



Tom Reusser, Superintendent

**FIRE PREVENTION & EVACUATION PLAN
2020-2021**

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INTRODUCTION

Cal/OSHA (California Code of Regulations, Title 8, Section 3221) requires every employer with 10 employees or more to have a written Fire Prevention Plan (FPP) that includes, at a minimum, the following elements:

- Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them
- Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires
- Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials

PURPOSE

The Sutter County Superintendent of Schools (SCSOS) will take the steps necessary to ensure fire prevention is a functional process for eliminating hazards from the workplace in compliance with CCR, Title 8, Section 3221. The SCSOS Superintendent has the overall authority and responsibility for implementing and maintaining this program. In addition, the Fire Prevention & Evacuation Site Coordinators (FPESC) have been assigned to the County Office (970 Klamath Lane), Feather River Academy, One Stop, Shady Creek, Sierra Building and 300 Building facilities. These coordinators have authority and responsibility for implementing and maintaining this program at their designated sites.

SCOPE

This program will apply to all employees of SCSOS. Outside contractors employed by SCSOS will also be expected to comply with sound fire prevention techniques and methods in the completion of their contracted tasks.

Due to the potentially severe loss of life and property a fire can cause, employee failure to comply with this program may result in disciplinary action up to and including termination. Services from outside contractors may be terminated should they fail to comply with sound fire prevention measures.

SITE SPECIFIC FIRE PREVENTION INFORMATION

This SCSOS FPP applies to all employees including students, visitors, and volunteers.

The areas/school sites covered by this specific plan are:

<u>Site</u>	<u>FPESC</u>
<u>County Office</u>	<u>James Peters & Demetrio Mendez</u>
<u>Feather River Academy</u>	<u>Bill Embleton, Demetrio Mendez & James Peters</u>
<u>One Stop</u>	<u>Rinky Basi & James Peters</u>
<u>Shady Creek</u>	<u>Shannon Cueva, Chris Little & Michaelle Kellerman-Bartlett, James Peters</u>
<u>Sierra Building</u>	<u>Eric Pomeroy & James Peters</u>

Training Records will be maintained at the County Office, 970 Klamath Lane, Yuba City, CA.

RESPONSIBILITIES

The FPESC are responsible for all aspects of the Fire Prevention & Evacuation Plan including: the maintenance of good housekeeping practices, ensuring the proper storage, handling, and use of any materials or substances utilized within their facilities which may contribute to or cause a fire, ensuring regular fire prevention inspections of their facilities are conducted, and ensuring employees and students receive adequate training regarding fire prevention and response. If the FPESC observes any unsafe housekeeping practices, hazards to the welfare of employees, students or visitors, or program problems in general, they will report to the site administrator at once.

Additionally, the FPESC are responsible for ensuring that their facility is in compliance with all Cal/OSHA fire prevention standards.

HOUSEKEEPING

OBJECTIVES

Good housekeeping reduces the possibility that a fire will start, and in the event that there is a fire, reduce the materials available to fuel the blaze. Because good housekeeping is such a critical element in the FPP, regular inspections will be conducted to ensure the proper handling and storage of substances, which may contribute to or cause a fire. Employees will be trained in sound housekeeping practices.

The following are examples of safe handling practices, good housekeeping, and maintenance with which employees are expected to comply:

- All flammable or combustible liquids, involving solvents, lubricants, fuels, and

- chemicals shall be kept and stored in approved containers.
- All flammable or combustible liquid containers shall be clearly labeled and carry appropriate warnings.
 - All spills of flammable or combustible liquids shall be cleaned up immediately.
 - Flammable and combustible waste materials shall be stored temporarily in fire resistant containers and disposed of regularly.
 - Flammable or combustible materials must be kept away from potential spark or ignition sources.
 - Exits, aisles, and work areas shall be kept neat, clean, and clear of trash, cartons, or other material that might help fuel a fire.
 - The sprinkler systems shall be tested annually by authorized in-house personnel and at least annually by an authorized outside agency to ensure they are, well maintained and function properly.
 - Electrical wiring shall be kept in good condition. Faulty or damaged wiring will be repaired in accordance with the National Electric Code or replaced in accordance with the National Electric Code.
 - Electrical contacts will be kept clean.
 - Fire exits will be kept unobstructed and clearly identified.
 - All fire extinguishers will be maintained in a fully charged condition and kept accessible at all times.
-
- Fire hydrants will be kept accessible at all times.
 - Fire alarms and detection systems will be periodically inspected to ensure proper working order by conducting fire drills.

Appendix A includes a list of locations of flammable and combustible materials found throughout the facilities.

In order to ensure good housekeeping and maintenance practices, an inspection checklist shall be utilized. The checklist is designed to lead the inspector through the inspection process allowing them to check general as well as specific areas.

