

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: HS 007</b>	<b>Approved by:</b>
<b>Title: Contractor Fire Prevention Safety Plan</b>	<b>Date: Dec. 9, 2022</b>
<b>Revision No.: new</b>	<b>Page 1 of 10</b>
<b>Prepared by: Bryan Jackson &amp; Chuck Reyes</b>	

**Fire Prevention Safety Plan**  
**Rehabilitation of \_\_\_\_\_ Hall**

Project Location: \_\_\_\_\_ Hall  
\_\_\_\_\_, SUNY Geneseo  
(street name)

Project Superintendent: \_\_\_\_\_  
\_\_\_\_\_  
(company)

For campus let projects: SUNY Geneseo Site Supervisors

(Facilities rep): \_\_\_\_\_

(EHS rep.): \_\_\_\_\_

For DASNY or SUCF projects: Follow DASNY/SUCF contract requirements

Fire Prevention Superintendent: \_\_\_\_\_  
\_\_\_\_\_  
(company)

University Police: 911

Geneseo Fire Department Contact: 911  
(phone)

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**Fire Prevention Plan**  
**For**

\_\_\_\_\_ *Hall*

**I. OBJECTIVE**

The purpose of the Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with The Fire Code of New York State, NFPA 241 and OSHA 29 CFR 1910.39, 1926.150 and 1926.151. It provides workers with information and guidelines that will assist them in recognizing, reporting and controlling fire hazards.

**II. BACKGROUND**

\_\_\_\_\_ construction company is committed to minimizing the threat of fire to employees, visitors, and property. \_\_\_\_\_ construction company will follow all applicable laws, regulations, codes and good practices pertaining to fire prevention. This Fire Prevention Plan serves to reduce the risk of fires at \_\_\_\_\_ Hall in the following ways:

- A. identifies materials that are potential fire hazards and their proper handling and storage procedures;
- B. distinguishes potential ignition sources and the proper control procedures of those materials;
- C. describes fire protection equipment and/or systems used to control fire hazards;
- D. identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
- E. identifies persons responsible for the control and accumulation of flammable or combustible material;
- F. describes good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency;
- G. provides training to employees with regard to fire hazards to which they may be exposed;

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- H. assures public safety by providing site security;
- I. describes the means of rapid communication to be employed during an emergency (e.g., fire); and
- J. considers special hazards resulting from previous occupancies

**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 company policy regarding fire emergencies.

**A. Owner**

The owner, SUNY Geneseo, shall designate a person to be the Fire Prevention Program Superintendent. This person may be an employee of the College or may be an outside entity such as a general contractor.

**B. Fire Prevention Program Superintendent**

\_\_\_\_\_ shall manage the Fire Prevention Plan for  
\_\_\_\_\_ construction at the  
\_\_\_\_\_ Hall site, and shall maintain all records pertaining to the plan.

The Fire Prevention Program Superintendent shall also:

1. have the authority to enforce the provisions described within this Fire Protection Plan and be responsible for ensuring compliance with the requirements of the Plan;
2. develop and maintain pre-fire plans in cooperation with the Geneseo Fire Chief;
3. communicate any changes made to the Plan
4. conduct an inspection of the construction site and all fire safety measures periodically;
5. maintain a record of said inspections;
6. complete the Weekly Fire Code Review Form (Appendix A)
7. be responsible for the presence of adequate numbers and types of fire protection devices; and
8. adherence to the SUNY Geneseo's Hot Work Program (Appendix B)

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C. Field Employees

All employees shall:

1. complete all required training before working without supervision;
2. conduct operations safely to limit the risk of fire;
3. report potential fire hazards to their supervisors; and
4. follow fire emergency procedures.

**IV. EXISTING FIRE PROTECTION SYSTEM & DEVICES**

As part of the construction project, existing fire protection systems and devices will be removed from the \_\_\_\_\_ Hall. Prior to removals/shut downs, SUNY Geneseo personnel \_\_\_\_\_ will be contacted to ensure that the removals/shut downs will not impact other parts of the campus' fire protection system.

**V. FIRE EXTINGUISHERS**

One 10#ABC rated fire extinguisher shall be present for every 2500 square feet of protected building area. Fire extinguisher locations shall be clearly marked. Travel distance to nearest fire extinguisher shall not exceed 50 feet. Access to fire extinguishers shall be maintained at all times. Fire extinguishers shall be inspected on a regular basis, serviced annually, be fully charged, and have a current inspection tag on it. Additional fire extinguishers shall be located at the following locations:

1. at each stairway on all floor levels where combustible materials have accumulated;
2. in every storage and construction shed;
3. where special hazards exist including the storage and use of flammable and combustible liquids.

All subcontractors shall furnish additional extinguishers required for the completion of their work.

