

CF OPERATING PROCEDURE
NO. 215-4

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, December 15, 2008

Safety

SAFETY AND LOSS CONTROL – FIRE SAFETY

1. Purpose. This operating procedure establishes Department policies for fire safety inspections, fire drills and fire equipment maintenance. Fire safety inspections are performed to evaluate the danger to life from fire and determine ways to minimize fire danger to buildings and contents. Fire drills are required so that employees and residents will learn efficient and orderly escape procedures. Proper fire equipment maintenance assures that extinguishers and installed building systems available to fight a fire are operable.
2. Scope. This operating procedure is applicable to all Department entities and all Department state-owned and state-leased buildings.
3. Definitions.
 - a. Department Fire Safety Coordinator. The staff director, office of general services (ASG).
 - b. Circuit/Region Fire Safety Coordinator. The circuit/region general services manager.
 - c. Headquarters Fire Safety Coordinator. The assistant staff director, office of general operations (ASGO).
 - d. Institution Fire Safety Coordinator. The institution's director of administrative services.
4. References.
 - a. Section 633.085, Florida Statutes.
 - b. Title 4A, Florida Administrative Code – Rules of the Department of Financial Services, State Fire Marshal.
 - c. Section 4A-3.012, Florida Administrative Code – Standards of the National Fire Protection Association adopted by State Fire Marshal.
 - d. National Fire Protection Association (NFPA) – Codes, standards and recommended practices (latest edition, where not in conflict with adopted standards or other rules of the State Fire Marshal).
 - e. Local fire codes where applicable.

This operating procedure supersedes CFOP 215-4 dated July 1, 1998.

OPR: ASG

DISTRIBUTION: X: OSES; OSLS; ASGO; Regional Directors; Region General Services Managers; Region/Circuit Mental Health Treatment Facilities.

5. Responsibilities. Coordinators may delegate responsibility to an appropriate level of authority.

a. The Department fire safety coordinator is responsible for:

(1) Receiving and reviewing all fire safety inspection reports of violations prepared by the state fire marshal.

(2) Forwarding state-owned facility fire safety inspection reports of major violations to the office of design and construction and reports of minor violations to the circuit/region general services offices for maintenance and housekeeping correction. Reports will also be forwarded to circuit/region director and institutional superintendents.

(3) Forwarding state-leased facility fire safety inspection reports of violations to facility services managers and lessors and assuring that re-inspection reports achieve compliance.

(4) Developing and distributing fire protection policies and standards and implementing procedures.

(5) Conducting annual fire inspections of Department owned or leased facilities on a monitoring or request basis including Department licensed facilities.

(6) Establishing a Department fire prevention program to assure adequacy of protection for life, contents and structures.

(7) Furnishing technical assistance on all aspects of fire safety and building fire protection systems upon request.

(8) Investigating fires to develop lessons learned for corrective action distribution.

(9) Coordinating professional training of Department personnel.

b. The circuit/region/headquarters or institution fire safety coordinator is responsible for:

(1) Administering local fire protection, fire prevention and fire inspection programs.

(2) Reviewing all fire safety inspection reports of violations.

(3) Assuring that deficiencies noted in inspection reports of leased facilities are corrected by lessors through notification supported by counsel where applicable.

(4) Inspecting all facilities at least annually and correcting deficiencies noted in the inspection reports of owned facilities utilizing local funds. If local funds are insufficient or not available, a budget issue proposal to obtain sufficient fixed capital outlay (FCO) funds to correct the deficiencies must be initiated. The budget request will be forwarded to the office of design and construction (ASGDC) for inclusion in the next FCO budget cycle.

(5) Posting clearly stated procedures for fire drills and building evacuation routes in conspicuous locations.

(6) Establishing a procedure whereby all new staff is initially informed of fire drill procedures and building evacuation routes.

(7) Conducting through designees fire drills and building evacuations in accordance with NFPA 101-186 at least annually with the local fire department in attendance. Fire drills must be documented and recorded in a fire safety log. All areas of the building must be inspected during the fire

drill to make sure all persons have evacuated the premises and disabled persons are accompanied by fire wardens. The coordinator will be equipped with an identifying armband or vest during these operations.

(8) Maintaining all smoke detection devices, fire alarm systems, installed fire protection systems and fire extinguishers in operable condition in all facilities by utilizing only licensed and certified fire equipment servicing company. This is applicable in Department facilities; leased facilities are the responsibility of the lessor.

(9) Implementing a fire prevention program, administering a fire safety committee, preparing a fire safety plan and maintaining a fire safety log.