FIRE ALARM AND PROTECTION SYSTEMS

ALARMS

Fire alarms directly alert personnel and the fire department of a fire or emergency action in order to provide safe escape of employees to evacuate the workplace. A follow-up call (dial 911) will always be placed to the fire department to make sure that the fire signal was relayed by the alarm. The fire alarm system includes an announcing system, which gives an audible and a visual display of the alarm. The display denotes the floor, zone, or other designated area from which the alarm originated.

Smoke detectors will be located around equipment, near return air ducts, in stairwells, and in lobbies. They will activate alarm systems that can be heard by everyone in the building.

Heat detectors will be located in abnormally high temperature, are also connected to the Fire Alarm System. When they are activated, the enunciator panel reflects the affected area within the facility.

Automatic detectors and alarms will be maintained in reliable operating condition at all

times. Proper tests, and documentation, will be made at specific intervals. Smoke detectors will receive periodic cleaning to remove dust or dirt, which has accumulated. The frequency of the cleaning will be dependent on local conditions. All devices, components, combinations of devices or systems constructed and installed will comply with 29 CFR 1910.165 regulations.

SPRINKLERS

The fire sprinkler system automatically distributes water upon a fire in sufficient quantity either to extinguish it entirely, or to prevent its spread. Therefore, the sprinkler systems will be properly maintained and checked regularly to ensure that all valves are open. Sprinkler valves will be locked open, so they cannot be shut off.

Materials will be kept at least 18 inches below and 36 inches away from all sprinkler heads to ensure the proper functioning of the sprinkler.

Maintenance procedures will be followed to ensure no one replaces the sprinkler heads with a head of another color or attempts to paint unpainted heads. Painting sprinkler heads may clog them and prevent them from operating correctly; therefore, this procedure will be prohibited. A main drain flow test will be performed annually.

Temperature rating, color code, and areas of use are as follows:

TEMPERATURE RATING	COLOR	AREA(S) OF USE
165 degrees	plain	all areas
212 degrees	white	water heater
286 degrees	blue	kitchen
360 degrees	red	boiler

MAINTENANCE OF FIRE ALARM AND PROTECTION EQUIPMENT

The maintenance of fire alarms and protection equipment is essential, and all critical valves and operable devices shall be locked into proper position. Identification of the device and warning tags to caution users about unauthorized operations shall be attached to critical components.

When any test or inspection takes place, a record shall be kept on file and made available upon request by authorized personnel. The record shall include:

- The identity of the equipment tested.
- The type of test conducted.
- The date the test was conducted.
- The results of the test.
- Any repairs made due to the equipment failing the test.
- The name of the person performing the test.

Inspections shall be conducted of the sprinkler systems annually to ensure they are working properly. The system shall be tested annually by a qualified Fire Sprinkler Service. The sprinkler tests shall include a pressure test and a check of the tamper switch at

annunciation panel.

Any time a fire protection system is taken out of service for maintenance and/or repairs, the local fire department and the alarm company will be notified prior to taking the system out of service. A fire patrol will be implemented with rounds being made at least once each hour. The local fire department and the alarm company will be notified when the system is placed back in service. Documentation will be maintained which:

- Identifies the time the system was taken out of service,
- The reason the system was taken out of service,
- Who at the fire department and alarm company received notification of the removal from and restoration to service,
- The name of the person taking the system out of service, and
- The date and times (both the removal time and time of restoration will be recorded) the events occurred.

The FPESC will maintain this information for at least one year from the date of occurrence. Records will be maintained at the County Office, 970 Klamath Lane, Yuba City.

FIRE EXTINGUISHERS

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain conditions:

- The operator must know how to use them. There is no time to read instructions during an emergency.
- Extinguishers must be within easy reach and in working order, fully charged.
- Extinguishers need to be kept near the exit. The user needs to have an escape route that will not be blocked by fire.
- Extinguishers must match the type of fire being fought.
- Extinguishers must be large enough to put out the fire. Most portable extinguishers discharge completely in as few as eight seconds.

CLASSES OF FIRES:

CLASS A: Fires involving ordinary combustibles such as wood, cloth, paper, rubber, textiles, plastics, and trash.

CLASS B: Fires involving flammable liquids such as gasoline, oil, grease, oil-based paints, lacquers, and flammable gases.

CLASS C: Fires involving electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, and appliances.

TYPES OF EXTINGUISHERS

Extinguishers are classified as **A**, **B**, **C**, and **ABC**.

Water possesses the greatest cooling effect of any known substance and is, therefore,

used as the principle content of Class A extinguishers.

