual (FM) or other agencies.
2. Electrical equipment shall be maintained in good condition. Equipment with frayed or damaged cords, or generating excessive amounts of heat or smoke shall be removed from service and tagged "Do Not Use" until properly repaired.
3. Electrical circuits shall not be overloaded.
4. Extension cords:
 - A. Must be approved for the service (amperage and environmental conditions).
 - B. In good condition, no frayed wires or damaged plug ends. Not repaired with electrical tape. Damaged extension cords shall be replaced or shortened with a new plug installed.
 - C. Non-grounded adaptors shall not be used.
 - D. Used on a temporary basis only. Not ran through walls or ceilings or under carpets or rugs.
5. Space heaters shall be:
 - A. Powered by electricity and plugged directly into an outlet.
 - B. Equipped with a thermostat.
 - C. Equipped with a shut-off device if tipped over.
 - D. Turned off or unplugged when not in use (unplugged during weekends or extended times).
6. Aisleways, fire extinguishers and emergency exits shall not be blocked for any amount of time.
7. Equipment that generates heat shall be provided with adequate clearance to dissipate the heat.

6.0 Fire Prevention General

1. No person shall smoke or use an open flame:
 - A. Where flammable solvents, liquids, fluids, or other flammable or combustible materials are stored, transported, handled, or used; or
 - B. Within 25 feet of any area where smoking or the use of an open flame may cause a fire or an explosion.
 - C. Inside any building or shop or within 20 feet of a doorway or window that opens.
2. Signs warning against smoking and open flames shall be posted so they can be readily seen in areas or places where fire or explosion hazards exist.
3. Fuel lines (except vehicle, emergency equipment or portable equipment) shall be equipped with valves to cut off fuel at the source and shall be located and maintained to minimize fire hazards.
4. All heat sources, including lighting equipment, capable of producing combustion shall be insulated or isolated from combustible materials.
5. Solvents with flash points lower than 100° Fahrenheit (38° Centigrade) shall not be used for cleaning.
6. Solvents shall not be used near an open flame or other ignition source, or near any source of heat, or in an atmosphere that can elevate the temperature of the solvent above the flash point.
7. Battery-charging stations where hydrogen gas may be released shall be located in well-ventilated areas.
8. Equipment powered by internal combustion engines where the fuel tank is an integral part of the equipment, shall be shut off and stopped before being fueled.
9. Firefighting equipment, which is provided, shall be strategically located, readily accessible, plainly marked, properly maintained, and inspected monthly. Records shall be kept of such inspections. Employees shall be trained in the proper selection and use of fire extinguishers. Employees that have not been trained shall not use such equipment. The inspection shall confirm the fire extinguisher:
 - A. Is charged and the pin is in place.

- B. Is readily accessible.
 - C. Has been certified within the last year.
 - D. Appears to be in good working order.
10. Emergency telephone numbers shall be posted at appropriate telephones.

7.0 Fire Prevention, Welding and Cutting

1. No device or attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blowpipe, shall be allowed unless approved for the purpose.
2. Backflow protection shall be provided by an approved device that will prevent oxygen from flowing into the fuel-gas system or fuel from flowing into the oxygen system.
3. Acetylene shall not be generated, piped (except in approved cylinder manifolds) or utilized at a pressure in excess of 15 pounds per square inch gauge pressure.
4. The use of liquid acetylene is prohibited.
5. Oil or grease shall not be permitted to come in contact with oxygen cylinders, valves, regulators or other fittings. Oxygen cylinders and apparatus shall not be handled with oily hands or gloves, or greasy materials. A jet of oxygen shall not be permitted to strike an oily surface, greasy clothes or enter a fuel oil or other storage tank.
6. Oxygen shall not be used from a cylinder or cylinder manifold unless a pressure-reducing device intended for use with oxygen, and so marked, is provided.
7. Fuel-gas shall not be used from cylinders through torches or other devices equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
8. Welding fuel-gas cylinders shall be placed with valve end up whenever they are in use. Liquefied gases shall be stored and shipped with the valve end up. Nothing shall be placed on top of an acetylene cylinder when in use which may damage the safety device or interfere with the quick closing of the valve.
9. Cylinders shall be handled carefully.
10. Before connecting a regulator to a cylinder valve, the valve shall be opened slightly and closed immediately. (This action is generally termed "cracking" and

is intended to clear the valve of dust or dirt that might otherwise enter the regulator.) The valve shall be opened while standing to one side of the outlet; never in front of it. A fuel-gas cylinder valve shall never be opened up, cracked near other welding work or near sparks, flame, or other possible sources of ignition. Exception: Hydrogen cylinders. See suppliers' instructions before connecting the regulator.

11. Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.
12. If cylinders are found to have leaky valves or fittings which cannot be stopped by closing of the valve, the cylinders shall be taken outdoors away from sources of ignition and allowed to empty on its own. Cylinders having leaking fuse plugs or other leaking safety devices shall be plainly tagged, and the supplier shall be promptly notified of the condition and his instructions followed. A warning shall be placed near the cylinders prohibiting any approach to them with a lighted cigarette or other source of ignition.
13. Safety devices shall not be tampered with.
14. The cylinder valve shall always be opened slowly.
15. An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle, and preferably no more than three-fourths of a turn.
16. Torches in use shall be inspected at the beginning of each working shift for leaking shutoff valves, hose couplings, and tip connections. Defective torches shall not be used. Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.
17. Torches shall be lighted by friction lighters or other approved devices, and not by matches or from hot work.
18. When flammable gas lines or other parts of equipment are being purged of air or gas, open lights or other sources of ignition shall not be permitted near uncapped openings.
19. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them, or fire-resistant shields shall be provided.
20. No person, other than the gas supplier, shall attempt to mix gases in a cylinder. No one, except the owner of the cylinder or person authorized by him, shall refill a cylinder.

