

FIRE SAFETY PROGRAM

(Reviewed 9/16/2008)

- A. Purpose: The KFS Fire Safety Program is composed of complementary operating procedures designed to prevent fires and to ensure employee safety and minimize property losses in event of fire.
- B. Responsibility
1. The KFS Safety Officer has primary responsibility for administration and overall conduct of the program and for providing periodic training related to fire safety.
 2. Supervisors are responsible for ensuring that employees adhere to fire safety policies, including maintenance of hazard-free workspaces, safe storage of flammable materials, and safe working procedures.
 3. Project Leaders working from field camps are responsible for ensuring that:
 - a. The premises are properly equipped with fire detectors and extinguishers, and are maintained free of unnecessary flammable and combustible materials.
 - b. Escape routes are sufficient and unimpeded.
 - c. Employees are trained in reporting and responding to fire.
(see [Occupant Emergency Plan](#)).
 4. Employees are responsible for maintaining personal work areas free of unnecessary flammable or combustible materials, for safe handling of sources of ignition, for reporting potential fire hazards, and for knowledge of how to respond in event of fire (See [Occupant Emergency Plan](#)).
- C. Fire Prevention
1. Preventative Maintenance
 - a. Building electrical systems will be inspected annually and all defective items will be repaired or replaced by qualified persons. Inspections will include:
 - 1) Electrical boxes for proper fuses or breakers, loose connections, signs of heating, arcing, etc.
 - 2) Switches for proper functioning, loose toggles, damaged covers, arcing, etc.

- 3) Outlets for damaged sockets and covers, grounding connections, overloading, spliced extension cords, etc. Extension cords will not be used for permanent wiring.
 - 4) Lights for proper bulbs, damaged sockets, burned ballasts, and loose connections.
 - 5) Conduits and wiring (where exposed) for damage.
- b. Heating systems will be inspected at least annually and all defective items service and repaired or replaced following the manufacturer's maintenance schedule.
 - c. Operators of electrically or gasoline powered equipment will frequently inspect the equipment for signs of electrical shorts or fuel leakage and will discontinue use of damaged or faulty equipment until it is repaired by a qualified person.
 - d. Propane and fuel storage tanks, including pumps and hoses, will be inspected at least annually for leakage. Vegetation will be kept mowed around all tanks and the area shall be kept free of combustible debris.
2. Housekeeping
- a. Occupied buildings and storage areas will be maintained free of unnecessary combustible materials. Trash will be removed weekly from all offices.
 - b. Only such quantities of chemicals as are needed for near-term operations will be maintained in laboratories. Bulk supplies will be stored in the chemical storage locker. Incompatible chemicals will be separated.
 - c. Supplies of flammable fluids used in vehicle or building maintenance will be stored in the Flammable Storage Cabinets.
 - d. Compressed gas cylinders will be capped when not in use and will be secured in an upright position. Incompatible gases (e.g. propane or acetylene and oxygen) will be stored in areas at least 20 feet apart.
 - e. Only approved labeled containers will be used to transport gasoline and other fuels. No fuel containers will be brought into occupied buildings.
 - f. Gasoline tanks on small appliances such as weedwackers, chainsaws, and small outboards will be emptied before storage.

- g. Wet cell batteries will be stored only in well-ventilated unoccupied buildings. Batteries will be charged only in an approved area.
- h. "NO SMOKING" signs will be prominently displayed on fuel and propane tanks, the chemical storage areas, and on all buildings where vehicles are parked with fuel in their tanks. No smoking is allowed in any occupied building.
- i. No personal electric appliances of any sort, including heaters, fans, and coffee makers, may be used on the station without consultation with the Facilities Manager as to the safety of the particular appliance. Approved coffee makers will not be allowed in any area except designated "kitchens."

D. Fire Detection and Response Systems

1. All occupied buildings will be equipped with approved smoke detectors. Detectors will be tested monthly.
2. Fire extinguishers
 - a. All buildings will be equipped with fire extinguishers of approved size and class. Extinguishers will be highly visible, with unobstructed access.
 - b. Fire extinguishers will be visually inspected monthly, fully inspected annually, and serviced according to schedule.
 - c. Any extinguisher that has been partially or fully discharged will immediately be given to the Safety Officer to be serviced and recharged..
3. Fire alarms will be installed in all occupied buildings. Alarms will be tested annually during fire drills.
4. Exits will be clearly marked in all occupied buildings and will be unlocked from the inside and unobstructed during working hours.
5. Corridors that provide access to exits will be maintained free of all obstructions that reduce the width of the corridor.

E. Evacuation Plan

1. A copy of the appropriate evacuation plan (Exhibit II.B) will be posted prominently in appropriate locations in each occupied building.