A wide variety of dense, heavier than air gases and ordinary dry chemicals are used in Class B extinguishers. All of these smother Class B fires by excluding the air. These extinguishers can also be used on Class C fires.

Class C Extinguishers use a non-conductive extinguishing agent, (heavier than air gases and ordinary dry chemicals.)

ABC, or multi-purpose, extinguishers contain ordinary dry chemicals and can be used on all three classifications of fire.

Sutter County Superintendent of Schools utilizes type ABC fire extinguishers. Fire extinguishers will be kept fully charged and accessible at all times. Employees will be trained in the proper use of each type of fire extinguisher annually.

MONTHLY AND ANNUAL FIRE EXTINGUISHER INSPECTIONS

The FPECS will ensure portable fire extinguishers are visually inspected monthly during the housekeeping and/or general safety inspection. An appointed member of the safety committee or an otherwise appointed individual shall conduct inspections on fire extinguishers monthly which will be logged and keep on file. If an extinguisher is found missing, discharged, its tag is missing, its seal is missing or any other problems are found, the individual finding the situation should notify the FPECS or administrator immediately. The defective extinguisher will be replaced immediately with a fully charged and functional fire extinguisher of the same type.

The persons inspecting the fire extinguishers will into consideration the following:

- Fire extinguishers are in their assigned place.
- Fire extinguishers are not blocked or hidden.
- Pressure gauges show adequate pressure; are in the "Charged" zone.
- Pin and seals are in place.
- Fire extinguishers show no visible signs of damage or abuse.
- Nozzles are free of blockage.
- Inspection tag is completely filled out.
- Hoses on the Class B/CO2 extinguishers are attached.

A checklist along with a layout of the facility, which identifies all extinguisher locations (such as an evacuation map), will be utilized to ensure all fire extinguishers are inspected.

All fire extinguishers will be serviced at least annually by an outside agency qualified to conduct the service. The extinguishers will be inspected for physical damage, completely discharged, and re-charged. A new inspection tag will be placed on each extinguisher. Hole punches will be utilized to identify the month, day and year the annual inspection was conducted.

TRAINING

As part of the Fire Prevention & Evacuation Plan, SCSOS will provide employee training related to fire prevention and fire safety, including the operation of fire extinguishers. The

training will include:

- An explanation of the fire hazards of the materials and processes to which the employees are exposed.
- The proper handling and storage procedures for those materials and processes.
- Proper housekeeping requirements to prevent fire hazards.
- The importance of maintaining access to all fire alarms and fire fighting equipment/systems.
- The proper use and control of potential ignition sources in the workplace such as welding, electrical heaters, smoking, and others.
- How to report a fire.
- The proper use of fire fighting equipment. Training will be appropriate to the fire hazards present in the workplace.
- Locations of fire alarms and fire fighting equipment.
- Evacuation routes and assembly areas.
- Means of evacuating students.
- Supervisors will be receive additional training in head count responsibilities, and re-entry authorization.

Employee training will be documented and the documentation maintained for at least one year. The documentation will include:

- The date of the training.
- The name of the employees trained.
- The type of fire fighting equipment involved in the training.
- The name of the trainer.

Training Records will be maintained at the County Office, 970 Klamath Lane, Yuba City, CA.

FIRE DRILLS AND EVACUATION

The purpose of a Fire Drills and Evacuation are to set correct procedures for our students, employees and visitors to follow in the event of an emergency. Employees, students and visitors shall be kept up-to-date and aware of general fire safety. Employees, students and visitors shall be made aware of all evacuation procedures including escape routes, fire extinguisher locations, fire alarm box locations, and designated assembly areas outside of the facility.

Fire Drills and Evacuation are necessary to:

- Ensure that employees, students and visitors can quickly evacuate in the event of a fire or other emergency.
- Give employees with specific fire fighting duties an opportunity to practice those duties.
- Gaps in emergency evacuation plans.
- Keep employees, students and visitors aware of the importance of fire prevention and fire safety.

FIRE ON SCHOOL GROUNDS

These drills shall be held at least monthly for grades Kindergarten through 6th, 4 times per school year for grades 7 and 8, and 2 times per school year for grades 9 through 12 (Education Code, Section 32001). They will be unannounced and will simulate as closely as possible, actual fire conditions.

An after action debrief shall be conducted following the fire drill. It will include a complete summary of the drill. The summary will be filed.

All fire drills will be documented. The documentation will include:

- The date and time;
- The simulated site;
- The evacuation response time, and;
- The summary report.

FIRE PROTOCOL

When a fire occurs sounding the alarm and having all evacuate the building may not be possible. Many of the students in the building may be non-ambulatory in varying degrees and some may be connected to monitoring devices making them immovable. The fire must be fought while the building is occupied. This requires personnel to handle rescue and initial fire attack while awaiting the arrival of the fire department.

