



<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: B8</b>
<b>SUBJECT: FIRE PREVENTION &amp; PROTECTION PROGRAM</b>	<b>EFFECTIVE DATE: 04/27/2020</b>
<b>FROM: KELLY KUENSTLER, CITY MANAGER</b> 	<b>LAST REVISION DATE: 11/1/2015</b>

A. **PURPOSE**

1. The implementation of this program will help prevent fires, reduce losses and protect employees and members of the public from personal injury.
2. To establish a fire prevention and protection program and to affix responsibilities for the implementation of the program.

B. **RESPONSIBILITIES**

1. The City Fire Marshal or his/her designated representative(s) shall be responsible for assisting departments in developing a fire prevention and protection program. These responsibilities shall include, but are not limited to:
  - a. Conducting a biannual walk through of the departments and training City employees in recognizing and eliminating situations that create potential fire hazards;
  - b. Training City employees in recognizing various types of fires, and the types of fire extinguisher to be used on each;
  - c. Ensuring that fire evacuation plans are developed and conspicuously posted throughout each facility so that employees and members of the public are aware of emergency routes and exits;
  - d. Ensuring that all fire exits are properly identified or marked;
  - e. Training City employees in proper evacuation procedures, methods for sounding a fire alarm, correct procedures for notifying the Fire Department and the type of information they should provide to the Fire Department regarding the fire; and
  - f. Inspecting City facilities for fire hazards and recommending appropriate corrective actions to eliminate the hazards.

2. Department Heads – Shall be responsible for the implementation and management of an effective fire prevention and protection program within their department. These responsibilities shall include, but are not limited to:
  - a. Ensuring that supervisors comply with provisions set forth in this directive;
  - b. Ensuring that fire hazards identified by the Fire Marshal are corrected immediately and that the achieved corrective actions are reported to the Fire Marshal;
  - c. Cooperating with the Fire Marshal in conducting annual fire drills where such drills are scheduled; and
  - d. Establishing written departmental policy on fire prevention and protection when and where the provisions of this directive do not sufficiently cover the conditions of an individual facility or area.
3. Supervisors – Shall be responsible for the awareness of their employees to the provisions of this directive and must influence employee awareness, and provide the stimulus necessary to keep their employees active in fire prevention and protection. These responsibilities shall include, but are not limited to:
  - a. Complying with this procedural directive and other appropriate procedures regarding fire prevention and protection;
  - b. Conducting or directing frequent inspections to identify and eliminate potential fire hazards;
  - c. Notifying the Fire Marshal when fire exit signage needs to be replaced;
  - d. Ensuring that all fire extinguishers are inspected and, if required, serviced annually;
  - e. Ensuring that fire exits are not blocked, or otherwise made inoperative (i.e. using chains on doors equipped with bars when the facility's occupied);
  - f. Ensuring that all employees know how to sound the local alarm (or warning), know the proper procedures for calling in an alarm and what information to give to the Fire Department;
  - g. Knowing the basic firefighting procedures to use in dealing with small fires; and
  - h. Supervising evacuation during fire drills to include roll call of their employees.
4. Employees – Have a major responsibility to ensure that they and their fellow employees are not endangered by a violation of fire prevention and protection rules and regulations. Employees responsibilities include, but are not limited to:
  - a. Complying with the procedures contained in this procedural directive and the recommendations of the Fire Marshal; and

- b. Reporting all potential fire hazards, without delay, to their immediate supervisor.