

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, OR 97208**

**In Reply Refer to:**

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To: All State Office Employees  
From: Deputy State Director for Management Services  
Subject: Employee Fire Prevention Plan for the Oregon State Office

Attachment (1) is a copy of the new Employee Fire Prevention Plan for the Oregon State Office. This plan is a supplement to the Robert Duncan Plaza (RDP) Building Occupant Emergency Plan (OEP) and Bureau of Land Management (BLM) OEP Supplement.

This plan identifies potential workplace fire hazards, the types of equipment and systems in place to control fires in the building, and specific fire prevention measures that employees can initiate to ensure that fire dangers remain at a minimum. The purpose of the plan is to stop fires before they start.

Employees are asked to review the plan upon receipt. The intent is to add the plan to the existing OEP as a second supplement when funding becomes available to initiate printing of the document.

If you have questions or comments please contact Peggy Tribble, Oregon State Office Safety Manager at 503-808-6202.

**Districts with Unions** are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Mary J.M. Hartel  
Acting Deputy State Director  
For Management Services

Authenticated by  
John Hamil  
Staff Assistant

1 Attachment(s)  
1 – [Oregon State Office Fire Prevention Plan](#) (8pp)

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Distribution  
WO-740

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
OREGON STATE OFFICE**

Robert Duncan Plaza Building  
333 SW 1<sup>st</sup> Avenue  
Portland, Oregon 97204



**OREGON STATE OFFICE  
EMPLOYEE FIRE PREVENTION PLAN  
Supplement to the  
Robert Duncan Plaza Building  
Occupant Emergency Plan**

**JULY 2003  
Oregon State Office**

# EMPLOYEE FIRE PREVENTION PLAN

The Oregon State Office Fire Prevention Plan (FPP) identifies potential workplace fire hazards, the types of equipment and systems in place to control fires, and fire prevention measures. The purpose of the plan is to stop fires before they start by informing employees of the methods for control and prevention of workplace fire hazards and to control fires should they start by identifying equipment and systems in place.

## WORKPLACE FIRE HAZARDS

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The Oregon State Office has minimal fire hazards when compared to manufacturing and production facilities; however, fire hazards do exist in our offices. Refer to Table 1 for fire hazards and potential ignition sources located in the building on floors occupied by BLM employees

- Accumulation of paper and other flammable materials next to heat-producing sources, such as space heaters or copy machines.
- Improper installation or maintenance of electrical equipment and fixtures, including use of overloaded electrical outlets and worn, frayed, or damaged electrical cords. (Note: Extension cords are not approved for use. Power strips may be used under certain conditions.)
- Improper use or infrequent preventative maintenance of office machines, including overworking and/or jamming copy machines; improper grounding of office machines or equipment
- Improper use or maintenance of kitchen appliances, such as toasters, microware ovens, toaster ovens, and coffee makers
- Improper use or storage of flammable or combustible liquids, such as computer and printer cleaning solutions. (Refer to the OR/WA Bureau of Land Management Hazard Communication Plan.)

*(Note: Most flammable and combustible liquids are stored in the warehouse on Airport Way. OSHA storage requirements are applied.)*



**TABLE 1 – FIRE HAZARDS AND POTENTIAL IGNITION SOURCES**

LOCATION	FIRE HAZARDS AND POTENTIAL IGNITION SOURCES	PROPER HANDLING AND CONTROL PROCEDURES	FIRE PROTECTION AND CONTROL EQUIPMENT
Employee break areas on all floors	Toaster Oven– Heating Element	Avoid overcooking or leaving cooking food unattended. Clean out food debris to avoid fire hazard.	Fire extinguisher located within 75 feet of break areas.
Employee break areas on all floors	Coffee Makers	Do not leave coffee makers on and/or unattended overnight. Unplug when not in use. Consider installing automatic timers.	Fire extinguisher located within 75 feet of break areas.
Employee break areas on all floors	Microwave Ovens	Avoid overcooking or leaving food unattended. Avoid heating food in aluminum and/or metal containers. Avoid heating food in wax lined packages.	Fire extinguisher located within 75 feet of break areas.
Various areas throughout the building	Photocopiers – Heating elements and electrical cords	Avoid overheating. Schedule preventive maintenance (PM) and cleaning at least annually. Additional cleaning should be performed during repair visits. PM and cleaning completed by contractor.	Fire extinguisher located within all reproductions rooms and areas within 75 feet.
All floors	Power strips and portable space heaters	Inspect regularly for fraying or breaks. All portable space heaters must have high limit shutoff switch installed	Fire extinguisher located within all work areas and hallways
Information Resources Management (Computers)	Overheating of servers; electrical issues	Ensure HVAC system is functioning properly; electrical connections patent; perform preventative maintenance regularly	Fire extinguishers are located in all secure computer system areas