When any fire occurs, the fire department shall be notified immediately. Employees shall not hesitate to call because the fire seems too small. It's better to be safe than sorry. The fire may amount to nothing, but a fire extinguisher will not always do the job.

EVACUATION

In the event of a fire alarm, employees will evacuate to the designated evacuation area immediately in a calm and orderly manner. As employees evacuate the building, they will notify others that an alarm has occurred to ensure that everyone has heard the alarm.

A map of the premises shall be located at every 'route of travel' to inform employees, students, and visitors of evacuation routes. **ALWAYS EXIT BY STAIRS IF ON UPPER LEVEL, NEVER USE ELEVATORS.** Route maps will indicate an evacuation area safe from the building and out of the way of incoming emergency responders. Additionally, fire extinguisher locations, fire alarm boxes, assembly areas, water and gas shut-off valves shall be included on the map. A copy of the evacuation map for each facility is located in Appendix E.

An emergency flipchart will also be placed at every route of travel next to the site map, to inform occupants know what to do in case of an emergency.

ACCOUNTING FOR PERSONNEL

During fire evacuation, accounting for all personnel is imperative including employees, students, and visitors who are not always accounted for. The FPESC will designate one person at the evacuation area to account for personnel and to inform the fire department or other response team members of those who is believed to be missing.

Individuals responsible for the accounting of personnel during an evacuation will be the Maintenance Supervisor and the Safety Committee Members.

FIRE AFTERMATH AND RECOVERY

Care for the injured is the first and most important step after a fire. When transporting or moving victims, employees will be particularly careful in case the victims have other injuries. Trained medical personnel will be called to help immediately.

After a fire, the site will be left intact by all personnel except for movement necessary to remove the injured or dead. Insurance inspectors and others will need to inspect the site if arson is suspected. The FPESC will ensure all fires regardless of size and damage will be thoroughly investigated to determine the cause and the actions necessary to prevent recurrence. The investigation will be documented. All information gathered in the in-house investigation will be made available to the fire department and insurance company investigators upon request.

As soon as practical, the condition of the firefighting equipment in the area will be checked.

Repairs and replacements of any equipment that has been damaged or utilized will be made as soon as practical.

APPENDICES

- A. LIST OF LOCATIONS OF FLAMMABLE AND COMBUSTIBLE MATERIALS AT EACH FACILITY
- B. FIRE EXTINGUISHER INSPECTION CHECKLIST
- C. BUILDING INSPECTION CHECKLISTS
- D. WHAT TO DO IN CASE OF A FIRE
- E. SITE EVACUATION MAPS (MASTERS LOCATED AT 970 KLAMATH LANE, YUBA CITY, CA)
- F. TRAINING OUTLINES
 - a. Basic Operation of Fire Extinguishers
 - b. Fire Training Components
 - c. Student Emergency Relocation

APPENDIX A

LIST OF LOCATIONS OF FLAMMABLE & COMBUSTIBLE MATERIALS

Many materials such as cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solders and welding supplies, fertilizers, pesticides, and compressed gases contain hazardous materials and must be included in the inventory. Materials used in a similar quantity and fashion as household consumers are excluded from this Standard. The list of materials is located at the "Right To Know" Centers in the Schools MSDS binder at each site. Each MSDS material fact sheet is updated regularly.

APPENDIX B

Fire Extinguisher Inspection Checklist

(To be inspected monthly)

Date: _____ Location: _____ Inspector: _____
 ✓ = Okay NO = Not okay Signature: _____

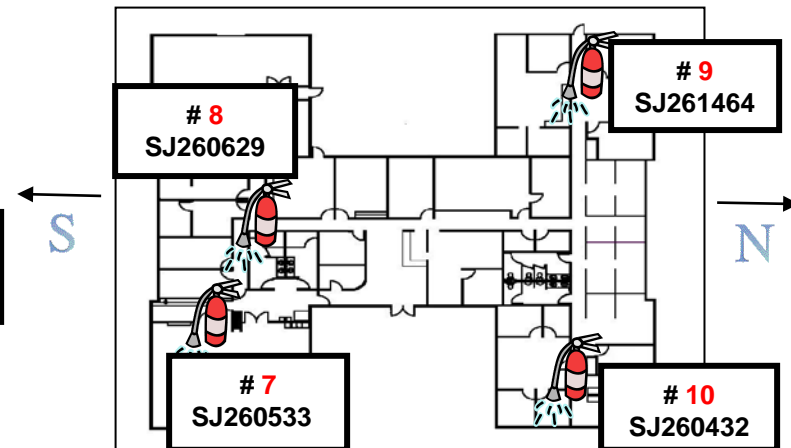
Items to check	Fire Extinguisher Number									
	1	2	3	4	5	6	7	8	9	10
Correct Location?										
Unit visible?										
Unit clearly marked?										
Unit easily accessible?										
Instructions visible?										
Holding pin in place?										
Plastic seal n place?										
Gauge needle pointing in the green?										
Nozzle clear of obstructions?										
No sign of yellow powder at the nozzle?										
Unit feels full when hefted?										
Overall condition of the unit appears undamaged?										
Tag is initialed?										

