

City of Hendersonville, NC  
Fire Prevention Plan  
***In compliance with 29 CFR 1910.39***

**I. Policy**

It is the policy of the City of Hendersonville to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this fire protection program is to reduce or eliminate fires in the workplace by elevating the fire safety awareness of all employees. Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. The prevention of fires in the workplace is the responsibility of everyone employed but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made to identify those hazards that might cause fires and establish a means for controlling them.

This fire prevention plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards. Workplace inspection reports, HFD Annual Inspection Report, and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

**II. Classification**

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel and requires fuel, oxygen, and heat.

Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Fire only needs an atmosphere with at least 16% oxygen.

Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C, and D based on the type of fuel source. Table 1 below describes the classifications of fire which can be used in making hazard assessment.

Class A	Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.
Class B	Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials
Class C	Energized electrical equipment and power supply circuits and related materials.
Class D	Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

### **III. Storage and Handling**

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U. S. Department of Transportation and Underwriters Laboratories specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least 1-hour fire resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

Gasoline will only be stored in metal containers.

### **IV. Housekeeping Measures**

The following are housekeeping techniques and procedures to prevent occurrences of fire:

- Keep storage and working areas free of trash.
- Place oily rags in a specifically designated container and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Ensure combustible materials are present only in areas in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, these individuals change their clothing before continuing to work.
- Post "No Smoking" caution signs near the storage areas.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to the supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all heat or flame producing equipment is turned off at the end of the workday. It is recommended that this equipment is unplugged.
- Maintain the appropriate type of fire extinguisher available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Periodically remove over spray residue from walls, floors, and ceilings of spray booths and ventilation ducts.
- Remove contaminated spray booth filters from the building as soon as replaced or keep immersed in water until disposed.
- Don't allow material to block automatic sprinkler systems, or to be piled around fire extinguisher locations. Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas

of buildings or not less than 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

Exceptions:

1. The 2-foot (610 mm) ceiling clearance is not required for storage along walls in non-sprinklered areas of buildings.
2. The 18-inch (457 mm) ceiling clearance is not required for storage along walls in areas of buildings equipped with an *automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.

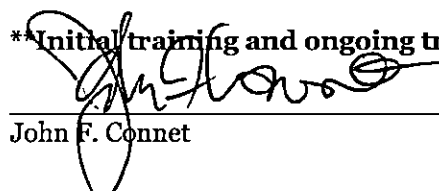
- Check daily for any discard lumber, broken pallets or pieces of material stored on site and remove properly.
- Restack immediately any pile of material which falls into an aisle or clear space.

## VI. Training

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to operate the building's fire alarm system and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes which pose potential fire hazards. The training program shall also emphasize the following:

1. The importance of electrical safety
2. Proper use of electrical appliances and equipment
3. Unplugging heat-producing equipment and appliances at the end of each workday
4. Correct storage of combustible and flammable materials
5. Safe handling of compressed gases and flammable liquids (where appropriate)

**\*\*Initial training and ongoing training shall include annual fire drills.\*\***

  
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John F. Connet

12-30-25  
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Date of Approval

*Adopted by City Council 01.07.2004*

*Reviewed by the Safety Committee 2.20.2020*

*Amended by Risk and Safety Officer 6\_27\_2020, 3\_5\_2024; 12\_29\_2025*