

UMA FIRE PREVENTION PLAN (FPP)

UCHIYAMA MANUFACTURING AMERICA LLC



UMA FIRE PREVENTION PLAN

PURPOSE

- 1) OSHA's Fire Prevention Plan regulation, found at 29 CFR 1910.39, requires Uchiyama Manufacturing America LLC., to have a written Fire Prevention Plan (FPP). This plan applies to all operations in our company where employees may encounter a fire.
- 2) This Fire Prevention Plan (FPP) is in place at UMA to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:
 - a) Major workplace fire hazards and proper handling and storage procedures for hazardous materials
 - b) Potential ignition sources and their control.
 - c) The type of fire protection equipment necessary to control each major hazard.
 - d) Procedures to control accumulations of flammable and combustible waste materials.
 - e) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
 - f) The job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
 - g) The job title of employees responsible for the control of fuel source hazards.
- 3) Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system.
- 4) The plan is closely tied to our Emergency Action Plan where procedures are described for emergency evacuation procedures and exit route assignments, procedures to account for all employees after emergency evacuation has been completed, and rescue and medical duties for those employees who perform them.
 - a) Please see the Emergency Action Plan for this information.

PLAN RESPONSIBILITY & ACCESS

- 1) The PESM is the Plan Coordinator, who has overall responsibility for the plan.
- 2) The PESM will review and update the plan as necessary.
- 3) Copies of this plan may be accessed from each Floor computer under the Plant Wide Work Instructions --> Safety Procedures File.
- 4) The FPP communicates to employees, policies and procedures to follow when fires erupt.
- 5) This written plan is available, upon request, to employee's designated representatives, and any OSHA officials who ask to see it.

If after reading this plan, you find that improvements can be made, please contact the Plan Coordinator, PESM.

- a) We encourage all suggestions because we are committed to the success of our Fire Prevention Plan.
- b) We strive for clear understanding, safe behavior, and involvement in the plan from every level of the company.

PLAN COORDINATOR RESPONSIBILITIES

- 1) Here at UMA, the Plan Coordinator is responsible for the following activities. He or she must:
 - a) Develop a written Fire Prevention Plan for regular and after-hours work conditions.
 - b) Immediately notify the Arrington Fire District fire or police departments, and the building owner/superintendent in the event of a fire affecting the facility.
 - c) Integrate the FPP with the existing general emergency plan covering the building occupied.
 - d) Distribute procedures for reporting a fire, the location of fire exits, and exit routes to each employee.
 - e) Conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.
 - f) Satisfy all local fire codes and regulations as specified.
 - g) Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.

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- h) Keep key management personnel home telephone numbers in a safe place in the facility for immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in communicating a fire occurring during non-work hours.
- i) Decide to have employees and non-employees remain in or evacuate the facility in the event of a fire.
- j) If evacuation is deemed necessary, the Plan Coordinator ensures that:
 - 1. All employees are notified and evacuated, and a head count is taken to confirm total evacuation of all employees
 - 2. When practical, equipment is placed and locked in storage rooms or desks for protection.
 - 3. The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
 - 4. In locations where the building owner/superintendent is not available, security measures to protect employee records and property are arranged as necessary.
- k) In addition, the Plan Coordinator is responsible for duties unique to this facility.
 - 1. The Plan coordinator responsibilities are outlined in the Emergency Response plan.

FIRE HAZARDS

- 1) Fire can be represented by a simple equation: Fire = Ignition Source + Fuel + Oxygen.
 - a) Without any one of these three elements, a fire cannot start.
 - b) During a fire, if you take away any one of these three elements, you can successfully put out a fire.
 - c) It is our company's intent to prevent these three elements from reacting to produce a fire.
- 2) Fire hazards are identified in the Emergency Response Plan
- 3) Fire prevention measures involving proper handling and storage of hazardous materials have been developed which include the following:
 - a) Hazardous materials handling procedures are outlined in the Chemical Management Procedures.
 - 1. We also train certain personnel in DOT HAZMAT.
 - b) Fuel is used throughout the facility as an energy source for various systems or equipment.
 - 1. This fuel can be a significant fire hazard and must be monitored and controlled.
 - c) Department Supervisors are responsible for their own department to ensure no excess accumulation of flammable rags etc.
 - 1. Metal Treatment Supervisor is responsible for Hazardous Waste management accumulation who in turn will schedule pick up IAW with outlined procedures.
- 4) Potential Ignition Sources
 - a) Flammable or combustible materials and other fuel sources may not ignite on their own without an external source of ignition.
 - 1. The following procedures are used to control known ignition sources at UMA:
 - a. Reduction / Control of static sources is through the wearing of ESD shoes.
 - b. Discharge of static through slap bars.
 - c. Routine testing and documenting of both shoes and grounding points in the area of concern.