Comments:

- # 1
WM401638
Annex 1
- # 2
WL635083
SELPA
- # 3
WL635066
MAA
- # 4
WL635066
STORAGE
- # 5
PU683787
ROP
- # 6
MF00749671
Annex 2

(All located behind the county office building)

If any of the extinguishers receive a “NO,” please contact the Maintenance Supervisor immediately.



APPENDIX C

BUILDING INSPECTION CHECKLISTS

Sutter County Superintendent of School's Injury and Illness Prevention Program (IIPP) requires scheduled, periodic inspections of the workplace.

Typically these inspections will be conducted by custodial personnel and outside specialists on an annual basis.

All items must be answered by checking the appropriate box:

S	=	Satisfactory
U	=	Unsatisfactory
N/A	=	Not applicable

All unsatisfactory items must be explained. The completed checklist(s) should be returned to the supervisor with copies sent to the program coordinator and Safety Committee Chairperson.

GENERAL SAFETY INSPECTION CHECKLIST

SITE: _____ DATE: _____

WORK AREA: _____ INSPECTOR: _____

To be used at: Klamath, Sierra, FRA, Shady Creek, and One Stop

N/A: Non-Applicable S: Satisfactory U: Unsatisfactory

<u>N/A</u>	<u>S</u>	<u>FIRE PROTECTION</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers properly located/installed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers clearly identified	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers clearly accessible	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers fully charged	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers tagged & current for service & inspections	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire alarms & alarm stations in proper operating condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire doors not blocked open	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	"No Smoking" signs are clearly posted	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Spirit duplicator fluid properly stored	<input type="checkbox"/>	_____

<u>N/A</u>	<u>S</u>	<u>LIFE SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Number of exits are adequate	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exits are not obstructed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exit doors and routes clearly marked	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exit aisles clear and in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Carpets and rugs secure	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting installed where necessary	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting in proper working condition	<input type="checkbox"/>	_____

- Emergency Evacuation Plans posted in each building or worksite _____
- Locations of utility shut-offs are clearly identified _____

N/A S ELECTRICAL SAFETY U COMMENT/LOCATION

- Electrical wiring in good condition _____
- Extension cords not used for permanent wiring _____
- Circuit breaker panels clearly marked with voltage and "Caution" warnings _____
- Machines and equipment properly grounded _____
- Breaker panels and control box covers closed _____
- Plugs and electrical outlets in good condition _____
- Circuits not overloaded _____
- Electrical wires not run under carpet _____
- No storage in front of electrical switch panels _____

N/A S MEDICAL/FIRST AID U COMMENT/LOCATION

- Medical facilities - phone numbers clearly posted _____
- First Aid supplies readily available _____
- First Aid supplies kept replenished _____

N/A S HOUSEKEEPING/ COMMON HAZARDS U COMMENT/LOCATION

- Work area is clean and orderly _____
- Excess paper and trash removed _____
- Floors are clean and dry _____
- Carpets and rugs are secure _____
- Carpets are free of large tears or holes _____
- Floors are free from protrusions, holes, and loose boards or tiles _____
- Aisles and passageways clear and in good repair _____

identified

<u>N/A</u>	<u>S</u>	<u>HAZARDOUS MATERIALS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous materials containers are properly labeled	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Work areas where hazardous materials are stored or used are clearly identified	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous waste storage areas are separate and clearly identified	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Material Safety Data Sheets are readily available to employees for hazardous materials in their work areas	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Telephones with posted emergency phone numbers are located in hazardous materials work areas	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Signs prohibiting smoking, eating, or drinking are clearly posted in hazardous materials storage, handling, and use areas	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate personal protective equipment such as aprons are	<input type="checkbox"/>	_____ as goggles, face shields, gloves, and available
<input type="checkbox"/>	<input type="checkbox"/>	Chemical storage shelves have adequate barriers to prevent container roll-off or tip-over	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Spill clean-up materials are readily available and clearly identified	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Eye wash stations are provided in work areas where corrosives are used	<input type="checkbox"/>	_____

COMMENTS:

