FIRE PREVENTION PLAN

GENERAL

Before a fire occurs, become familiar with your surroundings, and learn several evacuation routes from all work areas and buildings to each of the District's assembly and staging areas. The District's Headquarters Building primary assembly and staging area is located at Building "J" by Receiving. The District's Headquarters Building secondary assembly and staging area is located in the lower parking area by the vehicle wash bay. The David C. McCollom Water Treatment Plant's primary assembly and staging area is located at the front gate. The 4S Water Reclamation Facility's primary assembly and staging area is located at the front gate. At each District facility such as the David C. McCollom Water Treatment Plan and the 4S Water Reclamation Facility, a fire evacuation plan is posted. Study the plan to know what to do in the event of a fire.

ELEMENTS OF A FIRE

Fire occurs whenever combustible fuel in the presence of oxygen at an extremely high temperature becomes gas. Flames are the visual indicator of the heated gas. The fire triangle is a simple way of understanding the elements of fire. The sides of the triangle represent the interdependent ingredients needed for fire: heat, fuel and oxygen.

Heat

A heat source is responsible for the initial ignition of fire, and is also needed to maintain the fire and enable it to spread. Heat allows fire to spread by drying out and preheating nearby fuel and warming surrounding air.

Fuel

Fuel is any kind of combustible material such as, paper, cardboard boxes, flammable liquids, wood, etc.

Oxygen

Air contains about 21 percent oxygen, and most fires require at least 16 percent oxygen. When fuel burns, it reacts with oxygen from the surrounding air, releasing heat and generating combustion products (gases, smoke, embers, etc.).

CLASSIFICATIONS OF FIRES & FIRE EXTINGUISHERS:

Fires:

Class A: Trash, wood and paper fires
Class B: Liquid and grease fires
Class C: Electrical equipment fires

Fire Extinguishers:

A, B, C Fires: Multi-Purpose (Dry Chemical).
B, C Fires: Sodium or potassium bicarbonate. Best for liquid fires.
B, C Fires: Halon or CO_2. Best for electrical fires.

FIRE EXTINGUISHERS USE:

Using an extinguisher: PASS

Pull the pin

Aim low (at the base of the fire)

Squeeze the lever above the handle.

Sweep from side to side, moving carefully toward the fire. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out.

IN CASE OF FIRE:

- Don't panic – Stay calm
- **Call - 911**, provide:
    - Your address and nearest cross street

- Location of fire
- Stay on the line until you verify that the information was understood

- When you hear the emergency alarm, notify others in your work area of the danger and the need to evacuate.

- Evacuate the building. Proceed in an orderly fashion to the nearest and safest exit. As you are evacuating, remove anyone in immediate danger and direct all persons to the nearest exits, assisting those with physical disabilities.

- Proceed to pre-determined assembly and staging areas. (See attached maps.)

- If the fire is small, (wastebasket size), the smoke is light and you are properly trained, you may attempt to extinguish it, but only after calling the fire department.

GENERAL FIRE SAFETY PROCEDURES:

- Know the location of fire extinguishers in all work areas and how to use them. After use of an extinguisher, report use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.

- Keep all fire extinguishers free from obstruction, off the floor, and labeled.

- Maintain all exit signs and directional signs when they are required. Exit doors must be unlocked when the building is occupied and free from obstructions at all times. Know the exits from the building in which you work.

- Use of gasoline is prohibited for cleaning parts, floors, or any part of buildings.

- Gasoline utilized in small quantities in work shops for fueling engines being repaired, tested, adjusted, etc. will be handled and dispensed in the smaller (one, or two and one-half gallon) OSHA approved safety containers, having a spring-lift cap. The container must be labeled as to its contents.

- The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or container being filled in order to guard against the build-up of static electric charge.

- Never overfill a tank, but rather underfill it to allow room for expansion of the liquid.

- No artificial light, except UL approved, intrinsically safe electrical flashlights, will be used near escaping gasoline or other flammable vapors.

