



## **OAK GROVE SCHOOL DISTRICT DISTRICT OFFICE FIRE PREVENTION PLAN**

### **PURPOSE**

To protect our employees, students, and occupants from the dangers of fire, Oak Grove School District has developed a fire prevention plan to reduce the risk of potential injuries, death and property damage. This plan's purpose is to identify and control fire hazards.

### **AUTHORITY**

California Code of Regulations, Title 8, Section 3221

OSHA Regulation 1910.39 Fire Prevention Plans

### **BUILDING PROFILE AND FIRE SAFETY SYSTEMS**

Oak Grove School District

24 Sites

- District Office
- 21 School Sites

Oak Grove School District - District Office  
6578 Santa Teresa Blvd.  
San Jose, CA 95119

### **ALARMS & EVACUATION SYSTEMS**

#### **Alarm Systems**

Main Fire Alarm Control Panel

Fire Alarm pulls

#### **Type of Alarm**

Single Stage Two Stage Interconnected Smoke Alarms

#### **Fire Protection Devices**

Smoke Alarms (Battery or hardwire in units)

Emergency Lighting (Battery powered)

Smoke Detectors (Alarm System)

Carbon Monoxide Detectors

Heat Detectors

Fire Extinguishers

Evacuation Communications System (PA)

Voice Communication System

Kitchen Hood Suppression System

Other

## **Evacuation Information**

All sites have designed assembly areas during an evacuation.

Re-Entry Procedures: Wait for approval from Fire Official or Incident Commander.

## **UTILITY PROVISIONS**

### **Electrical, Utility & Fuel Supplies**

Water Main Shut off Main Electrical Shut off

Natural Gas Shut off Fuel Oil/Diesel Shut off

## **REFUSE**

Garbage Location: Parking Lot area

## **EMERGENCY CONTACTS AND KEYHOLDERS**

Fred Dickey

Manager of Maintenance and Grounds

6578 Santa Teresa Blvd.

San Jose, CA 95119

408-227-8300 ext 100343

Anthony Valdez

Manager of Transportation and Operations

6578 Santa Teresa Blvd.

San Jose, CA 95119

408-227-8300 ext 100336

## **EMERGENCY PROCEDURES**

The actions to be taken by staff in emergency situations.

### **IN CASE OF FIRE**

UPON DISCOVERY OF FIRE:

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- CALL 911
- LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOOR BEHIND YOU

### **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

Upon discovery of a small fire and only if you are trained in the use of portable fire extinguishing equipment, attempt to extinguish the fire. (Note: this is a voluntary act). In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or if the

smoke presents a hazard to the operation, then the door to the area should be closed to confine and contain the fire, leave the fire area, ensure that the Fire Department has been notified and wait for the Fire Department.

### **FIRE HAZARDS**

In order to avoid fire hazards in the building:

- Do not put burning materials into garbage cans
- Avoid unsafe cooking practices.
- Do not use unsafe electrical appliances, frayed extension cords, or overloaded outlets
- Properly store flammable materials in approved containers and locked, metal cabinets.

In general, students and staff are advised to:

- Keep fire routes clear
- Know where the alarm pull stations and exits are located.
- In the case of an emergency call 911.
- Know the correct building address.
- Use good housekeeping

### **FIRE ALARM PROCEDURES FOR CUSTODIAN OR HIS DESIGNATE**

- Ensure that the fire alarm has been activated
- Notify the Superintendent of the emergency conditions

### **TELEPHONE: 9-1-1**

- Upon arrival of the fire fighters, inform the fire officer regarding conditions of the building
- Provide access and vital information to the firefighters (e.g. electrical panel, gas shut off, service rooms, etc.)

### **SEE THAT THE FIRE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.**

- Silence and reset the fire alarm systems at the fire alarm control panel when directed to do so by the Fire Department. **THE FIRE DEPARTMENT WILL NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.** The fire alarm control panel has alarm silencing and alarm reset buttons.

The **District Office Incident Commander** is responsible for the following:

In the event of a fire:

- Ensure that the fire alarm has been activated
- Notify the Fire Department of the emergency
- **DIAL: 9-1-1**
- Arrange for the custodian or his designate to contact the Fire Department in your absence
- Supervise the evacuation of the staff

- See that the alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.

#### **IN GENERAL:**

- Keep doors to stairways closed at all times. Use of wedges to hold corridor and stairwell doors open is prohibited.
- Keep hallways, passageways and exits inside and outside, clear of any obstructions at all times.
- Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Keep access roadways, fire routes and fire routes clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how to reset the fire alarm panel.
- In the event of any shutdown of fire protection equipment notify the Fire Department and your Superintendent and patrol the hallways once every hour.