**TABLE 2 – FLAMMABLE OR COMBUSTIBLE MATERIAL STORAGE LOCATIONS**

LOCATION	TYPE OF CABINET	CONTENTS
Warehouse Facility ZONE A (includes main warehouse area and cadastral storage)	Flammable Storage Cabinets <sup>1</sup> (3)	Various flammable and combustible products – primarily aerosol cans, cleaning products, solvents, antifreeze, quick set glues, power steering fluids
ZONE A	Corrosive Storage Cabinets (2)	Various corrosives – primarily bleaches e.g., scrubbing products, drain cleaners, floor cleaning and stripper solutions
ZONE B (Law Enforcement Area only)	Flammable Storage Cabinet and other secured areas within the zone	Enforcement equipment: ammunition, pepper spray, etc.

NOTE: Zone A and B have separate fire protection equipment and alarm systems.

<sup>1</sup> Specific requirements exist for storage of various classes of flammable liquids. Refer to [the OR/WA Hazard Communication Policy](#) for specific guidance. Also refer to labels posted on or near all flammable storage cabinets. A spill response kit is located near the flammable storage cabinets for use in the event of a small spill or leak.



# WORKPLACE FIRE HAZARDS

## Fire Prevention Equipment and Systems

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Fire prevention equipment and systems used in the Oregon State Office building (Robert Duncan Plaza) include fire extinguishers, overhead sprinkler systems, and alarm systems. Table 3 identifies the equipment and systems in place in the buildings and identifies their locations, maintenance responsibilities, and maintenance procedures.

Each dry chemical fire extinguisher located in the OSO is approved for all three classes of fires: Class A, B, and C. (identified as Type "ABC" extinguishers) These extinguishers are designed for use on ordinary combustibles such as wood, cloth and paper; flammable liquids such as gasoline and oil, and electrical equipment.

Types of fires are briefly described below:

Class A fires ignite from ordinary combustibles or fibrous materials, such as wood, paper, cloth, rubber, and some plastic.

Class B fires ignite from flammable or combustible liquids, such as gasoline, kerosene, paint, paint thinner, and propane.

Class C fires ignite from energized electrical equipment, such as appliances switches, panel boxes, and power tools.

All fire extinguishers in the OSO are mounted inside white fire extinguishers boxes located in each hallway on every floor. Each box is clearly labeled, "*Fire Extinguisher Inside.*" (Refer to Table 3)



**TABLE 3 – FIRE PREVENTION EQUIPMENT, SYSTEMS AND LOCATIONS**

DESCRIPTION OF EQUIPMENT	LOCATION	INDIVIDUAL/ORGANIZATION RESPONSIBLE FOR MAINTENANCE	MAINTENANCE PROCEDURES
Portable Fire Extinguishers	Throughout the Oregon State Office on all floors and within all hallways	Maintenance and inspections performed via Government Services Administration (GSA) lease – Melvin Mark™ Properties	Inspected and tagged annually
Automatic Sprinkler System	Throughout the Oregon State Office on all floors and work areas	Maintenance and inspections performed via Government Services Administration (GSA) lease – Melvin Mark™ Properties	Inspected annually
Manual Fire Alarm Pulls	Throughout the Oregon State Office on all floors and within all hallways	Maintenance and inspections performed via Government Services Administration (GSA) lease – Melvin Mark™ Properties	Inspected annually
Automatic Fire Alarm Notification System	Throughout the Oregon State Office on all floors and work areas	Maintenance and inspections performed via Government Services Administration (GSA) lease – Melvin Mark™ Properties	Inspected annually
Automatic Fire Alarm Notification System	Warehouse Facility	Maintenance and inspections performed by building owner – <i>ProLogis® Global Distributing Solutions</i>	Inspected and tagged annually
Portable Fire Extinguishers	Warehouse Facility	Maintenance and inspections performed via contract services – <i>Western States Fire Equipment</i>	Inspected annually
Automatic Sprinkler System	Warehouse Facility	Maintenance and inspections performed by building owner – <i>ProLogis® Global Distributing Solutions</i>	Inspected annually
Manual Fire Alarm Pulls	Warehouse Facility	Maintenance and inspections performed by building owner – <i>ProLogis® Global Distributing Solutions</i>	Inspected annually