21. Cylinders containing oxygen or acetylene or other fuel or gas shall not be taken into confined spaces.
22. When operations are suspended for any substantial period of time, such as during lunch or overnight, gas cylinders shall be shut off. Where practicable, the torch and hose shall be removed from the confined space. Upon completion or discontinuance of welding operations, the welder shall provide some means of warning other workers of the location of hot metal.

8.0 Storage and Use of Cylinders

1. All gas cylinders shall be protected against undue absorption of heat.
2. Gas cylinders in portable service shall be conveyed by suitable hand trucks to which they are securely fastened, or safely carried where job conditions require. All gas cylinders in service shall be securely held in substantial fixed or portable racks, or placed so they will not fall or be knocked over.
3. Valve protection caps, when provided for, shall be put in place before cylinders are moved, transported or stored.
4. Gas cylinders raised or lowered by crane, hoist, or derrick must be handled in suitable cradles, nets, or skip boxes, and shall never be lifted by magnet or by rope or chain slings.
5. Cylinders must not be placed where they might form a part of any electric circuit.
6. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
7. LP-Gas vessels used for roofer's tar pots, plumber's pots and torches, space heaters, etc., shall be so installed that heat from the burner will not increase the temperature of the tank more than 10° Fahrenheit after one hour of operation of the burner at full capacity. **Note: Vessels shall be protected from vehicle contact (e.g. railroad ties, ballards, or jersey barriers).**
8. LP-Gas vessels installed on mobile equipment shall have the bottom of the container, and/or any outlet connection, not lower than the lowest horizontal edge of the vehicle axle when fully loaded. Such units shall be adequately secured to prevent jarring loose, slipping, or rotating.

9.0 Flammable Liquids Storage / Use

1. Open flames and smoking shall not be permitted in flammable or combustible liquid storage areas.
2. Materials that will react with water shall not be stored in the same room with flammable or combustible liquids.
3. Suitable fire control devices, such as small hose or portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored. At least one portable fire extinguisher having a rating of not less than 20-B units shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage.
4. At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
5. At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.
6. Substances which, when mixed, react violently, or evolve toxic vapors or gases, or which in combination become hazardous by reason of toxicity, oxidizing power, flammability, explosibility, or other properties, shall be separated from each other in storage by distance, by partitions, or otherwise, so as to preclude accidental contact between them. Note: Some typical examples of such incompatible substances are: Mineral acids and oxidizing agents; mineral acids and cyanides; oxidizing agents and combustible materials; acids and alkalis.
7. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
8. Containers of hazardous substances shall not be stored in such locations or manner as to result in damage to the container. Containers shall not be stored where they are exposed to heat or direct sunlight sufficient to rupture the containers or to cause leakage.
9. All containers, either open or closed, which contain a flammable liquid shall be plainly marked with an appropriate warning legend or painted a distinctive color or otherwise distinguished from containers which contain nonflammable substances. Original containers marked as required by OSHA, shall be considered to comply with the requirements of this section.

10. Flammable liquids shall not be used to wash floors, walls, ceilings, structural members, furniture, equipment, machines or machine parts, unless ventilation is provided and maintained. Spraying of flammable liquids for cleaning purposes is forbidden.
11. Flammable liquids shall be kept in covered containers when not actually in use, being processed or compounded, or shall be stored in permanent storage tanks. Such liquids shall not be transported from storage areas to areas of use in open containers. Containers used to transport flammable liquids or as dispensing devices shall be covered containers or original closed containers. Closures of such containers shall be kept in place at all times except when liquid is being drawn from the container.
12. Tubular gauges on stationary tanks, vats, or containers which contain flammable liquids shall be shielded to prevent liquid spray from endangering employees should the gauge break. All such gauges shall be guarded when exposed to the hazards of being broken by accidental impact and in all cases when located less than 7 feet above or 3 feet laterally from working levels or passageways. All such gauges shall be provided with valves which can be readily closed in case of breakage. Where practicable, ball-check or other self-closing valves shall be used.
13. Areas in which flammable or combustible liquids are transferred at one time, in quantities greater than 5 gallons from one tank or container to another tank or container, shall be separated from other operations by 25-foot distance or by construction having a fire resistance of at least 1 hour. Drainage or other means shall be provided to control spills. Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
14. When flammable liquids are transferred from one container to another, the fill spout, nozzle or fill pipe shall be kept continuously in contact with the edge of the fill opening to prevent the discharge of static sparks. Bonding or grounding of tanks, tank vehicles, tank cars, etc., shall be in accordance with NFPA 77-1983.
15. Flammable liquids shall be drawn from or transferred into vessels, containers or portable tanks within a building only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container or portable tanks by gravity through an approved self-closing valve. Transferring any liquids by means of air pressure on the container or portable tanks shall be prohibited.
16. The dispensing unit and its piping shall be protected against collision damage.

17. Dispensing devices and nozzles for flammable liquids shall be of an approved type.