

## Safety Management Program

### *Pre-Fire Emergency Planning*

#### Statement of Problem

Experience has shown that action in emergencies is seldom effective unless it has been planned in advance. A plan that has been carefully developed, detailed in writing, adequately implemented, and constantly revised to meet changing conditions forms an important element of an overall loss prevention program. A plan that is hastily conceived, filed, and forgotten may be worse than no plan at all, since it could create complacency before, confusion during, and financial disaster after an emergency.

#### Action Plan

Well-trained resourceful people, and management's full support, are the essential ingredients of any pre-emergency plan. The proper training and coordination of such people is a responsibility of management.

The following responsibilities need to be assigned, in writing, for a Plant Emergency Organization (PEO) to be effective:

- An Emergency Coordinator and alternate for each shift. Responsibilities include:
  - > Organizing the PEO
  - > Training participants
  - > Implementing the PEO under emergency conditions
- Sprinkler valve person responsible for confirming that all valves are open for the sprinkler system in the fire area.
- Individual designated to call the public fire department.
- Person responsible for meeting and directing the public fire department to the fire area.
- Plant personnel who will participate in plant cleanup and can evaluate the need for salvage operations.
- Person to verify fire pump is operating and is knowledgeable about fire pump operation.
- Pre-fire plan should be reviewed with the local fire department. The following form should be used when developing a pre-fire plan.

NOTE: **At no time will these responsibilities supersede the safety of plant personnel under emergency conditions.**

# Plant Emergency Organization

Facility \_\_\_\_\_

Personnel	First Shift	Second Shift	Third Shift
Emergency Coordinator			
Alternate			
Sprinkler Valve Person			
Alternate			
Call Public Fire Dept.			
Alternate			
Meet with and Direct Public Fire Department			
Alternate			
Salvage Coordinator			
Alternate			
Fire Pump Operator			
Alternate			

This organization list needs to be reviewed at least semiannually to make corrections and add new people if needed. In addition, training of all individuals needs to be done annually, including review of responsibilities and proper response procedures.

# Pre-Fire Planning with Fire Department

Facility Name	Location
<b>The importance of pre-fire planning with the local fire department (all three shifts of the first responding department) cannot be over-emphasized. If there is not already an established policy, the local fire department should be requested to conduct a pre-fire plan. The plan should be updated at least annually, or at the time of an occupancy change or new construction.</b>	
	Before touring the facility, copies of site plans should be obtained (may be available from insurance company). Plan should show location of water supplies, sprinkler control valves, fire department connections, etc.
	The access routes to various plant buildings and outdoor hazard areas should be discussed. Make arrangements for a knowledgeable person to meet the fire department at the facility entrance and to guide them to the emergency area.
	Discuss building construction features that may affect firefighting operations.
	Discuss egress routes for personnel and staging safe areas for emergency/medical services.
	Discuss occupancy hazards, particularly special hazards such as dip or quench tanks, and review methods of reducing hazards (shutdown procedures for equipment, shutoffs for utilities, closing fire doors, etc.)
	Discuss new additions, equipment installations, or occupancy changes that may have occurred since the last pre-fire plan visit.
	Discuss arrangements for boosting water pressure at sprinkler system(s) and standpipe(s). Identify pumper water sources and corresponding Siamese connections to be used. Determine areas served by connection(s). (Siamese connections should be located downstream of any fire or booster pump and upstream of any dry pipe valve.)
	Review water supply sources. If multiple sources are available, plan how to use them so hose lines will not compete with sprinklers for same water.
	Review locations of sprinkler valves and areas each protect.
	If fire or booster pumps are present, review starting arrangements and cut-in pressure for automatic starting.
	Discuss procedure for shutting off sprinkler system. A sprinkler system should not be shut off as long as it is intact and until the fire department officer in charge has determined fire has been extinguished. Fear of water damage should not prompt premature closure of a sprinkler valve.
	Review fire alarm notification and how signal is transmitted. Discuss alternate methods of fire department notification. (When pressure switches are provided for alarm notification, permanent tags should be provided on sprinkler rises to indicate alarm line valves should remain open.)
	Discuss coordination of emergency organization and fire department activities; i.e., will fire department officer assume command of firefighting operations from Fire Brigade Chief.
	Schedule date to update pre-fire plan.
Date	Signature

*Fire Department Officer's Signature*

Comments: