

# Sample Fire Safety Plan

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OSHA standards require employers to provide proper exits, fire-fighting equipment, emergency plans, and employee training to prevent fire deaths and injuries in the workplace. When OSHA conducts workplace inspections, it checks to see whether employers are complying with standards for fire safety.

## **This sample plan includes:**

- building fire exit inspections
- portable fire extinguisher rules
- emergency evacuation plan procedures
- fire prevention plan procedures
- fire suppression plan procedures

## **Employers Covered**

A variety of OSHA standards require employers to protect their employees from fire hazards. One aim of the regulations is to reduce the number of fires by limiting opportunities for ignition of flammable and combustible materials. A second purpose is to make sure that employees know how to escape harm in the event of fire. A third purpose is to require basic training regarding fire extinguishers, if some or all employees are allowed to use them.

In addition to provisions on fire prevention, this Sample Fire Safety Plan contains provisions for the evacuation of employees and for the use of fire extinguishers. The plan is intended to provide employers with an overall program for responding to fires, rather than merely preventing them. Options available to employers regarding the use of fire extinguishers are discussed below.

The mosaic of fire-fighting regulations generally gives employers three basic options on how to protect their employees from possible fires:

- **Option 1 – Immediately Evacuate All Employees:** Instruct all employees to evacuate immediately in the event of fire. If this option is chosen:
  - do not provide fire extinguishers for employee use (or, if provided, designate them for use by non-employees only); and
  - develop and implement a Fire Prevention Plan (see subsection below).
- **Option 2 – Designate Certain Employees to Use Portable Fire Extinguishers:** Designate and train certain employees to use fire extinguishers as part of the employer's Emergency Action Plan. All other employees must be instructed to immediately vacate the premises on the sounding of the fire alarm or signal.
- **Option 3 – Provide Portable Fire Extinguishers for Use by All Employees:** Provide fire extinguishers and train all employees on using them to fight small fires. Employers must instruct their employees not to attempt to fight fires with an extinguisher unless they can safely do so. In addition, employers must train all of their employees on how to safely evacuate the premises in the event of fire.

Activities and materials that pose special fire dangers may impose additional requirements on employers. For example, for operations involving flammable or combustible liquids, explosives, or blasting agents, employers must provide employees with fire extinguishers and training on their proper usage. In addition, employers must comply with additional fire safety requirements for special fire hazards related to blasting agents, cranes, dipping and coating operations, explosives, flammable and combustible liquids, portable tanks, working platforms, and welding operations. **Employers should modify this Sample Fire Safety Plan to meet the unique needs of their particular workplaces.**

The Sample Fire Safety Plan does not address the detailed and rigorous requirements that apply to employers that have their own fire-fighting brigades. These brigades are rarely used, except by large industrial complexes.

## **Required Fire Prevention Plan**

OSHA requires employers to have a written Fire Prevention Plan if the employers:

- choose not to provide extinguishers; or
- choose to designate fire extinguishers only for non-employee use.

An oral plan is allowed for employers with 10 or fewer employees.

The Fire Prevention Plan itself must address:

- potential ignition sources;
- effective housekeeping procedures;
- the persons (or job titles) responsible for preventing the accumulation of flammable waste materials; and
- the persons (or job titles) responsible for installing and maintaining fire suppression equipment.

Employers may also be required to have a Fire Prevention Plan if flammable materials, chemicals, explosives, or hazardous wastes are located in the workplace. Even if an employer is not required to have a Fire Prevention Plan, the adoption of such a plan is always a good idea. The easiest fire to extinguish is the one that never starts.

## **Legal Sources**

This sample Fire Safety Plan follows OSHA requirements for a written plan found in 29 CFR 1910.38 and 1910.157.

FIRE SAFETY PLAN

\_\_\_\_\_  
company name

\_\_\_\_\_  
street address

\_\_\_\_\_  
city

\_\_\_\_\_  
state

\_\_\_\_\_  
ZIP code

Prepared by:

\_\_\_\_\_  
print name of preparer

\_\_\_\_\_  
title

\_\_\_\_\_  
phone number

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## PURPOSE

This plan is for the safety and well-being of the employees of:

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company

It identifies measures to prevent fires, to suppress fires that may occur, and to evacuate in the event of a fire emergency. Education and training are provided to enable all employees to understand the Fire Safety Plan.

## RESPONSIBILITY

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name or title of administrator

is solely responsible for all facets of this plan and has the full authority to make necessary decisions to ensure the success of this plan.

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name or title of developer

will develop detailed written instructions where required by this plan and will amend these instructions when necessary.

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name or title of trainer

is responsible for training employees in the use of fire extinguishers and the use of the evacuation plan, and for providing any other training required by this plan.

