

**Fill-in-the-blanks Fire Prevention Plan**

**Written Fire Prevention Plan**

\_\_\_\_\_  
(Company Name)

The purpose of the Fire Prevention Plan is to provide a workplace free from fire hazards and to reduce or eliminate fire in the workplace. It complies with OSHA's Fire Prevention Plan regulation, found at 29 CFR 1910.39 and Subpart E which requires a written plan that contains specific program elements. The goal of our company is to provide all employees with the information necessary to recognize hazards and take the appropriate action before such condition results in a fire emergency. The person with primary responsibility for the plan is \_\_\_\_\_

Fire Exits or evacuation plans are located in the following areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Procedures In Case of a Fire:**

In the case of an emergency, employees will be alerted by:

- Sounding of alarm
- Public address system announcement
- Verbal announcement
- Other

\_\_\_\_\_  
\_\_\_\_\_

The emergency notification signal is:

- The same in all situations
- Distinctive for several different emergency situations

\_\_\_\_\_  
\_\_\_\_\_

This company's policy for reporting an emergency is:

- Talk to a supervisor
- Sound an alarm
- Make an announcement over a paging system

\_\_\_\_\_  
\_\_\_\_\_

**Fire Prevention Program**

It is the policy of this company, that in an emergency, all employees evacuate the building immediately.

Evacuate through the nearest available marked exit. Employees are to gather at the following locations:

---

---

Employees will be accounted for after evacuation by:  
(describe the means for which employees will be accounted for)

---

---

---

In the event of a fire, the policy for employees being authorized to use a portable fire extinguisher to attempt to extinguish the fire before evacuating is:

- Any employee may do so
- Only designated employees
- Employees are not authorized to fight fires

---

---

---

The following employees are trained to perform medical duties in the case of an emergency:

---

---

---

---

The following materials could provide fuel for the fire if ignited:

Material	Location
<hr/>	<hr/>

**Fire Extinguishers**

Where fire extinguishers are provided in the workplace, they will be inspected annually by a fire professional and monthly by a lay person, to verify that they are in good operating condition. Only approved fire extinguishers should be used and should never be blocked or obstructed from view.

If fire extinguishers are available for use by employees then training on the proper operation will be provided. Remember that personal safety is the priority. Extinguishing the fire should be attempted only when everyone is safe and out of danger.

Fire extinguishers can be found in the following locations around the workplace:

---

---

---

---

---

---

---

---

---

---

---

The person responsible for the testing and maintenance of all portable fire extinguishers, fire equipment and alarm systems is : \_\_\_\_\_

Maintenance can be reached at: \_\_\_\_\_

Any maintenance issues or observed hazards (including fuel source hazards) should be reported immediately.





## **Potential Ignition Sources**

Flammable or combustible materials will generally not ignite without an external source of ignition. The following procedures shall be used to control known ignition sources:

<u>Ignition Source</u>	<u>Control Procedure</u>
Smoking	Allowed in designated areas only. Dispose of matches and cigarette butts only in designated receptacles.
Flammable Material	Do not store flammable and combustible materials in close proximity to energized electrical equipment.
Electrical	Do not overload electrical outlets or use extension cords without managerial approval.
Space Heaters	Do not use space heaters at your workstations or without the knowledge of the IT Department or Human Resources.
Open Fires	Open fires, such as candles, are not permitted.
Coffee Makers	Coffee makers and food warming equipment should be shut off when not in use and at the end of the day. These items should only be placed on surfaces that are not easily combustible.
Housekeeping	Keep work areas clean and free from trash or scrap materials. Make sure that fire extinguishers, exits and walkways are free from clutter.
Flammable Liquids	Only approved containers or tanks are permitted for storing flammable materials or combustible liquids. Clean up flammable liquid spills immediately.
Heat Producing Equipment	Follow the manufacturer's recommendations for heat or flame producing equipment use and maintenance. Keep flammable and combustible materials away from equipment. Never refuel equipment while running or hot.

---