# CITY OF SAN ANTONIO

**Interdepartment Correspondence Sheet**

TO: All Holders of Administrative Directives

FROM: Joseph Costantino, Director of Personnel

COPIES TO: File

SUBJECT: Administrative Directive 4.19 - Fire Prevention/Protection Program

Date May 5, 1988

Attached is a new Administrative Directive 4.19 on the subject of Fire Prevention/Protection.

This directive places certain requirements/responsibilities upon every city employee. Therefore, it is essential that its contents be distributed to all members of your department.

Questions concerning this directive should be addressed to the Risk Management Safety Coordinator at 299-8707.

EFFECTIVE DATE: March 15, 1988

REVISIONS DATES:

SUBJECT: FIRE PREVENTION/PROTECTION PROGRAM 

1. PURPOSE:

- To establish a Fire Prevention/Protection Program and to affix responsibilities for the implementation of the program.

- The implementation of this program will help prevent fires, reduce losses, and protect employees and members of the public from personal injury.

2. RESPONSIBILITIES:

A) Risk Management- The City's Risk Management Division (Finance Department) shall be responsible for assisting Departments in developing a Fire Prevention/Protection Program. These responsibilities shall include, but are not limited to:

(1) Training City employees in recognizing and eliminating situations that create potential fire hazards.

(2) Training City employees in the recognition of various types of fires, and the types of fire extinguishers to be used on each.

(3) Training City employees in proper evacuation procedures, methods for giving a fire alarm, the correct procedures for notifying the Fire Department, and the type of information they should provide to the Fire Department, regarding the fire.

(4) Inspecting City facilities for fire hazards and recommending appropriate corrective actions to eliminate the hazards.

(5) Coordinating with the Fire Prevention Bureau of the City Fire Department on inspections of Fire Protection/Fire Suppression systems in City facilities, and recommending needed (or additional) protection systems, when appropriate.

B) Department Directors: Department Directors shall be responsible for and accountable to the City Manager for the implementation and management of an effective Fire Prevention/Protection Program within their Department.

These responsibilities shall include, but are not limited to:

(1) Ensuring that Division Heads comply with provisions set forth in this directive.

(2) Ensuring that Division Heads take every reasonable action to make their supervisors and employees available for Fire Protection Training conducted by the Risk Management Division, or the Fire Prevention Bureau, as appropriate.

(3) Ensuring that fire hazards identified by Safety Inspectors of the Risk Management Division and/or Fire Inspectors of the Fire Prevention Bureau are corrected immediately and that the achieved corrective actions are reported to Risk Management or Fire Prevention Bureau, as appropriate.

(4) Cooperating fully with the Fire Prevention Bureau of the Fire Department in conducting annual Fire Drills where such drills are scheduled, and insuring that annual Fire Drills are conducted in areas not scheduled by the Fire Department.

(5) Ensuring that Fire Evacuation Plans are developed and conspicuously posted throughout each facility so that employees and members of the public are aware of emergency routes and exits (See Attachment #1 for example)

(6) Establishing written Department Policy on Fire Prevention/ Protection when and where the provisions of the Employee Safety Handbook and this Directive do not sufficiently cover the conditions of an individual facility or area.

C) Division Heads - Division Heads are responsible for the awareness of their employees of the provisions of this directive and must influence employee awareness, and provide the stimulus necessary to keep their supervisors and employees active in Fire Prevention.

Division Heads' responsibilities include, but are not limited to:

(1) Depending on size and/or location of sections within a Division, appoint one or more supervisors (and alternates) as Division/ Section "Fire Marshals".

(2) In buildings occupied by more than one Department, the "Division" Fire Marshals housed within that building shall coordinate and appoint a Building Fire Marshall Coordinator.

(3) In such multi-occupied buildings, each Division's "Fire Marshall" will by responsible for those areas occupied by their respective employees.

(4) Ensuring that the appointees attend Fire Protection Training Courses conducted by Risk Management and/or the Fire Department.

(5) Compliance with this Administrative Directive and other appropriate documents regarding Fire Prevention.

(6) Communicating management's Fire Prevention goals to all supervisors and employees.

(7) Conducting or directing frequent inspections of the Division to identify and eliminate potential fire hazards.

(8) Communicating to the Department Director fire hazards that cannot be corrected by the Division Head.

(9) Developing and posting of Fire Evacuation Plans in each area of the Division.

(10) With the assistance of Risk Management and/or the Fire Prevention Bureau, determine (and requisition) the type and number of fire extinguishers and other fire prevention/protection equipment as may be required, i.e., fire hoses, metal containers for oily rags, proper storage cabinets for flammable liquids.

(11) Ensuring that all Fire Exits are properly identified/marked.

(12) Ensuring that all Fire Extinguishers are inspected annually.

D) Supervisors - Immediate Supervisors have the most influence over the behavior of employees. A Fire Prevention Program cannot succeed without the Supervisor's interest and active participation.

Immediate Supervisor's responsibilities include, but are not limited to:

(1) Knowledge of the locations and use of fire hoses and the various types of fire extinguishers.

(2) Ensuring that all employees know the locations of fire hoses and portable extinguishers and how and when to use them.

(3) Knowing the locations of all fire exits.

(4) Ensuring that fire exits are not blocked or otherwise made inoperative (i.e. using chains on doors equipped with panic bars when the facility is occupied).