(10) Reporting all fires to the office of general services through the circuit/region fire safety coordinator.

(11) Conducting periodic testing of fire protection equipment in accordance with appendices B and C of this operating procedure.

6. Fire Safety Log. A fire safety log must be maintained at all facilities to contain, but not be limited to, the following:

a. The date of all fire safety inspections by the state fire marshal, Department fire safety inspectors and local fire department.

b. The date of all fire safety inspection reports received from the state fire marshal, Department fire inspectors and local fire department inspectors.

c. The date correction of deficiencies were accomplished.

d. The date all fire drills were conducted, including building number and drill location, total evacuation time and problems encountered requiring resolution.

e. The date of periodic fire safety equipment inspections, including the name of the inspector, alarm system checks and operating status of fire fighting equipment. (Procedures for maintaining fire fighting equipment are described in appendix B of this operating procedure.)

f. The current phone number of the local fire department.

g. The name of the staff member responsible for all facility matters concerning fire safety. (The duties of the floor fire warden are described in appendix A of this operating procedure.)

7. Procedures.

a. When hearing the alarm signal, personnel should immediately execute their duties as outlined in the facility fire safety plan.

b. If the facility is not equipped with an alarm system, personnel on the floor of fire origin should notify the telephone operator. The telephone operator, in turn, should notify the fire department and alert all facility personnel at the location of the fire over the public address system. For those facilities lacking a telephone operator or public address system, personnel should pull the nearest alarm, evacuate and call the fire department.

c. For health care facilities, the basic actions required by staff will include the removal of all occupants involved with the fire emergency and sounding of the fire alarm.

d. Doors to patients' rooms must be closed to limit smoke spreading from a fire and to confine the fire in the room. In studies of fires at health care institutions in which the staff closed doors, fire spread was confined and loss of life was considerably reduced.

e. A code phrase should be established at the facility such as "CODE RED." Any person in the area should activate the alarm as soon as they hear the code.

f. All facility personnel must be instructed in the operation of the facility's fire alarm system, understanding of code phrase(s) and use of fire extinguishing equipment.

8. Fire Safety Plan. A written facility fire safety plan must be prepared for each facility and provide for:

- a. Use of alarms and types of alarm systems.
- b. Transmission of alarm to fire department by responsible authority.
- c. Response to alarms.
- d. Isolation of the fire.
- e. Evacuation of the facility.
- f. Fire extinguishment and use of site fire protection systems.
- g. Inspection of electrical equipment, wiring and controls.
- h. Storage of combustible materials.
- i. Security

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

MELISSA P. JAACKS
Assistant Secretary for
Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to conform to the plain language initiative.

FIRE WARDEN RESPONSIBILITIES IN CASE OF FIRE ALARM OR DRILL

1. The floor fire warden's primary responsibility during a fire alarm or drill is to assure that all personnel on the floor are safely evacuated to designated areas quickly and quietly using the stairways, not the elevators.

a. Check the bathrooms and copy machine rooms as well as each office, closing all office, corridor and stairwell doors (do not lock).

b. Make sure that personnel follow assigned evacuation routes. If the designated stairway cannot be used, use the next closest stairway.

c. Special evacuation procedures and precautions must be designated for handicapped employees.

(1) Do not allow handicapped individuals to block the evacuation route.

(2) If the handicapped individual is not capable of going down or being taken down the stairwell, assign a calm, responsible person to stay with them until emergency service or trained fire personnel can remove them from the building or move them to an area of refuge to wait out the fire.

(3) Notify the fire warden, building manager and emergency services (fire safety and crime, police, ambulance services) of the exact location of each handicapped individual if they have not been evacuated.

d. If the fire is located on one floor, evacuate personnel to at least two floors away (up or down) in the event evacuation to the outside is not possible.

e. If evacuation is not possible from one or more floors, assemble employees together away from fire or smoke and break a window to let the fire department know where they are. Prevent smoke entry by stuffing wet towels at door bottom.

f. Keep personnel at least 500 feet away from the building in case of explosions or flying debris.

g. In case of inclement weather during evacuation, assemble personnel in the closest parking garage or lobby of an adjacent building.

2. Fire Drills in State Office Buildings. To train floor wardens and occupants of a facility to be properly versed in evacuation procedures, it must be the policy of the Department of Management Services, Division of Safety and Crime Prevention to hold unannounced fire drills at each state office building facility on a quarterly basis. All Department personnel must immediately comply with the building evacuation plan and Division of Safety and Crime Prevention directives.