- Confined spaces, dark places, vaults, etc., must not be entered without proper light. The use of matches is strictly forbidden.

- Electrical extension cords are approved for temporary use only and should never be a smaller gauge than the appliance cord connected to it.

- Fires must immediately be reported to the Fire Department. Do not risk your life in trying to extinguish a fire that may get out of control.

- Store flammable liquids, such as gasoline, benzene, acetone or other solvents in approved safety cans, which are properly labeled.

- Dispense flammable liquids in an approved mixing and dispensing room or in the open and well away from open flames and other sources of ignition. All containers will be properly grounded and/or bonded.

- Do not smoke or permit open flames in areas where flammable gases or liquids are stored or used.

- Do not smoke when working around gasoline, solvent, lacquer, thinner, insecticides, lab chemicals, or areas marked "NO SMOKING". Do not smoke within 100 feet of explosives. Per Government code §7596-7597, smoking is prohibited in District buildings and vehicles, only permitted in designated areas at least 20 feet away.

- Properly locate and guard open flame heaters, including water heaters and electric heaters.

- Do not store any clothing or combustible material in close proximity to any open flame or electric heater in such a manner as to permit ignition.

- Properly store all waste materials.

- Keep fire extinguishers of the ABC multipurpose, dry chemical type, or CO_2 in all areas where flammable liquids are stored, mixed, dispensed, or handled.

- In the event that circumstances require the use of CO_2 fire extinguishers in enclosed spaces for manholes, exercise extreme caution to ensure that no one enters the enclosed space until the CO_2 has been expelled by ventilation.

- Use the CO2, ABC multipurpose or a dry chemical type fire extinguisher on electrical fires.

- Be familiar with the maintenance program to ensure periodic inspection and proper care of fire extinguishers; make arrangements for periodic checks of the equipment by the fire department; report immediately to the supervisor any extinguishers, which appear to be in doubtful condition.

- The Fire Alarm System will be inspected and tested on a scheduled basis by the Safety/Risk Compliance Administrator.

- Employees will be trained to know the difference between the security alarm tone and the fire alarm tone.

Wild Fire Prevention

Preventable wildfires threaten lives, property, and natural resources. Whether it is properly extinguishing a fire or keeping vehicles maintained to prevent sparks, following just a few simple steps can help prevent wildfires as demonstrated below.

Gas powered tools

- When using gas powered tools for vegetation removal, use them before 10 a.m., but never when it's windy or excessively dry. When cutting weeds or other dry vegetation do not use powered tools with metal blades as striking rocks can create sparks and start fires. Always use caution.

Spark Arresters

- In wildland areas, spark arresters are required on all portable gasoline-powered equipment. This includes tractors, harvesters, chainsaws, weed-eaters and mowers.

- Keep the exhaust system, spark arresters and mower in proper working order and free of carbon buildup.

- Use the recommended grade of fuel and don't top it off.

