

The University of Maine at Presque Isle Fire Prevention Plan

List of Major Workplace Fire Hazards:

- **Flammable chemicals:** found in laboratories, shops, art studios, maintenance activities (painting, cleaning...) engines, boilers and other heating appliances.
- **Processes involving open flame:** Cooking and some lab operations use.
- **Heat producing devices:** Drying (both in the laundries and laboratories), cooking, heat producing devices such as hot plates and space heaters
- **Use and disposal of chemicals:** Experiments in labs, hazardous waste handling, oily rags in art studios, and shops.
- **Electrical equipment:** Short circuits and malfunctioning equipment.

Flammable Chemical Proper Handling and Storage Procedures:

Chemicals use and storage at the university are either covered under the specific Chemical Hygiene Plan in each or laboratory or under the Hazard Communications Policy. These plans and policies define safe storage and handling of chemicals. Basically we either follow the manufactures recommendation or industry standards and guidelines.

Potential Ignition Sources and their Control Procedures:

Open flames, electrical equipment, heat producing devices, and use and disposal of chemicals. The control procedures for these sources are detailed in the Chemical Hygiene Plan, and the following guidelines, Office Safety, General Work Site Safety, and Hazardous Waste Management. Smoking is not permitted on campus.

Types of Fire Protection Equipment and Systems to Control Fires:

Many systems are in place including the following; fire suppression equipment (sprinklers and fire extinguishers); proper storage areas (flammable storage rooms and cabinets); fire alarms and detectors; and building systems such as doors, walls, ceilings, and floors.

Job Titles Responsible for Maintenance of Systems Installed to Prevent or Control Ignitions or Fires:

Various groups at Facilities Management (FM) and Contract Inspectors are responsible for maintaining these systems.

Job Titles Responsible for Control of Fuel Source Hazards:

All employees who use or store fuel sources are responsible for control. Major sources such as heating plants and gasoline storage are the responsibility of FM shops.

Housekeeping:

Housekeeping is the responsibility of the individual employees and Facilities Management. In general the individual is responsible for their workspace and the Facilities management is responsible for waste receptacles and the common spaces on campus. Hazardous waste is removed upon request by Facilities Management.

Training:

All employees are required to receive Basic Safety and Area Specific training upon beginning employment at the University and annually thereafter, included in this training are fire prevention and emergency action plan training.

Maintenance:

The maintenance of heat producing equipment is the responsibility of the department and employees using the equipment. In the case of area specific equipment such as coffee pots, microwave ovens, and hot plate it is the responsibility of the department using the workspace. In the case of building systems it would be the responsibility of Facilities Management. In all cases employees would follow the manufacturer's instructions and practices or industry standards as appropriate.

Specific Guidelines:

When decorating for the holiday season please observe the following safety precautions:

- All trees and wreaths are to be artificial and flame-resistant. Unless specifically inspected and approved by the Fire Department. Documentation should be available to prove their flame resistance.
- Only use decorations that are noncombustible or have a label that states that they are "flameproof," "flame-resistant," or "flame-retardant." Keep the label to document acceptability.
- Electric lights or lit decorations are acceptable only if they are labeled with Underwriters Laboratory or Factory Mutual approval. Inspect light strings for frayed or bare wires, cracked sockets, loose connections and damaged insulation. Replace the entire string of lights if any of these safety deficiencies are present. Always follow the manufacturer's recommendations.

- No lit candles, open flames, or spark-producing devices are permitted.
- Do not obstruct corridors, stairways, exits or doors from closing. Decorations are not to be hung so as to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.
- Do not place decorations near electrical equipment or other heat sources. Do not hang decorations from sprinkler heads.
- Do not route electrical cords across aisles or corridors (tripping hazard) or under doors.
- Keep extension cords to a minimum. Extension cords must have 3-prong grounded outlets.