FIRE PROTECTION EQUIPMENT INSPECTION, TESTING AND MAINTENANCE

1. Sprinkler Systems.

- a. The Department must have responsibility for properly inspecting, testing and maintaining a sprinkler system in Department-owned facilities and the lessor must have responsibility in leased facilities.
- b. To promote reliability of protection, an automatic sprinkler system should be inspected by a licensed inspection service as required by Appendix C.
- c. The services indicated in Appendix C list a summary of the minimum inspection, testing and maintenance requirements promulgated by the National Fire Protection Association (NFPA).

2. Portable Fire Extinguishers.

- a. The Department must have responsibility for properly inspecting, maintaining and recharging portable fire extinguishers in Department-owned facilities and the lessor must have responsibility in leased facilities.

- b. Inspection. Inspection is a "quick check" that an extinguisher is available, fully charged and operable. The extinguisher should be in a designated place and should not show evidence of tampering or physical damage.

- (1) Extinguishers should be inspected monthly, or at more frequent intervals when circumstances require (areas of high risk).

- (2) The extinguisher should be in its designated place at all times.

- (3) Access to and visibility of the extinguisher should not be obstructed.

- (4) The operating instructions on the extinguisher name plate should be legible and face outward.

- (5) Any seals or tamper indicators that are broken or missing should be investigated and the extinguisher should be replaced.

- (6) Any obvious physical damage, corrosion, leakage or clogged nozzles should be noted and the extinguisher should be immediately replaced

- (7) Pressure gauge reading, when not in the operable range, must be noted and the extinguisher should be immediately recharged or replaced.

- c. Maintenance.

- (1) Extinguishers must be subjected to maintenance as required by Appendix C or when specifically indicated by an inspection.

- (2) Maintenance and recharging may only be performed by trained and state fire marshal-licensed persons, who possess the appropriate tools, recharge materials, lubricants and manufacturer's recommended replacement parts.

- d. Recordkeeping.

- (1) Personnel making inspections must keep monthly records in the fire safety log of those extinguishers that were found to require corrective action(s). In leased facilities, corrective actions must be coordinated with the lessor.

- (2) The date the inspection was performed and the initials of the person performing the inspection should be recorded on the equipment tag at least monthly.

- e. Recharging.

- (1) All extinguishers will be recharged after use, when indicated by an inspection or when maintenance is performed by a licensed fire equipment servicing company.

- (2) All extinguishers should be charged annually. Pump tank calcium chloride base antifreeze types of extinguishers will be recharged with new chemicals or water as applicable.

SUMMARY OF INSPECTION AND TEST FREQUENCIES

ALARM SYSTEMS

<u>Visual inspection of all alarm equipment and parcels</u>	<u>Daily</u>
<u>Operational test of initiating and signaling circuits for populated buildings</u>	<u>Weekly</u>
<u>Operational test of initiating and signaling circuits for unpopulated buildings</u>	<u>Quarterly</u>
<u>Operational test of manual fire stations, coded and non-coded</u>	<u>Semi-annually</u>
<u>Operational test of sample spot type heat detectors (all detectors tested in 5 year period)</u>	<u>Semi-annually</u>
<u>Operational test of line type heat detectors (simulated test only of non-reusable type)</u>	<u>Semi-annually</u>
<u>Operational test of smoke detectors</u>	<u>Semi-annually</u>
<u>Operational test of IR flame detectors</u>	<u>Semi-annually</u>
<u>Optical integrity test of UV flame detectors if test feature is built in</u>	<u>Monthly</u>
<u>Operational test of UV flame detectors</u>	<u>Semi-annually</u>
<u>Operational test of waterflow detectors</u>	<u>Quarterly</u>
<u>Operational test of supervisory initiating devices</u>	<u>Annual</u>
<u>Operational test of indicating devices</u>	<u>Monthly</u>
<u>Operational test of base system circuits</u>	<u>Monthly</u>
<u>Operational test of base system Class A circuits with ground and open faults</u>	<u>Quarterly</u>
<u>Operational test of base system transmitters</u>	<u>Quarterly</u>
<u>Operational test of major receiving equipment</u>	<u>Daily</u>
<u>Operational test of non-coded receiver modules</u>	<u>Quarterly</u>
<u>Operational test of signal recording devices</u>	<u>Daily</u>
<u>Operational test of engine driven emergency generators</u>	<u>Weekly</u>
<u>Check rechargeable battery water level</u>	<u>Weekly</u>
<u>Check rechargeable cell voltages, clean connections</u>	<u>Quarterly</u>
<u>Check range hood extinguishing system alarms</u>	<u>Semi-annually</u>
<u>Check sprinkler system valve tamper switches</u>	<u>Semi-annually</u>