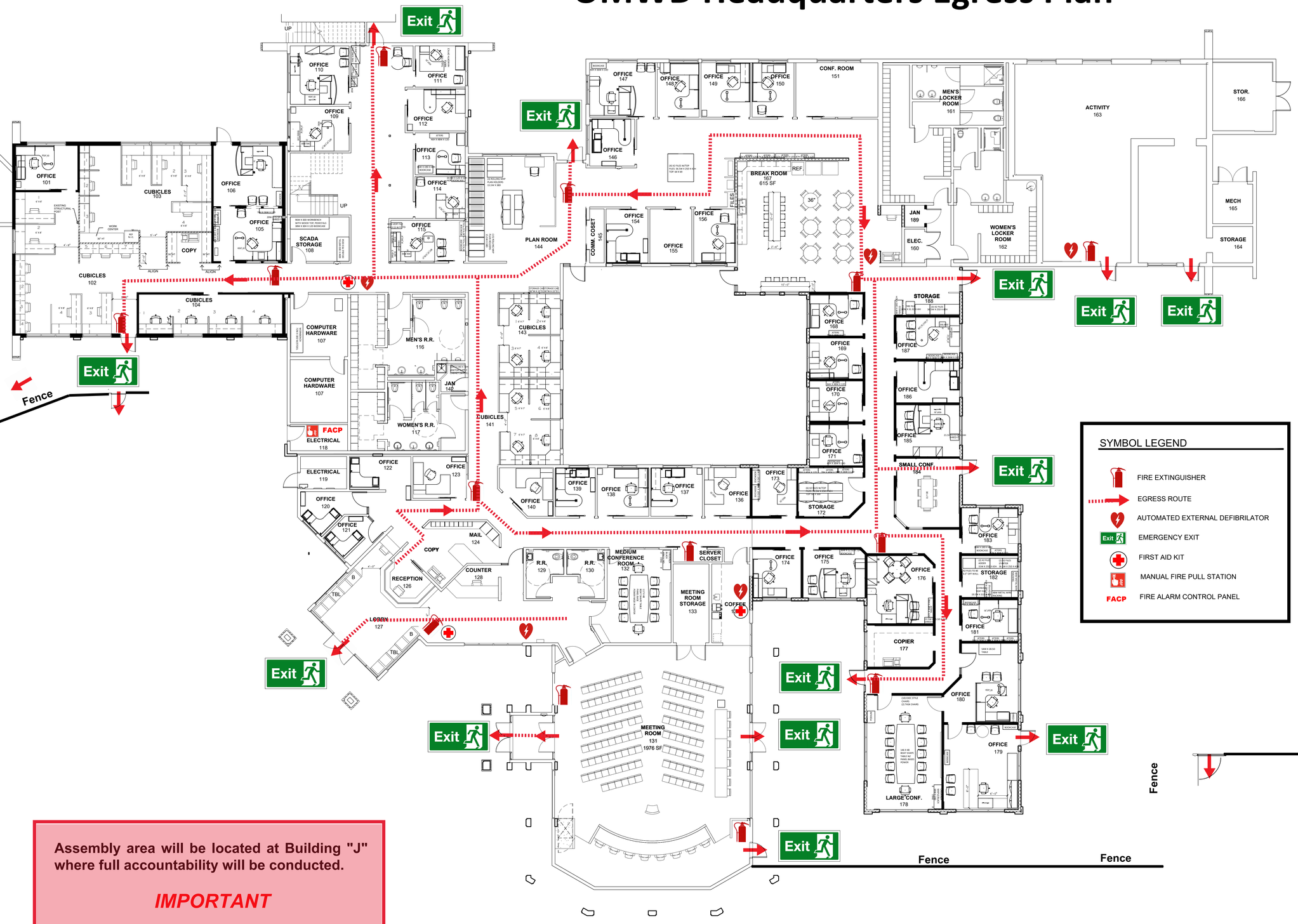
Equipment Use

- In wildland areas, grinding and welding operations require a permit and 10 feet of clearance. Keep a shovel and a fire extinguisher ready to use.

- Don’t drive your vehicle onto dry grass or brush. Hot exhaust pipes and mufflers can start fires that you won’t even see – until it’s too late!

- Keep a cell phone nearby and call 911 immediately in case of fire.

OMWD Headquarters Egress Plan



Assembly area will be located at Building "J" where full accountability will be conducted.

