HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

EXAMPLE FIRE PREVENTION AND PROTECTION PLAN WORKSHEET

Directions: This worksheet is intended to guide General Contractors through development of a site-specific fire prevention and protection plan meeting the minimum requirements of the Fire Prevention and Protection Exhibit. It does not replace the requirement for the development of a comprehensive project fire prevention and protection plan.

Project:	**General Contractor:**
Project Address:	
Project Type: New Construction ☐ Renovation ☐	
No smoking policy communicated to employees? Yes ☐ No ☐ Designated outdoor smoking area established? Yes ☐ No ☐ Training complete? **(Section II.B)** Yes ☐ No ☐	
Identify the type of Knox box or cabinet to be installed and Knox box/cabinet location for new construction or substantial gut renovation projects **(Section II.F)**: N/A ☐ Identify items to be maintained in Knox box (i.e. Safety Data Sheets, Emergency Contact Information, Site Plans, etc.):	
Address displayed on perimeter fencing/barricades **(Section II.G)**? Yes ☐ No ☐	
Will tarpaulins, poly-sheeting, or other temporary protection be used on the project? **(Section II.I-J)** Yes ☐ No ☐ If yes, include requirement for flame retardant tarpaulins and poly-sheeting in FPP Plan (approval of materials used is required by BFD for projects performed in Boston).	
Outline procedures addressing removal of debris and general trash (section III)	

Compressed Gas Storage (section IV)

Will compressed gases be used on the project? Yes ☐ No ☐

If yes, identify the following:

Types of compressed gases to be used	
Location of compressed gas storage area (identify on site plan)	
Fire extinguishers, signage, barricades, and other equipment present at storage area.	
Fire department permit required and obtained?	

Existing Fire Alarm and Sprinkler Systems (section VI)

Are existing fire alarm systems or sprinkler systems present in the construction area? Yes ☐ No ☐

If yes, identify the following:

What systems are present in the work area?	
How will the existing systems be employed as part of the project's fire prevention and protection plan?	
Will fire alarm or sprinkler systems be impaired, serviced, repaired, or otherwise altered for their full operating state during construction?	Yes ☐ No ☐
If yes to above outline the procedure for system impairment including the use of the utility disruption permit and process for attaining fire department approval:	

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Portable Fire Extinguishers (section VII.C)
Identify procedures for placement, selection, and maintenance of portable fire extinguishers on the project:

Identify location of portable fire extinguishers on site map/floor plan.

Temporary Construction Use Standpipes (section VII.D)
Will temporary (construction use) standpipes be installed as part of the project? Yes ☐ No ☐
If yes, identify the following:

Locations of temporary standpipes	
Signage present at standpipe locations	
Type of fire department connection	
Protection from damage and freezing	

Temporary Construction Use Fire Alarm System (section VII.E)
Will temporary (construction use) fire alarm systems be required and installed on the project? Yes ☐ No ☐
If yes, identify the following:

Type of system to be installed	
How will the system be continuously monitored? (connection to city fire alarm system or monitoring by an alarm company)	
Procedure for temporary impairment of system	

Flammable and Combustible Liquids (section VIII)
Will compressed gases be used on the project? Yes ☐ No ☐
If yes, identify the following:

Types of flammable and combustible liquids to be used	
Location of flammable/combustible liquid storage area (identify on site plan)	
Fire extinguishers, signage, barricades, and other equipment present at storage area	
Fire department permit required and obtained?	
If storage tanks or drums are used on site for dispensing flammable and combustible liquids identify grounding and bonding method(s):	

Hot Work Operations (section IX)
Will hot work operations be performed on site? Yes ☐ No ☐
If yes, identify the following:

Type of hot work operations to be performed (welding, cutting, soldering, brazing, metal stud cutting, etc.)	
Hot work permit procedures (implementation of hot work permit program, use of compressed gases, use of flashback arrestors, fire watch requirements, work area inspections, personal protective equipment, arc flash exposure protection, etc.)	

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Temporary Heating (section X)

Will temporary heating be used on the project? Yes ☐ No ☐

If yes, identify the following:

Operations requiring the use of temporary heat	
Temporary heating systems to be used	
Procedures for managing temporary heating on the project including: 1. Fire department permitting requirements 2. Labeling describing start-up procedures, emergency shut-down procedures, and minimum clearance distances 3. Safety devices eliminating the flow of gas upon extinguishment of the flame for fuel or gas-fired temp heating devices 4. Piping requirements for natural gas-fired heaters 5. Air monitoring requirements 6. Confirmation of the use of flame-retardant materials for construction of temporary enclosures for heating	

Temporary Enclosures (section XI)

Will temporary enclosures be used on the project? Yes ☐ No ☐

If yes, identify the following:

Type of temporary enclosures (other than mobile office trailers)	
Procedures for the use of temporary enclosures including: 1. Location and identification of exits 2. Use of portable heating devices within enclosures 3. Fire fighting equipment and location of same within enclosures 4. Confirmation of the use of flame-retardant materials making up the enclosures 5. Location of trash and debris receptacles for temporary enclosures	