Revised: 2/3/12

CUSTODIAL SAFETY INSPECTION CHECKLIST

SITE: _____ DATE: _____

WORK AREA: _____ INSPECTOR: _____

To be used at: Klamath, Sierra, FRA, Shady Creek, and One Stop

<u>N/A</u>	<u>S</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical powered equipment wiring is in good condition _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric powered equipment is properly grounded _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric extension cords have adequate capacity for intended use _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric extension cords are in good condition _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Metal ladders have insulated, non-slip pads on the ends of each rail _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Metal ladders are clearly labeled "DO NOT USE AROUND ELECTRICAL POWER" _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All portable ladders are in good condition _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate personal protective equipment such as eye protection and gloves are readily available _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corrosives are stored on lower shelves _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cleaning chemicals and supplies are stored in a manner to prevent falling off of shelves _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Safety Data Sheets are available for all chemicals _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage rooms are clean and orderly _____

COMMENTS

Sutter County Superintendent of Schools Safety Site Inspection Checklist

Site: _____ Date: _____

Inspected By: _____

Items highlighted in yellow need to be answered by employees at the site.

- Yes No FLOORS AND WALKWAYS**
- Are walkways and stairways kept clear of obstructions?
 - Are buckets and mops available to clean up spills so no one will slip?
 - Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls?
 - Do stairways have handrails?
 - Are carpets and rugs causing a potential trip hazard?

- Yes No LADDERS AND/OR STEP STOOLS**
- Do teachers and other staff have access to step stools?
 - Have they been instructed not to stand unsafe surfaces or furniture?

- Yes No FIRE SAFETY**
- Are there at least two fire exits for each classroom and any other work areas?
 - Are fire exits clearly marked and pathways to the exits clear?
 - Have employees been told what to do in case of a fire or other emergency?
 - Are there fire extinguishers of the correct type in or close to each classroom and any other work areas?
 - Are the locations of fire extinguishers clearly marked?
 - Do fire extinguishers have up-to-date inspection tags, and are they inspected monthly?
 - Do employees know how to use the fire extinguishers?
 - Are the fire alarm system and sprinkler system regularly tested?
 - Are there regular fire drills?

- Yes No ELECTRICAL HAZARDS**
- Have employees who use machinery been told how to recognize when a machine has been locked out (electrical power turned off)?
 - Are electrical cords in good condition (no fraying or other defects)?
 - Are power tools and other equipment in good condition?
 - Are all electrical equipment, including power tools, properly grounded?
 - Are there enough outlets so extension cords don't have to be used?

- Yes No**
- Are cords kept out of areas where someone could trip over them, or where they could be damaged?

Yes No LIGHTING

- Are there adequate lighting throughout the school, including outdoors for after-school activities, and when leaving after dark?
- Are the areas around all machines well lighted?
- Are outside pathways and parking lots adequately lighted at night?

Yes No OTHER SAFETY ISSUES

- Are sharp objects properly stored so they don't present a hazard?
- Do furniture and equipment have seismic restraints or bracing?
- Is shelving secured to walls?
- Is there a security system to protect against intruders who might commit an assault in the school and have employees been trained in the proper procedure for an intruder alert?
- Do you know the radio communications protocol in emergency situations?

Yes No CHEMICAL HAZARDS

- Are chemicals (including pesticides, laboratory chemicals, art supplies, and cleaning products) properly labeled and stored?
- Are flammable and combustible liquids inside the school buildings stored in flammable liquids cabinets?
- Has an inventory been done of toxic substances used in the school?
- Are maintenance workers and other employees told where Material Safety Data Sheets on chemicals are kept (Right to Know Center)?
- Is there adequate ventilation to keep levels of dust, vapors, gases, and fumes as low as possible?

Yes No BIOLOGICAL HAZARDS, SANITATION, AND HOUSEKEEPING

- Are adequate toilet facilities provided and well maintained?
- Are there sinks with hot and cold water, and disposable hand towels?
- Are insects and rodents adequately controlled?
- Are there clean eating areas separate from work and chemical storage areas?
- Are there enough trash containers and are they well-maintained, leak-proof, and emptied regularly?

Yes No ERGONOMIC HAZARDS

- Can employees get help when lifting more than 30 pounds (as per NIOSH's recommendation)?
- Are mechanical lifting devices available if needed?
- Are job tasks that require repetitive movements varied or rotated?
- Are computer workstations set up to avoid awkward postures and to fit the individual needs of workers?

Yes No ERGONOMIC HAZARDS

- Are employees able to avoid standing or sitting for long periods of time?

Yes No NOISE

- Do workers feel noise levels are comfortable?
- Do workers know when and where hearing protection is necessary?

Yes No PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)?
- Is PPE cleaned, maintained, and stored properly?
- Are multiple sizes of PPE available to fit different workers?
- If respirators are used, have workers been fit-tested and is there a Respiratory Protection Program?