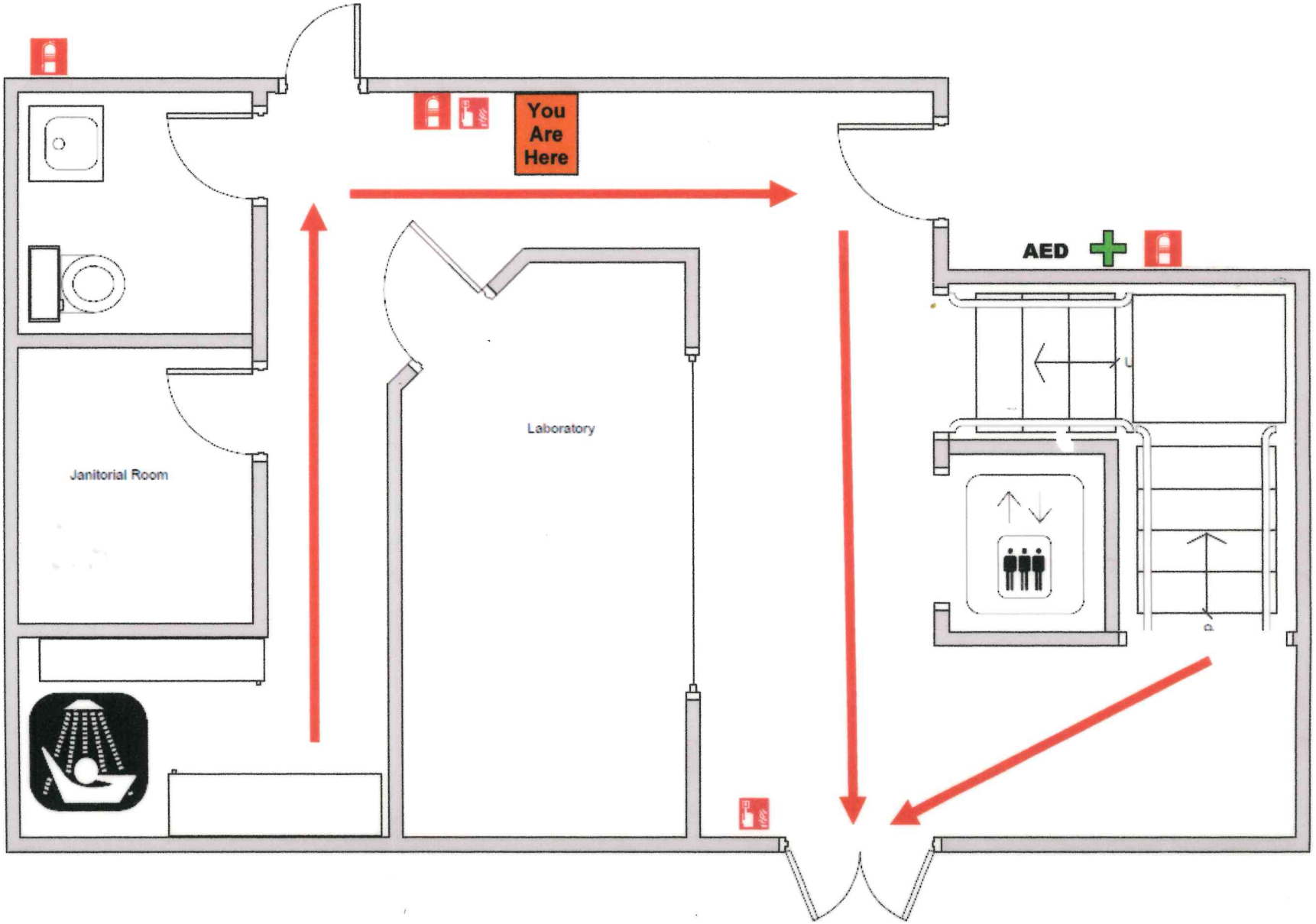
IMPORTANT

Do not return to the building unless an "all clear" has be announced. A cell phone, car keys or other personal property is not worth a potential injury.