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**VI. TEMPORARY HEATING EQUIPMENT**

All portable heaters shall be approved by the Fire Prevention Superintendent. Temporary heating equipment shall be listed and installed, used and maintained in accordance with the manufacturer's instructions. All venting where required, shall be adhered to. All temporary heating devices shall be secured and situated with proper clearances from combustible material, equipment or construction.

**VII. CUTTING, WELDING, AND OPEN FLAME WORK**

The Fire Prevention Superintendent will ensure the following:

1. review and enforce adherence to SUNY Geneseo's Hot Work Program (see attachment B);
2. all necessary Hot Work Permits have been obtained prior to beginning work;
3. cutting and welding are done by competent personnel in designated cutting and welding areas;
4. all equipment inspected prior to use and is in good operating condition (no cracks in hoses, etc.);
5. identify any combustible materials and hazardous areas present or likely to be present in the work location. Remove materials or relocate operation;
6. adequate ventilation is provided;
7. cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate;
8. that fire protection and extinguishing equipment are properly located; and
9. fire watch has been established when required, for the duration of the hot work and 30 minutes thereafter or 60 minutes after torch applied roofing.

**VIII. FLAMMABLE AND COMBUSTIBLE MATERIALS**

The Fire Prevention Superintendent shall regularly evaluate the presence of combustible materials. Combustible debris, rubbish and waste material shall be removed from the building at the end of each shift of work. Open burning is strictly prohibited.

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

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1. Class A Materials

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

To handle Class A combustibles safely:

- a. dispose of waste daily.
- b. keep work areas clean and free of fuel paths that could allow a fire to spread.
- c. keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat-or spark-producing devices.
- d. make frequent inspections to anticipate fires before they start.

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

2. Class B Materials

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

To handle Class B materials 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 Class B flammable liquids into containers unless the nozzle and container are connected 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. do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids. For example: parts washer with a lid.
- e. do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.

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- 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.
- i. the storage and use of flammable gases shall conform to NYS Fire Code chapter 58 “Flammable Gases”, such as, but not limited to:
  - a. not exceeding maximum allowable quantity per control area (exceptions apply – see chapter 58;
  - b. cylinders tested and maintained per FCNYS;
  - c. “No Smoking” signs posted; and
  - d. liquid flammable gases and flammable gases in solution shall always be in an upright position so that the pressure relief valve is in direct contact with the vapor space of the container.

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 (class BC) and multi-purpose dry chemical (class ABC).

## **IX. SMOKING**

Smoking is prohibited in all Campus buildings. Certain outdoor areas may be designated as smoking areas. The areas in which smoking is allowed outdoors are identified by a sign as designated smoking areas. Smoking in other areas than those identified will not be tolerated. Safe receptacles for smoking materials will be provided by contractor.

## **X. TRAINING**

The Fire Prevention Superintendent shall review with each subcontractor’s foreman/superintendent site specific fire safety requirements. Each foreman/superintendent shall review site specific fire safety requirements with each of their employees. Documented training at a minimum shall include:

1. this Fire Prevention Plan, including how it can be accessed;



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2. good housekeeping practices;
3. proper response and notification in the event of a fire; and
4. instruction on the use of portable fire extinguishers recognition of potential fire hazards.

**XI. EMERGENCY RESPONSE**

Telephone facilities shall be provided in the \_\_\_\_\_ office trailer. The project performed on the SUNY Geneseo campus in the \_\_\_\_\_(building), and located on \_\_\_\_\_ road or street and the emergency telephone number (Dial 911 in case of emergency) shall be posted adjacent to the telephone and at other locations throughout the building.

Evacuation routes for the building will be posted on each of floors located at each stairwell. Signage identifying floor level stair designation and exit path direction will be provided. The \_\_\_\_\_ stairwells of the existing building will be minimally affected by construction and will be kept operational throughout the duration of the project. Please see Appendix C for an example of routing. Contractor shall obtain building specific plans from their Geneseo contact.

Fire department access shall be established through the main construction gate. See Appendix D for fire department access. The construction gate locks will be daisy chained with a campus lock to allow fire department access at all times.

Appendix E has the College's Fire System Impairment Plan.

**XII. References**

All policies and procedures shall conform to:

- OSHA 29 CFR 1910.39, Fire Prevention Plans
- OSHA 29 CFR 1926.150, Fire Protection and Prevention
- NFPA 241, Standard for Safeguarding Construction, Alteration and Demolition Operations
- New York State Fire Code, 2020

If discrepancies arise between regulations, standards or codes, the most restrictive shall apply.

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[Appendix A – Weekly Fire Code Review](#)

[Appendix B – Hot Work Program](#)

[Appendix C – Evacuation Routes](#) (example shown, 1/32 floor plans will be provided)

[Appendix D – Site Staging & Fire Access](#)

[Appendix E- Fire Protection System Impairments](#)

Questions should be directed to a SUNY Geneseo Facilities representative or Environmental Health & Safety for campus let projects.

**I. REVISION HISTORY**

Date	Revision No.	Description