SPRINKLER AND STANDPIPE SYSTEMS

<u>Check general condition of sprinklers and sprinkler system</u>	<u>Annually</u>
<u>Conduct flow tests of open sprinklers</u>	<u>Annually</u>
<u>Conduct main drain tests</u>	<u>Quarterly</u>
<u>Test water flow alarms</u>	<u>Monthly</u>
<u>Check air and water pressure in dry pipe systems</u>	<u>Weekly</u>
<u>Trip test dry pipe valves</u>	<u>Annually</u>
<u>Drain low points in dry pipe system</u>	<u>Annually</u>
<u>Trip test deluge and pre-action systems *</u>	<u>Annually</u>
<u>Trip test high speed suppression systems *</u>	<u>Annually</u>
<u>Check general condition of standpipe systems</u>	<u>Quarterly</u>
<u>Perform water flow tests</u>	<u>Annually</u>
<u>Check general condition of hydrants</u>	<u>Annually</u>
<u>Check general condition of fire department connections</u>	<u>Annually</u>
<u>Check water levels in tanks</u>	<u>Weekly</u>
<u>Check general condition of water storage tanks</u>	<u>Annually</u>
<u>Check water level and air pressure in pressure tank</u>	<u>Weekly</u>
<u>Check general condition of pressure tanks</u>	<u>Annually</u>
<u>Check tank heating systems</u>	<u>Annually</u>
<u>Inspect and test cathodic protection equipment</u>	<u>Annually</u>
<u>Start fire pumps</u>	<u>Weekly</u>
<u>Check fuel supply to engine drivers</u>	<u>Weekly</u>

<u>Perform fire pump flow tests</u>	<u>Annually</u>
<u>Inspect and test controllers</u>	<u>Annually</u>
<u>Inspect valves for open position</u>	<u>Monthly</u>
<u>Conduct general preventive maintenance inspection of valves</u>	<u>Annually</u>
<u>Inspect check valves, water flow meters and back flow preventers *</u>	
<u>Test pressure regulating and altitude valves</u>	<u>Annually</u>

* Annual trip test may be dry; wet trip test including flow of water through heads/nozzles must be conducted a minimum of once every three years.

DRY CHEMICAL SYSTEM

<u>Replace fusible link</u>	<u>Annually</u>
<u>Check nozzles and hand hose lines</u>	<u>Weekly</u>
<u>Conduct actuating and operating tests of system</u>	<u>Annually</u>
<u>Check dry chemical expellent gas cylinders *</u>	<u>Semi-annually</u>
<u>Check condition of dry chemicals</u>	<u>Annually</u>
<u>Hydrostatic test of cylinders and hose **</u>	<u>Semi-annually</u>

GASEOUS SYSTEMS

<u>Replace fusible link</u>	<u>Annually</u>
<u>Check CO2 and Halon nozzles and hand hose lines</u>	<u>Weekly</u>
<u>Weigh cylinders</u>	<u>Semi-annually</u>
<u>Check liquid level in low pressure CO2 storage tanks</u>	<u>Weekly</u>
<u>Check devices and connections of low pressure CO2 systems for leakage</u>	<u>Monthly</u>
<u>Test tank alarm pressure switch and identification device</u>	<u>Semi-annually</u>
<u>Conduct actuating and operating tests of CO2 and Halon system cylinders</u>	<u>Annually</u>
<u>Hydrostatic test of cylinders and hoses **</u>	

* Check condition of chemical or gas every 6 years by discharge

** Check every 12 years by discharge

FOAM SYSTEMS

<u>Check foam concentrate level in tank</u>	<u>Weekly</u>
<u>Inspect foam concentrate storage containers for corrosion</u>	<u>Quarterly</u>
<u>Check foam concentrate quality</u>	<u>Annually</u>
<u>Ensure all valves are in correct position</u>	<u>Weekly</u>
<u>Check water supply pressure</u>	<u>Weekly</u>
<u>Inspect foam system piping</u>	<u>Annually</u>
<u>Visually inspect proportioning devices, pumps and foam makers</u>	<u>Weekly</u>
<u>Operate pumps and all systems without producing foam</u>	<u>Quarterly</u>
<u>Ensure all interlocks and closures operate correctly</u>	<u>Quarterly</u>
<u>Operate pumps and all systems with foam discharge</u>	<u>Every 3 Years</u>