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name or title of employee

is responsible for the control of fuel source hazards.

## **FIRE EXITS**

Each workplace building must have at least two means of escape remote from each other to be used in a fire emergency.

Fire doors must not be blocked or locked to prevent emergency use when employees are within the buildings. Delayed opening of fire doors is permitted when an approved alarm system is integrated into the fire door design.

Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.

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name or title

is responsible for inspecting fire exits.

Inspections will be performed \_\_\_\_\_.  
weekly/monthly

## **PORTABLE FIRE EXTINGUISHERS**

Each workplace building must have a full complement of the proper type of fire extinguishers for the fire hazards present.

Employees expected or anticipated to use fire extinguishers must be instructed in the hazards of fighting fire, how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency. Training will be provided by the person responsible for training, who is named in the "Responsibility" section of this plan.

Only approved fire extinguishers are permitted to be used in workplaces, and they must be kept in good operating condition.

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name or title

will maintain and inspect fire extinguishers at least monthly. All fire extinguishers will be inspected annually by an outside fire extinguisher company.

In those situations where the employer wishes to evacuate employees instead of having them fight small fires, there must be written emergency plans and employee training for proper evacuation.

## **EMERGENCY EVACUATION PLANNING**

Each workplace must have a written Emergency Evacuation Plan for evacuation of employees that includes:

- evacuation routes and procedures for all employees
- procedures for accounting for all evacuated employees
- special procedures for evacuating physically impaired employees
- procedures for those employees who must remain behind temporarily to shut down critical plant equipment
- the means of alerting employees to a fire emergency
- the means for employees to report emergencies

The written plan must be available for employee review.

An employee alarm system must be available throughout the workplace complex and must be used for emergency alerting for evacuation. The alarm system may be voice communication or sound signals such as bells, whistles, or horns.

Employees must be trained in:

- recognizing the evacuation signal; and
- knowing their role in the Emergency Evacuation Plan.

All new or transferred employees must be trained in the Emergency Evacuation Plan when beginning their job duties. All employees must be trained in any changes in the plan.

## FIRE PREVENTION PLAN

Stopping unwanted fires from occurring is the most efficient way to handle them.

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name or title

will draft a written Fire Prevention Plan to complement the Emergency Evacuation Plan to minimize the frequency of evacuation. The plan must include a list of all major fire hazards, including:

- potential ignition sources and their control
- housekeeping procedures for storage of flammable materials
- the type of fire protection equipment necessary to control each major hazard
- cleanup procedures for flammable waste
- handling and packaging procedures for flammable waste, including recycling
- safety rules regarding smoking, welding, and other burning within the workplace

This written plan is available for employee review.

Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, fryers, etc., must be properly maintained and kept clean of accumulations of flammable residues. Heat producing sources will be inspected \_\_\_\_\_  
weekly/monthly

by \_\_\_\_\_  
name or job title

Flammables are not to be stored close to these pieces of equipment.

All employees must be trained in the potential fire hazards of their jobs and in the procedures listed in the Fire Prevention Plan. All new or transferred employees must be trained in the Fire Prevention Plan when beginning their job duties. All employees must be trained in any changes in the plan.



The Developer, who is responsible for developing detailed written instructions, as well as the Trainer, who is responsible for training employees about the plan, are named in the “Responsibility” section of this plan.

## **FIRE SUPPRESSION SYSTEM**

Properly designed and installed fixed fire suppression systems enhance fire safety in the workplace. An automatic sprinkler system throughout the workplace is among the most reliable fire-fighting means. That type of system should detect the fire, sound an alarm, and put water where the fire and heat are located.

**If an automatic fire suppression system is being used,** the following regulations will become part of this plan:

1. \_\_\_\_\_ will maintain the automatic fire  
name or title  
suppression system in serviceable condition.
2. The Administrator of this plan will name a fire watch of trained employees to respond quickly to any fire emergency for those times when it is necessary to disable the fire suppression system while the business continues to operate. The fire watch must comply with the Fire Prevention Plan and Emergency Evacuation Plan.

**If the fire suppression system uses agents that are a serious health hazard** (such as carbon dioxide, Halon 1211, etc.), the following regulations will become part of this plan:

1. Signs will be posted in areas protected by the fire suppression system.
2. The system will be equipped with an alarm system to warn employees of the impending discharge and allow them time to evacuate the area.
3. \_\_\_\_\_ will develop an Emergency Action Plan  
name or title  
to provide for the safe evacuation of employees who could be exposed to hazardous fire suppressants. Employees will be trained in the fire suppression system evacuation plan as part of the overall evacuation plan for the workplace facility.