



Accident and Illness Prevention Program Manual

CHURCH NAME HERE

Policy Title: Fire Protection

Policy No. 30

Prepared By: CHURCH NAME HERE

Date:

Applies to: All Locations

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Definition

Local, state or federal regulations on fire protection can have a considerable effect on the way in which we protect our churches, schools, parsonages, staff, volunteers, the public, and our property. Fire brigades, portable fire extinguishers, standpipe and hose systems, automatic sprinkler systems, fixed extinguishing systems and other fire protection systems are all dealt with in detail.

Policy

Next to our people, our property is our most important asset. Conservation of our property will not only save money, but it will also protect the livelihood of our staff. All locations will implement and manage a fire protection plan that complies with any local regulations in order to keep our properties fit and able to cope with any emergencies which may arise.

Actions Required

- Constantly review your fire protection exposures and hazards and review and implement the control procedures that best meet your fire protection needs.
- Factors to consider when evaluating the need for a fire brigade to fight incipient stage fires as opposed to interior structural fires include:
 - the severity of the facilities fire hazards,
 - the presence of unusual structural configurations which might limit access to buildings, and
 - the proximity and caliber of the public fire department.
- With reference to fire emergency, the first decision to be made is whether to fight the fire at all. Although you have the option of evacuating and leaving the fire fighting to the public fire department, it is recommended that you educate or train staff to take appropriate action to minimize the spread of fire when it first starts. Once you have elected to fight the fire, you must make a second decision as to who you want to do the job.
- Approved portable fire extinguishers that are fully charged, operational and kept in their designated places will be used by only designated staff members to fight incipient stage fires only. All other nonessential personnel will be evacuated from the facility.



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- Standpipe and hoses (less than 2 1/2" in diameter), reels and cabinets, hose outlets and connections to include nozzles must be installed and maintained in accordance with the National Fire Protection Code (NFPA) #14.
- All or any automatic sprinkler systems must be designed, maintained and tested in accordance with NFPA Code #13.
- All or any fixed extinguishing systems must be designed and approved for use on the specific fire hazards they are expected to control or extinguish. Trained and qualified personnel must properly correct any defects or impairments.

Appropriate alarm systems must be used for all types of emergencies. The method of transmitting the alarm should reflect the situation found at the workplace.

Documentation Required

- Copies of Fire Protection Inspections.
- Copies of Fire Protection Maintenance Records.
- Copies of written Fire Emergency Plans.
- Any other pertinent written correspondence.

Responsibilities and Accountabilities

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.