# WORKPLACE FIRE HAZARDS

## Fire Prevention Measures

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Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs fuel, oxygen, and heat to occur. Removal of any of these elements prevents fire. The following are some of the preventative measures an employee can take to prevent a fire at work or at home.

### Fires can be prevented by:

- Maintaining good housekeeping practices. Take responsibility for a clean and orderly workplace. Keep work areas free of clutter.
- Keeping flammable liquids stored in tightly closed containers and sorting these items in approved flammable storage cabinets (Refer to [Table 2](#))
- Keeping flammable liquids and potential fuels (i.e., paper) away from spark or heat-producing sources.
- Replacing old, worn, or broken electrical wiring and fittings. (Report all work area concerns to the building owner, maintenance services department.); preventing electrical appliances and equipment from overheating; not overloading wall outlets, not using extension cords; using power strips as recommended; and investigating any appliance or equipment that emits a strange odor when used.

### Each employee can play a major role in fire prevention by:<sup>2</sup>

- Remembering to turn off all coffee makers and other electrical equipment before leaving work. (or install an automatic timer)
- Properly storing paper and other flammable materials that are not used frequently; or, properly disposing/recycling of these items no longer needed in the work area.
- Keeping exit routes, walkways and cubicles clear of obstructions; not blocking doorways or leaving clutter in hallways or aisles. Ensuring that desks, tables, chairs, boxes, computer equipment are stored properly.
- Reporting potential problems (fire hazards) to the supervisor, branch chief, or the Safety Officer and/or any member of the OSO Safety Steering Committee.

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<sup>2</sup> Refer to the [OSO Annual Facility Safety Inspection](#)



## OCCUPANT EMERGENCY PLAN AND FIRE PREVENTION TRAINING

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Opportunities for formal and informal training sessions to review the Occupant Emergency Plan<sup>3</sup> and Fire Prevention Plan is provided to all employees and designated Emergency Team Members by the Safety Officer. Formal sessions for Emergency Team Members are conducted by the interagency Occupant Emergency Plan Coordinators on a bi-annual basis.

Training for new employees is initially performed within the assigned branch. Awareness training for all OSO employees is conducted during OSO all-employee meetings at least annually. Emergency Team Members in each branch provide current plan information to all employees in the unit.

Branch chiefs and supervisors ensure that each employee has a copy of both plans, and receives information and training on emergency procedures and responsibilities.

All employees are expected to read the documents to become familiar with the various emergency procedures described. Employee must adhere to all requirements and procedures described for emergency action.

Initial and refresher training includes the following:

- A synopsis of the emergency procedures outlined in the Occupant Emergency Plan, BLM Supplement, and Fire Prevention Plan
- An explanation of employee responsibilities and actions during various types of emergencies
- An explanation of the building evacuation alarm and warning system levels including reentry floor procedures
- Evacuation Procedures, including attendance to those individuals requiring special assistance
- Discussion of the fire hazards and the typical types of hazardous materials located in the OSO and warehouse facilities (*Refer to Tables 1 and 2*)
- How and when to report emergency situations<sup>4</sup>

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<sup>3</sup> Refer to the Robert Duncan Plaza Building Occupant Emergency Plan and OR/WA State Office Supplement

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<sup>4</sup> Refer also to the OSO Protocol for Medical or Trauma Emergency Response–Unresponsive Patient