(5) Ensuring that doors identified as a fire door are never propped open, and that doors which may be mistaken as Fire Exits, are marked "Not an Exit".

(6) Knowledge of all evacuation routes from buildings and/or work areas.

(7) Ensuring that evacuation routes leading to Fire Exits are never blocked.

(8) Supervision of the orderly evacuation of all personnel in case of fire, making special provisions for handicapped employees, visitors, clients, and participants, where applicable.

(9) Ensuring that all employees know how to give the local alarm (or warning), know the proper procedures for calling in an alarm and what information to give to the Fire Department.

(10) Know basic firefighting procedures to use in dealing with small fires.

(11) Recognize potential fire hazards and take corrective action, or arrange to have them corrected.

(12) Through frequent inspections, ensure that employees do not create potential fire hazards.

(13) Supervise evacuation during fire drills.

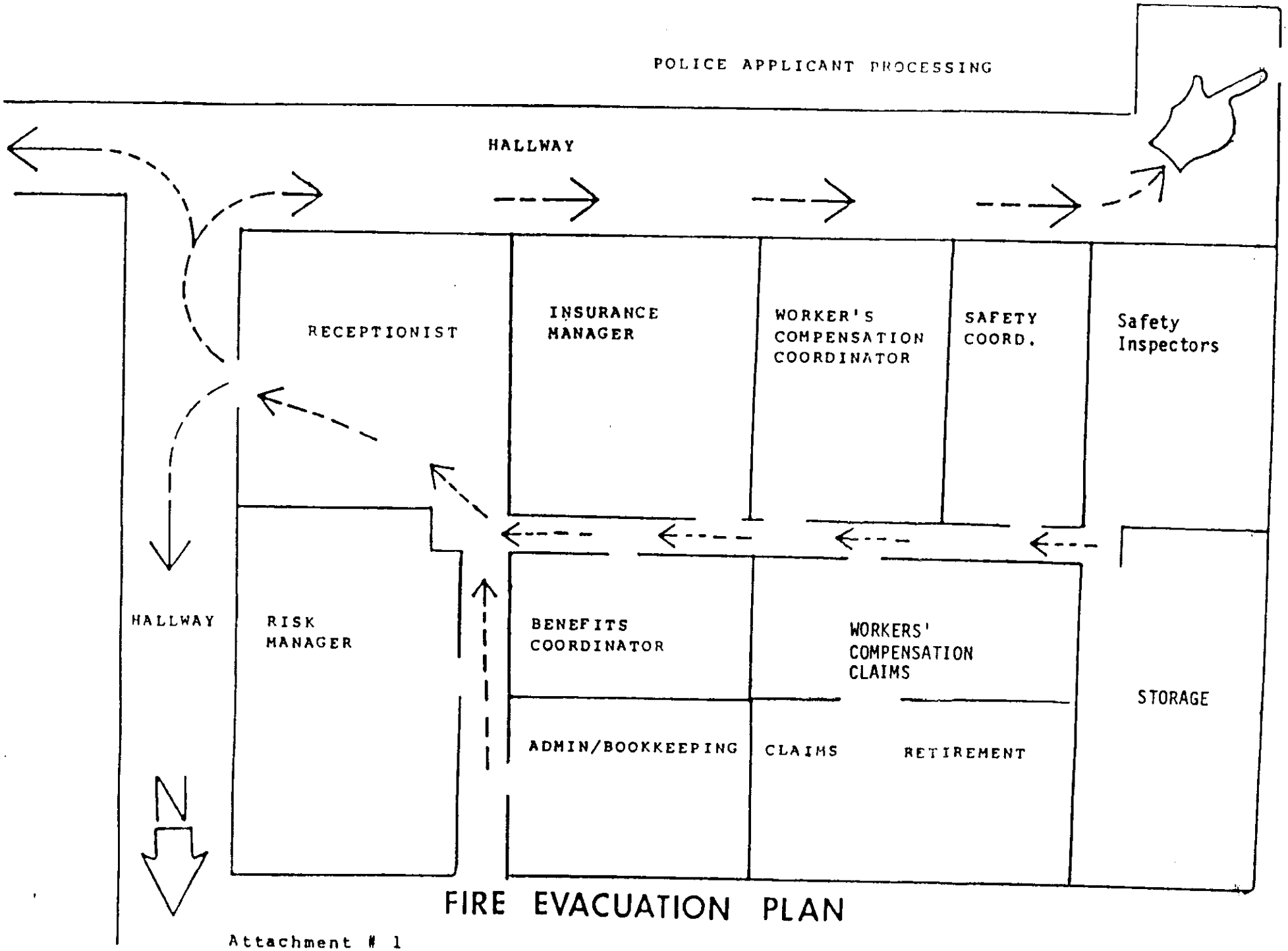
E) Employees - Employees have a major responsibility to ensure that they and their fellow employees are not endangered by violation of fire prevention rules and regulations. Employee responsibilities include, but are not limited to:

(1) Compliance with the procedures contained in this Administrative Directive, the Employee Safety Handbook, and with the recommendations of Safety and Fire Prevention Inspectors and supervisors.

(2) Reporting all potential fire hazards immediately to their immediate supervisors.

(3) REFERENCES

A) Uniform Fire Code
B) Uniform Building Code
C) National Fire Protection Association Codes
D) Employee Safety Handbook




FIRE EVACUATION PLAN

Attachment # 1