In addition to doing a walkaround inspection to identify possible hazards, you can also check for the following general workplace issues.

Yes No GENERAL WORKPLACE ISSUES

- Does the workplace have a written Injury and Illness Prevention Program (IIPP) as required by Cal/OSHA, and has a responsible person been identified, and employees have access or been given a copy?
- Is there someone in the school trained in first aid and CPR?
Who? _____
- Is there a written Emergency Action Plan and have all employees and students been trained in what to do during an emergency?

Notes:

Signature:

Safety Site Inspector

Reviewed: 1/22/12

BOYD HALL SAFETY INSPECTION CHECKLIST

SITE: _____ DATE: _____

WORK AREA: _____ INSPECTOR: _____

<u>N/A</u>	<u>S</u>		<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	All exists are clearly identified and adequately illuminated	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting is installed and in proper operating condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Aisles are clear and in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Aisles and stairs are highlighted with glow-in-the-dark tape or lighting strips to aid in emergency egress	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stage stairs are free of splinters or loose hardware	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stage rigging, ropes, blocks, and tackles are in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stage front curtain is of fire retardant material	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Panic hardware is installed on exit doors and is in good operating condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Areas without fixed seating have maximum occupancy limits clearly posted	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	All exit doors are unlocked during open hours	<input type="checkbox"/>	_____

COMMENTS:

APPENDIX D

WHAT TO DO IN CASE OF FIRE



If you ever discover a fire, keep your cool but think fast and act with caution.

- 1) Yell “Fire” and sound the alarm.
- 2) Evacuate the area.
- 3) Call 911 and give the details about the fire (location, how it started etc.).

Side Note (optional): Fight the fire with a fire extinguisher **only** if you have determined it is something you can extinguish yourself in a safe manner.

APPENDIX E

SITE EVACUATION MAPS

APPENDIX F

Training Outlines

- a. BASIC OPERATION OF FIRE EXTINGUISHERS
- b. FIRE TRAINING COMPONENTS
- c. STUDENT EMERGENCY RELOCATION

BASIC OPERATION OF FIRE EXTINGUISHERS

The person operating the fire extinguisher should stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, the person will leave the area at once. The Fire Prevention & Evacuation Site Coordinator or their designee will ensure the fire department inspects the fire site.

Pull the pin: This unlocks the operating lever and allows the extinguisher to discharge. Some extinguishers have other devices that prevent inadvertent operation.

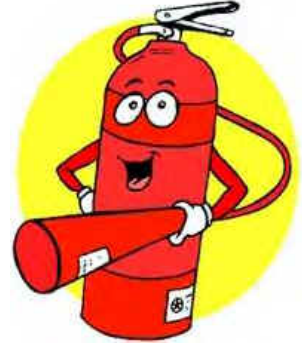
Aim low: Point the extinguisher nozzle (or hose) at the base of the fire.

Squeeze the lever below the handle: This discharges the extinguishing agent. Easing the lever will stop the discharge. Some extinguishers have a button, which must be depressed.

Sweep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. Never turn your back on a fire.

Using a portable fire extinguisher

P.A.S.S.



P—Pull the safety pin

A—Aim the nozzle at the base of the fire

S—Squeeze the handle trigger

S—Sweep the nozzle from side to side

Make sure the fire is small and can be successfully fought with a portable extinguisher.

Otherwise-Evacuate!

FIRE TRAINING COMPONENTS

FIRE EXTINGUISHERS

Fire extinguisher training shall be hands-on training. All employees involved will know where the extinguishers are and how to use them safely and effectively. Every employee will be familiar with evacuation maps that are equipped with fire extinguisher locations.

SMOKE

The average person is not familiar with the effect of smoke upon the human body; therefore, employees will be informed of its potential danger during the annual fire prevention and fire extinguisher training.

Employees will be advised of the following information:

Fire emits smoke, heat, and toxic gases. Smoke encountered in a fire may be charged with toxic gases, which can prove fatal upon short exposure. Ninety seven percent of fire fatalities are normally caused by smoke inhalation and suffocation, rather than by burns.

When a fire breaks out the smoke rises. A quick response whenever smoke is present in the facility is of vital importance. If rescue of a person is necessary, the employee should keep himself or herself and individual being rescued, as low as possible at all times.

PANIC

To most untrained persons, fire is a very frightening thing, possibly leading to panic, and uncontrolled behavior. In order to prevent panic, employees will be trained to understand the basic cause of panic. Panic results from a sudden overpowering terror. If it is allowed to continue, it will be followed by frantic efforts to secure safety. Panic-stricken persons usually do the wrong thing in attempting to seek safety. Employee training will stress the importance of employees maintaining control of themselves so they may proper assist and control the actions of the students.