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FIRE PROTECTION EQUIPMENT

- 1) Fire protection equipment, selected and purchased by PESM, in use at UMA includes the following extinguishers:
 - a) Class "C" 10 lb Dry Chemical extinguishers located throughout the plant.
 - b) Water Mist extinguishers near the computers in the office areas.
 - c) A 250 lb Dry chemical extinguisher just outside the oven room.
 - d) In addition, the following equipment is also present to control fires:
 1. The entire facility is protected by an automatic fire alarm system monitored by Schneider Electric.
 - e) The entire facility is covered by a sprinkler system serviced by Crawford sprinklers.

MAINTENANCE OF EQUIPMENT / SYSTEMS

- 1) The maintenance team performs monthly inspections of the fire extinguishers and fire equipment such as the sprinklers and alarms.
- 2) All test and inspections are documented through the ERP system.
- 3) Annual inspections on the fire alarms are completed by Schneider Electric.
- 4) Annual Sprinkler inspections are completed by Crawford Sprinklers
- 5) Annual Fire extinguisher inspections are completed by a third-party contractor.
- 6) The Fire Marshall completes the annual fire inspection.

HOUSEKEEPING PROCEDURES

- 1) UMA controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire.
- 2) The following potential hazards have been identified in our facility:
 - a) Absorbent materials are accumulated in Metal Press, Hub Seal, and Rubber MFG.
 - b) Additionally, these areas also accumulate rags.
 - c) These items are collected by Generation Green Recycling.
 - d) On a routine 4-6 weeks basis.

TRAINING

- 1) At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 2) In case of any fire an immediate evacuation of all employees is necessary.
 - a) The ERT will evacuate all nonessential employees and assist emergency personnel in any actions that they
 - b) may need assistance with.
- 3) We must be sure that employees know what is expected of them during a fire to assure their safety.
- 4) Uchiyama Manufacturing America LLC. has chosen to train employees through presentation followed by a drill.
 - a) We cover related FPP information at that time.
- 5) Managers and supervisors also give all their employees (divided into small groups) a thorough briefing and demonstration.
- 6) Training, conducted on initial assignment, includes:
 - a) Fire hazards to which an employee is exposed
 - b) What to do if employee discovers a fire
 - c) Demonstration of alarms, Severe weather watch, Medical emergency, Severe weather warning and
 - d) evacuation.
 - e) How to recognize fire exits
 - f) Evacuation routes
 - g) Assisting employees with disabilities, as necessary.
 - h) Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)

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- i) Head count procedures (see EAP for details)
 - j) Return to building after the "all-clear" signal
 - k) Those parts of the Fire Prevention Plan necessary for self-protection
 - l) How to recognize a bomb or suspicious package
 - m) Not open the package
 - n) Isolate and cover or contain the package in a plastic bag
 - o) Turn off local fans
 - p) Evacuate the area closing the door behind them
 - q) Wash their hands
 - r) Contact the area supervisor, security official, and ERP Coordinator
 - s) Change contaminated clothing
 - t) List all people who were in the contaminated area
 - u) Shower and seek medical attention if they touched the package.
- 7) If the Plan Coordinator has reason to believe an employee does not have the understanding required, the employee must be retrained.
- 8) PESM certifies in writing that the employee has received and understands the Fire Prevention Plan training.
- 9) Any employee who does not comply with this plan will be disciplined.

FIRE PROTECTION EQUIPMENT

- 1) The Plan Coordinator provides training for each employee who is required to use fire protection equipment.
- 2) Employees shall not use fire protection equipment without appropriate training.
- 3) Training, before an individual is assigned responsibility to fight a fire, includes:
 - a) Types of fires
 - b) Types of fire prevention equipment
 - c) Location of fire prevention equipment
 - d) How to use fire prevention equipment
 - e) Limitations of fire prevention equipment
 - f) Proper care and maintenance of assigned fire prevention equipment and
 - g) These activities are outlined in the Emergency Response Plan.
- 4) Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they can perform work requiring the use of the equipment.
- 5) If the Plan Coordinator has reason to believe an employee does not have the understanding or skill required, the employee must be retrained.
- 6) PESM certifies in writing that the employee has received and understands the fire protection equipment training.