

FIRE PROTECTION PROGRAM

Program Element R2-10-207(8)

Each agency shall develop, implement, and monitor a “fire protection program that complies with the Arizona State Fire Code, located in A.A.C. Title 4, Chapter 36.”

This program is to ensure that resources (e.g. equipment, vehicles, facilities, and data) and personnel are protected from loss or injury due to fire related incidents. Advanced planning, ongoing inspections, identification/coordination of agency resources, focusing of efforts, and employee training are crucial to ensure a viable plan is in place before an emergency occurs.

Definition:	A Fire Protection Program is a written program that outlines the agency procedures to ensure adequate protection of facilities, equipment, and personnel from the perils of fire-related incidents. The fire protection program works in conjunction with the Agency’s Emergency Action Plan (EAP); refer to R2-10-207(4).
Why do I need this program?	An Agency Fire Protection Program is a critical part of the overall loss prevention and emergency action programs. Procedures identifying response to fire, coordinated planning, emergency response teams, routine inspections to identify potential hazards, and employee training are all a part of the program elements.
How do I know if this program applies to my agency and my specific job hazards?	A Fire Protection Program is a mandatory requirement for every State Agency. The program must be in writing and be available to employees for review.

<p>What are the minimum required elements and/or best practices for a Fire Protection Program?</p>	<p>To protect your workplace, an assessment identifying and listing these potential hazards is required:</p> <ul style="list-style-type: none"> • Major fire hazards; • Proper handling and storage procedures for hazardous materials; • Potential ignition sources and their control; and • The type of fire protection equipment necessary to control each major hazard. <p>Practices to include in your program, are the methods which you apply to:</p> <ul style="list-style-type: none"> • Controlling accumulations of flammable and combustible waste materials; • Proper storage of flammable and combustible liquids, compressed gases, and stock; • Regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials; • Identifying name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and • The name or job title of employees responsible for the control of fuel source hazards.
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>OSHA 1910.39(d) requires employers to inform employees upon initial assignment to a job, of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire protection program necessary for self-protection.</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>All formal and informal training should be documented and include the following:</p> <ul style="list-style-type: none"> • Topic of training conducted • Date of training • Instructor • Length of course or training presentation

	<ul style="list-style-type: none"> • Topics covered in the training or presentation • Name of the participant(s) • Work place location of the participant • Signature of the participant (sign in-sheet)
<p>Are there any resources available that can assist me in putting together a Fire Protection Program?</p>	<p>Yes. This plan is intended to be used in conjunction with your facility EAP's.</p> <p>Other resources that will help in identification of needs and how to develop your program are:</p> <ul style="list-style-type: none"> • International Fire Code, 2003 Edition, International Code Council • OSHA Fact Sheet – Fire Safety in the Workplace: https://www.osha.gov/OshDoc/data_General_Facts/FireSafetyN.pdf • OSHA Fire Service Features of Buildings and Fire Protection Systems: https://www.osha.gov/Publications/fire_features3256.pdf • OSHA Quick Card – Comparison of NFPA 704 and HazCom 2012 Labels: https://www.osha.gov/Publications/OSHA3678.pdf