Secondary Assembly
and Staging Area
Primary Assembly
and Staging Area

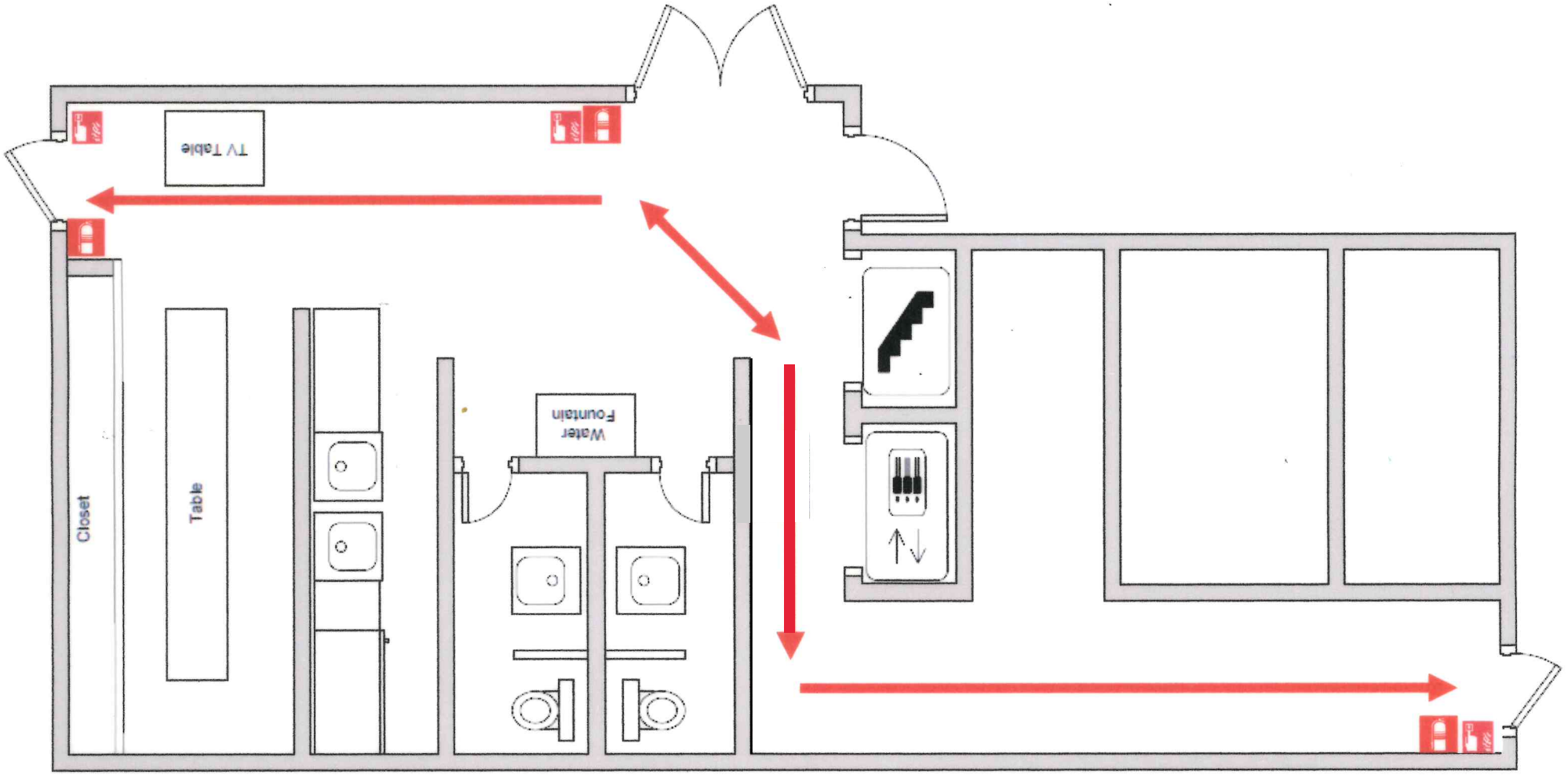
EMERGENCY ESCAPE ROUTE

