

SOP- 03Fire Prevention Plan**Purpose:**

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected.

**EMERGENCY ACTION &  
FIRE PREVENTION PLANS****Hazard Mapping / Assessment:**

Fire risk during Transportation, warehousing, temporary storage at kiosks, installation and maintenance activities and also from Handling of waste, transportation of waste, and storage sites; Injury due to the accidental fire event; handling of broken lamps, Fire risk due to storage of diesel for the DG set;

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### **Incident Categorization (may be Classification/ levels):**

Fires are classified in the following categories:

**Class A Fires:** Involving combustible materials of organic nature, such as wood, paper, rubber and many plastics etc. where the cooling effect of water is essential for extinction of fires.

**Class B Fires:** Involving flammable liquids, petroleum products or the like, where a blanketing effect is essential

**Class C Fires:** Involving flammable gases under pressure including liquefied gases, where it is necessary to inhibit the burning gas at fast rate with an inert gas, powder or vaporizing liquid for extinguishers

**Class D Fires:** Involving combustible metals, such as magnesium, aluminum, zinc, sodium, potassium, etc. when the burning metals are reactive to water and water containing agents and in certain cases to carbon dioxide, halogenated hydrocarbons and ordinary dry powders.

### **Suitability and Intended use of the activity, tool or material:**

Applicable to all sites, transportation vehicles, waste storage and transportation activity, installation and maintenance sites

### **Use, Storage of Tools and Records maintenance:**

Records to be maintained at site offices, submitted to the Client in duplicate PPEs and Tools associated with the procedures to be stored at Site Offices

SOP- 03Fire Prevention Plan**Compliance to regulations/permits:**

All permits and regulations: The following IS and BIS standards and codes should be adhered:

- 1641:1988 – Code of practice for fire safety of buildings (general): General principles of fire grading and classification
- 2171:1999 – Specification for portable fire extinguishers, dry powder (cartridge type)
- 2546:1974 – Specification for galvanized mild steel fire buckets
- 2878:2004 – Fire extinguisher, carbon dioxide type (portable and trolley mounted) – specification
- 4308:2003 – Dry chemical powder for fighting B and C class fires - specification
- 7673:2004 – Firefighting equipment
- 10204:2001 – Specification for portable fire extinguisher, mechanical foam type
- 14609:1999 – Dry chemical powder fighting A, B, C class fires – specification
- IS 2190:2010 – Selection, installation and maintenance of first aid fire extinguishers – code of practice
- IS 15683: 2006 – Portable fire extinguishers – performance and construction

**Safety Precautions:**

Detection and Prevention mechanism in place;

Warehouse Plan - to keep the DG set fuel away from all electrical equipment and sockets, providing space for equipment as per Fire NOC obtained and emergency response procedures;

SOP- 03Fire Prevention Plan**Emergency Preparedness and Response (including PPE/First aid):**

Depending on the size of the facility, locality and type of work being undertaken, the requirement of firefighting equipment changes. It is essential for all facilities to obtain No Objection Certification from the state or local Fire Department. This certification prescribes the appropriate firefighting equipment to be installed at the facility. These could include:

- Fire hose reel
- Fire extinguishers
- Sand buckets
- Fire extinguishers are the most common type of firefighting equipment being installed at office facilities, warehouses and sales offices. They should be selected based on the type of fire hazard, as depicted below:
- Class A fires – Water, foam, ABC dry powder and halocarbons
- Class B fires – Foam, dry powder, clean agent and carbon dioxide
- Class C fires – Dry powder, clean agent and carbon dioxide extinguishers
- Class D fires – Extinguishers with special dry powder for metal fires;
- Fire Prevention – extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosion-proof fixtures in hazardous locations, waste disposal, training First Aid Program/Supplies – medical care facilities locations, posted emergency numbers, accessible first aid kits.





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## Usage monitoring procedures (or protocol for replacement / refurbishment):

Placement of the extinguishers at appropriate locations and heights

- Identification of a fire safety team, comprising of security guards and fire marshals (typically employees comprising of EHSS department personnel and nominated people from other departments)
- Training and capacity building of fire safety team on the usage of fire extinguishers. External training must be sought for all security guards on the usage of these equipment
- Mock drills to train employees on emergency evacuation
- Regular inspection of fire extinguishers to identify leakage, discharge, breakage, etc. Refilling them wherever required

## Signage systems and symbols or coding:



SOP- 03Fire Prevention Plan**Training needs:**

Training to Regional Manager, Site Staff and EHSS Personnel on Inspection Procedures, Discussions & format instructions for Contractors Personnel.

**Duties / Responsibilities:**

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and should understand that they are responsible for adhering to company policy regarding fire emergencies.

**➤ Management:**

Management determines the MARK Air-conditioning System fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

**➤ Plan Administrator:**

Responsible Person(s) will manage the Fire Prevention Plan for MARK Air-conditioning System and will maintain all records pertaining to the plan. The Plan Administrator will also:

1. Develop and administer the MARK Air-conditioning System fire prevention training program;
2. ensure that fire control equipment and systems are properly maintained;
3. control fuel source hazards; and
4. conduct fire risk surveys (see Appendix A) with the local fire department and other emergency responders, and make recommendations.

SOP- 03Fire Prevention Plan➤ **Supervisors:**

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying (Responsible Person) when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing MARK Air-conditioning System fire prevention and protection policies.

➤ **Employees:**

All employees will:

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

**Inspection Procedures and Documentation required:**

The following general safety precautions must be ensured to avoid fire accidents:

- Smoke only in designated areas. Extinguish matches, tobacco products and place them in approved containers
- Close containers of flammable liquids when not in use
- Only operate equipment that you have been trained on. Before operating new equipment, read the instructions carefully
- In case of emergency evacuation, do not panic or run. Do not use elevators. Use the staircase to evacuate and stand in the safe assembly area till instructed by the site EHSS coordinator or security supervisor to resume work

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- In case you spot fire first, inform the site EHSS supervisor or security and sound the emergency alarm
- Follow the precautions issued by the local government in case of earthquake or other natural disasters

**Disposal of scraps and process wastes:**

Waste Generation Records, Waste Segregation, Storage, and Disposal Plan (agency names and schedule of disposal) shall be in place. Quick removal of flammable wastes from site (preferably within 1 hour of generation). Leave fire exits free of wastes

**Site management:****HOUSEKEEPING STANDARDS**

- A. General Housekeeping: clean all areas of site and structure (exterior and interior) involved in its respective contract work immediately before final inspection.
- B. Protection and Control: waste storage as per waste management plan
- C. The fire prevention and control measures as covered in above.
- D. OHS Training to be part of the training provided to all workers.