

Suffolk County Community College

Fire Prevention Plan

29 CFR 1910.39(b)



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III. ASSIGNMENT OF RESPONSIBILITY

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to the College's policies regarding fire emergencies (see Emergency Guide).

A. Authority and Policy Establishment

The College President determines Suffolk County Community College's fire prevention and protection policies. The President will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

B. Plan Administrator

The College Assistant Director of Public Safety and Environmental Health (or his/her designee) shall manage the Fire Prevention Plan for Suffolk County Community College, and shall maintain all records pertaining to the plan. The Plan Administrator shall also review the Plan annually, and make any necessary corrections.

C. Enforcement

Each Building Administrator is responsible for notifying the Director of Fire and Public Safety (or his/her designee) when changes in operation increase the risk of fire. Building Administrators and the Office of Fire and Public Safety are also responsible for enforcing Suffolk County Community College's fire prevention and protection policies.

D. Employees

All employees shall:

- Conduct operations safely to limit the risk of fire.
- Report potential fire hazards to their supervisors.
- Follow fire emergency procedures

- f. Store rags in metal bins with self-closing lids.
- g. Do not order excessive amounts of combustibles.
- h. Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and halon are approved fire extinguishing agents for Class A combustibles.

2. **Class B combustibles. (Class B Fires)**

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- a. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- b. Do not dispense flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- c. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- d. Dispose of oily rags, towels etc. promptly and properly.
- e. Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- f. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- g. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- h. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), and halon. (**NOTE:** Halon has been determined to be an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place.)

F. Smoking

Smoking is prohibited on College property and in College vehicles.

VI.