Water Treatment Plant First Floor



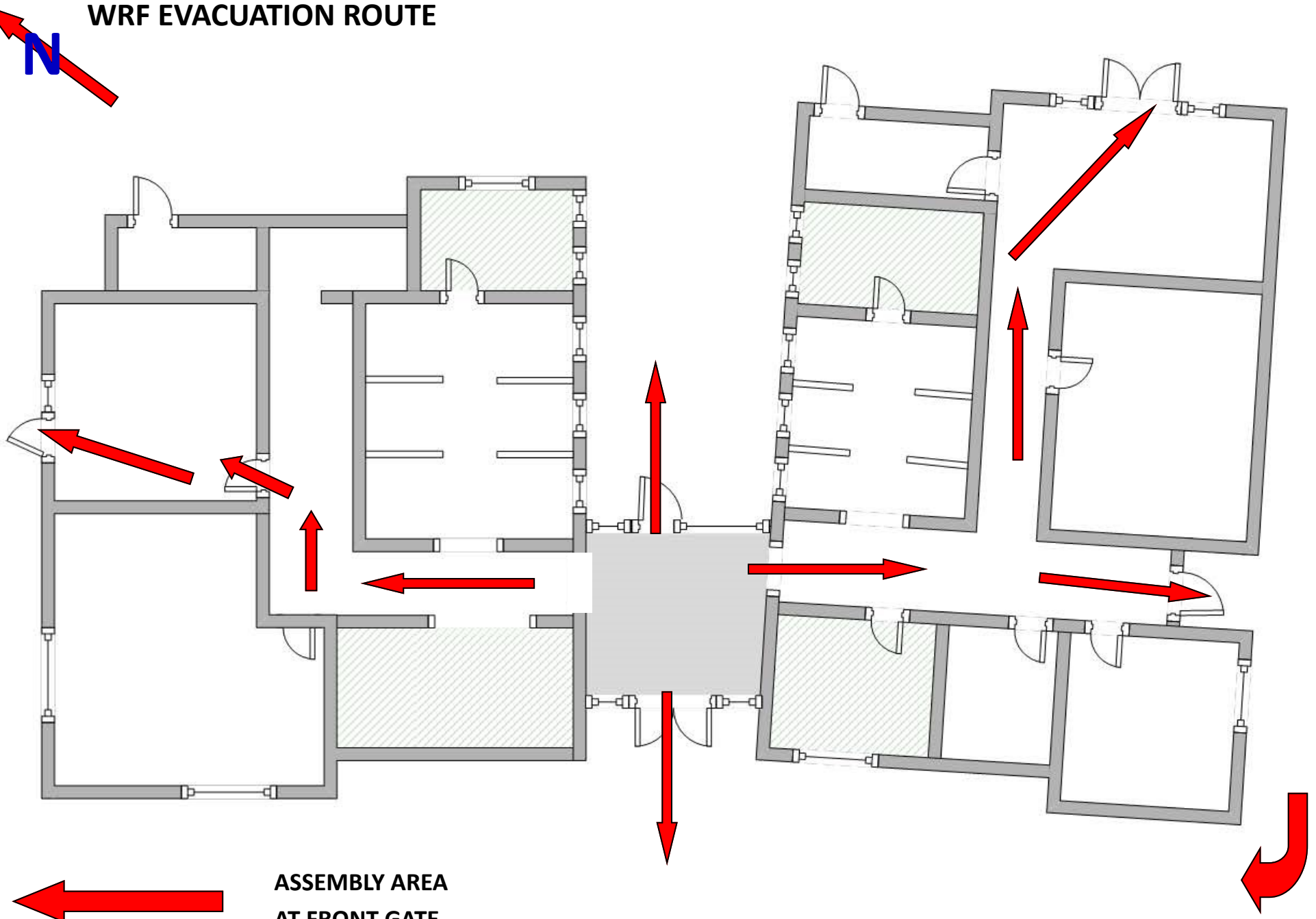
EMERGENCY ESCAPE ROUTE

Water Treatment Plant Second Floor

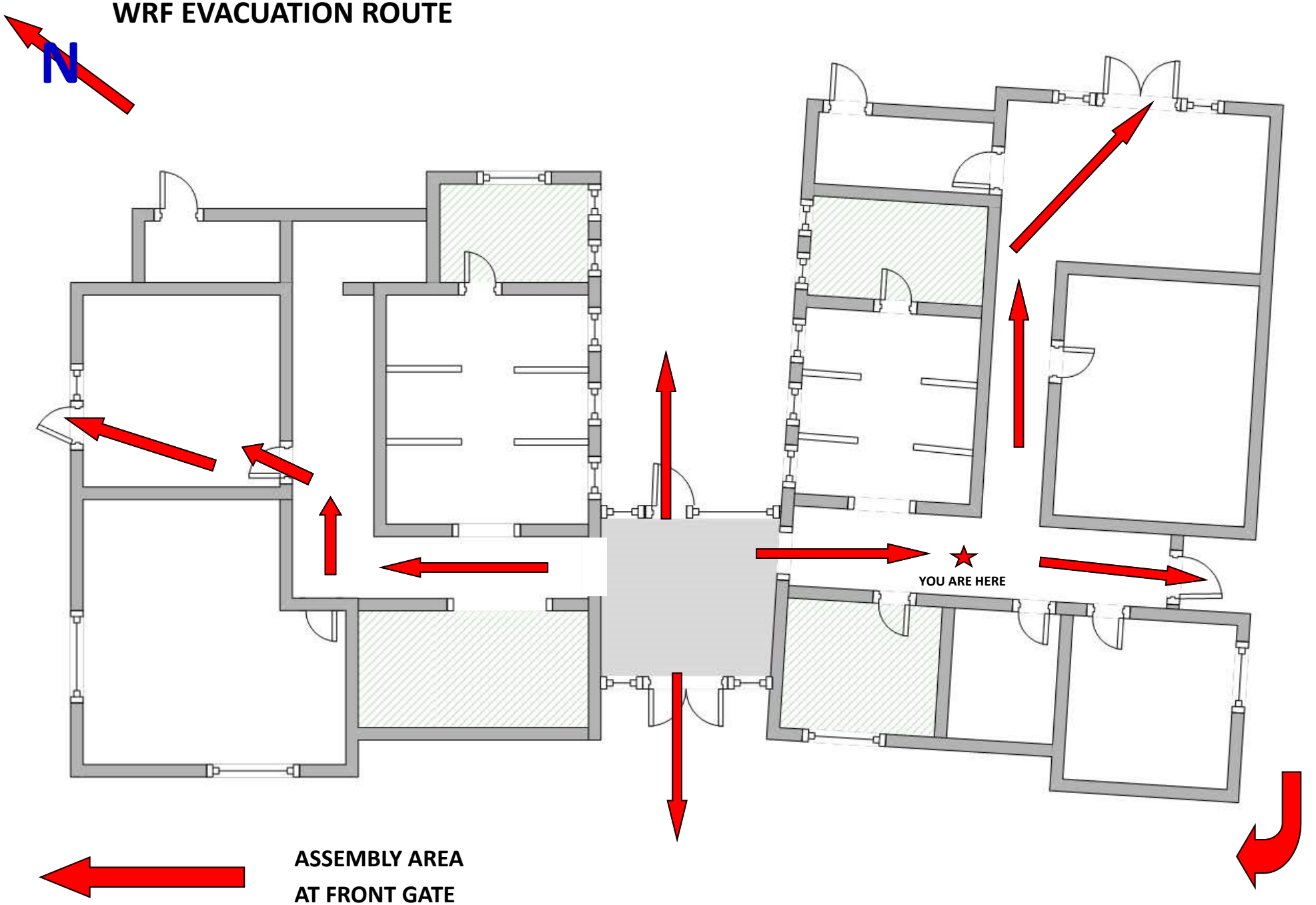


DCMWTP Primary Assembly and Staging Area

WRF EVACUATION ROUTE



WRF EVACUATION ROUTE



4S WRF Primary Assembly and Staging Area