OXYGEN

Oxygen does not burn, however it does support combustion. A leak from the valve assembly will enrich the room air and cause any fire to spread quickly. Oxygen tanks are very common in a hospital setting. Therefore, employees will be trained to shut off all oxygen tanks, if possible, whenever a fire alarm is sounded.

Manifold shutoff location for oxygen: Site Specific

FIRE BLANKETS

Employee training will always emphasize that if one's clothes start burning, do not run. Running will feed the fire. The proper procedure is to drop to the floor, and roll. Many serious burns occur when a victim attempts to run to the fire blanket. The correct procedure is to drop and roll, call for help, which will bring the blanket. The blanket should be applied starting at the head of the victim and dragging it toward the feet, moving the

flame away from the face.

STUDENT EMERGENCY RELOCATION

A vital part of SCSOS Fire Prevention and Evacuation Plan is the plan for the emergency relocation of students. An emergency student relocation program shall be custom designed to fit each facility. These plans are located in Appendix E of this plan.

A few basic carries usually suffice most situations. These carries include:

Person Aflame (in bed)

Depending upon the overall circumstances of the fire problem (heavy smoke, more than one person in the room, etc.,) these are the suggested procedures:

1. Call out for help using the code word to notify nearby personnel.
2. If water is nearby, douse the person with a sweeping motion
3. Use a pillow, sheet, or blanket to smother the fire (DO NOT USE ACRYLIC BLANKETS)
4. Use a water type extinguisher, Type A, to completely extinguish the fire. This will also help to cool the person's burns.
5. Remove the person from the bed to a place of safety as quickly as possible. (Remove all other persons from the room). If the person is severely burned, it may be prudent to leave the person on the bed to prevent further tissue damage, remove the bed from the room.
6. Thoroughly saturate the bed with cold water.
7. Confine the fire by closing the door to the room.
8. Notify the fire department.

Person Aflame (upright/moving)

9. Quickly and gently push or knock the person down.
10. Roll the person over, to extinguish the flames.
11. Use a water type extinguisher, Type A, to completely extinguish the fire. This will help to cool the person's burns.
12. Think: Stop, Drop, and Roll.

Person Aflame (in wheelchair)

13. Immediately grasp the handles of the wheelchair.
14. Turn your head to avoid flames and heat.
15. Place your foot on the rear bar, tilt wheelchair backward (avoid hitting person's head on floor).
16. Rest handles on floor.
17. Move to the wheel side and grasp the small wheels
18. Pull the chair away, firmly, and the person will slip to the floor
19. Quickly roll person away from you onto their stomach
20. Use water type fire extinguisher, Type A, to completely extinguish the fire. This will help to cool the person's burns.

EMERGENCY CARRIES

The following carries may be utilized to carry those injured or non-ambulatory students out

of the building to safety.

Quick One-Person Carries

Front chest carry: (Face head of the bed)

- Slip both arms around the upper torso and pull the person tightly to your own chest.
- Walk sprightly, carrying the person from the room.

Rear chest carry: (Face head of bed)

- Raise the person to a sitting position and sit behind them on the bed.
- Slip your arms under theirs. Grasp the wrists, holding their upper torso tightly to your chest.
- Walk upright, carrying the person from the room.

Kneel drop:

- Slip both arms under the body and pull the person toward the edge of the bed.
- Drop to your knee, which is nearest, the person's head.
- Pull lower half of body from the bed so that the extended knee supports the person's hips.
- Use both arms to lower the upper part of the person's body to the floor.
- Let the person's legs slip gently to the floor. Pull the person from the room, head or feet first, whichever is easiest with out hurting the person

Hip roll:

- When the person is found face down on the floor, position yourself at the person's side.
- Grasp the person at shoulder and hip, and roll them toward you, face up.
- Pull person from room, head, or feet first, whichever is easiest.

Ankle roll:

- When the person is found face down on the floor, position yourself at the person's feet.
- Cross one ankle over the other.
- Using both hands, press down on the top ankle and lift bottom foot. With a twisting motion, roll person over.
- Pull person from the room, head, or feet first whichever is easiest.

Carries For Two Persons

Swing carry:

- Aide number one should raise the person to a sitting position by placing one hand under the person's neck and grasping the far shoulder. With the other hand grasp the biceps of the nearest arm.
- Aide number two should swing the person's legs gently off the end of the bed.
- Together, the two aides should:
 - Sit down on the bed next to the person.
 - Place the person's arms around their own necks.
 - Reach an arm around the person's waist.
 - Reach under the person's knees, grasping each other's wrists. (It is best to use a finger-locking grip.)
 - Together, lift the person.
 - Stand up and walk close to the person, supporting his hips.