#### **PARTICIPATE IN FIRE DRILLS:**

- Staff participation in the fire drill is mandatory
- Emergency procedures must be followed at all times.
- Follow the Incident Command System established by each site.
- Assure that checks, inspections and tests, as required by the fire code, are completed on schedule and that records are retained.
- Notify the Chief Fire Official regarding changes in the Fire Safety Plan.
- Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- Educate and train staff on emergency evacuation procedures, fire safety equipment and alternate exits in the case the main exit is blocked.
- A schematic and emergency procedure has been prepared and posted by each exit which shows type, location and operation of fire emergency systems, exits and evacuation staging areas.
- The Fire Prevention Plan is posted on the Oak Grove School District website.
- A procedure is in place to evacuate endangered occupants such as individuals with special needs and include alternate means of egress for all persons involved.

#### **TRAINING OF STAFF**

All staff will be trained on fire prevention and evacuation procedures annually. Drills will be conducted periodically throughout the year.

#### **EXTRA-CURRICULAR OCCUPANTS:**

In the event of a fire:

- Ensure that the fire alarm has been activated.
- Supervise the evacuation of people in your responsibility. Do not let visitors leave.
- Perform head counts to ensure all people are accounted for
- Report to the Incident Commander or Fire Chief any discrepancies

## **FIRE DRILLS**

The purpose of a fire drill is to ensure that the staff is familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities. Fire drill procedures address staff accountability in an evacuation. The site Incident Command System must be followed.

- Staff should use an alternate exit for one of the required drills in order to simulate a real emergency.
- Debrief after a drill to strengthen the evacuation procedure.
- Fire Drills must be conducted in accordance with the frequencies stated in the fire code.
- A Fire Drill Record must be kept and retained at the site for 12 months.

## **ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY**

In the event of any shutdown of fire equipment and systems, the District Office Incident Commander shall notify the building occupants and post instructions on each floor in front of the elevator(s) or by the area affected

The District Office Incident Commander shall notify the fire alarm system monitoring company that there is malfunctioning equipment or systems.

## **MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEM CHECK, INSPECT, TEST REQUIREMENTS OF THE FIRE CODE.**

According to the Fire Code, all records of tests and corrective measures will be retained for a period of two years after they are made.

## **PORTABLE FIRE EXTINGUISHERS**

### **Task Inspection**

Inspect all portable fire extinguishers Monthly

Fire Department inspection Annually

## **FIRE ALARM SYSTEMS**

### **Task Inspection**

Check fire alarm AC power lamp and trouble light.

Check trouble conditions. Check central alarm and control facility

## **MEANS OF EGRESS**

### **Task Inspection**

- Inspect all doors in fire separations
- Check all doors in fire separations to ensure that they are closed.
- Maintain exit signs to ensure that they are clear and legible.
- Maintain exit lights to ensure that they are illuminated and in good repair.
- Maintain corridors free of obstructions

## **FIRE DEPARTMENT ACCESS**

### **Task Inspection**

- Ensure streets, yards and private roadways provided for Fire Department access are kept clear.

## **SERVICE EQUIPMENT, DUCTING, AND CHIMNEYS**

### **Task Inspection**

- Check filters and ducts subject to accumulation of combustible deposits and clean as necessary
- Inspect disconnect switches for mechanical HVAC units.
- Inspect controls for air handling systems used for venting

## **FIRE PROTECTION MEASURES**

In the event of fire the purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the Fire Safety Plan.

- All fire alarm systems shall be maintained in full operation condition at all times.
- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building.
- Operation of the fire alarm is activated by a manual pull station or heat monitor.

## EXITS

An exit is that part of a means of egress that leads from the floor area. It serves to a public thoroughfare or to an approved open space. Walls, floors, doors and other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge.

## FIRE DEPARTMENT ACCESS

Fire Department access allows firefighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, and other forms of obstructions to access routes, fire hydrants and Fire Department connections are not permitted by the fire code. Maintaining Fire Department access is an ongoing matter.

Access into a building is required. The firefighters will not access to keys, plans, stored chemicals, etc.

## PORTABLE EXTINGUISHERS

Portable extinguishers are intended as a first-aid measure to cope with fires of limited size. The basic types of fires are classes A, B, C, D and K. Portable extinguishers are rated for the corresponding class of fire. Make sure you are using the appropriate extinguisher for the fire.

- Class A Wood, paper and cloth
- Class B Flammable gases, liquids and greases
- Class C Fires in live electrical equipment or involving materials near electrically powered equipment
- Class D Combustible metals such as magnesium, zirconium, potassium and sodium.
- Class K Kitchen fires (cooking oil)

### EMERGENCY LIGHTING

Emergency lighting ensures that exits, corridors and evacuation routes providing access to exits are illuminated in the event of loss of power.

### FLOOR PLANS

The District Office has floor plan maps posted with exit routes and fire equipment designated.

### M&O DEPARTMENT AND SAFETY COMMITTEE

Ensure facility inspections are conducted periodically during the year for good housekeeping and safe equipment.

*The District Office Fire Prevention Plan was approved by the Safety Committee on May 19, 2015. The plan was reviewed and updated 8/2015, 8/2016 and 8/2017.*