

FIRE INSPECTIONS AND FIRE DRILLS

1. Policy

Fire inspections of all plants shall be made periodically to insure that no fire hazards exist and that fire fighting equipment is of the correct type, properly placed, readily accessible and in a usable condition.

2. Inspections by Classified Employees

Supervisors shall have fire fighting equipment in their plants or areas inspected by their personnel at least weekly. Inspectors should be rotated in order that all employees may benefit from these inspections. Supervisors may combine these inspections with the Personal Protective Equipment Inspections described in Instruction 1074.

Inspections shall be reported on "Fire Equipment Inspection Report" (Mfg. 2422) in accordance with instructions on the back of the form. Supervisors shall correct promptly all unsatisfactory conditions reported and send a copy of the Fire Equipment Inspection Report to the Plant Protection and Custodial Section.

3. Joint Inspections by PP&CS and Supervisors

The Plant Protection and Custodial Section shall make fire inspections in plants and areas in conjunction with the supervisors concerned. Inspections in operating plants shall be made monthly; inspections in non-operating areas shall be made quarterly. A report shall be prepared in duplicate during the inspection and the PP&CS representative and supervisor shall each retain a copy. Supervisors shall correct promptly all unsatisfactory conditions found, note action taken, and forward the report through their Division Head to the PP&CS.

The Plant Protection and Custodial Section shall establish and maintain schedules for joint inspections and shall inform supervisors of the dates of these inspections. Additions or deletions to the list of facilities to be inspected or changes in the frequency of inspections must be approved by Division Heads.

4. Fire Drills

Operating Foremen shall conduct on-the-job fire drills in plants every other month. These drills should be scheduled so as many plant operators as possible may attend. The Foreman should review each drill with all operators unable to attend, making sure that they are capable of controlling equipment in emergencies to prevent fires and control the situation in the event of fire.

A standard procedure for fire drills is outlined in Appendix I; however, this procedure may be modified when necessary to meet unusual conditions, such as plants with only one operator.

ON-THE-JOB FIRE DRILLS

1. At the start of the shift on which the drill is to be held, the Foreman will notify the operator-in-charge that a fire drill will be held during the shift but will not disclose the exact location or time of the drill. The Foreman will also notify the PP&CS so they may send an observer.

The Foreman will provide tags or small fibre gaskets marked "Open" or "Closed" which should be placed on valves, switches, or other equipment controls in the area to indicate the position of the controls during the emergency.

2. At the time of the drill (or before if desired), the Foreman will give to the operators a written statement indicating the time, location, type and size of the fire. This statement should stress the importance of fast action. A good hypothetical fire problem is one which is complicated enough to require the operators to make extensive operational changes.

The operators will then simulate control or extinguishment of the fire; using the proper fire fighting equipment (without discharging extinguishers), mark equipment controls with tags or gaskets to indicate changes in settings; and hanging a tag or gasket on a telephone to indicate that the fire was reported.

The Foreman and other observers will note:

- Whether fire was reported promptly on Extension 211.
- Time required to get fire fighting equipment in action.
- Manner in which fire fighting equipment was operated.
- Type and condition of fire fighting equipment used.
- Manner in which operating equipment was shut down.

3. After the drill, the Foreman and the PP&CS representative will:
 - Discuss the drill with the operators, pointing out errors and making suggestions.
 - Ascertain whether the operators are familiar with the location and operation of all fire fighting equipment in the area.
 - Ascertain whether adequate fire fighting equipment is available in the area and whether it is in good condition.

The Foreman and operator-in-charge will check valve markings to ascertain whether the equipment was properly shut down and isolated.

The Foreman shall prepare, in triplicate, a report on each fire drill using Form Mfg. 3524, "Hypothetical Fire Drill". Copies of the report shall be sent to the Manager of Operations, the Division Head, and to the PP&CS. This report should include a commentary on the effectiveness of the drill and corrective action taken or recommended. The names of the operators and observers should be included in the report.

HYPOTHETICAL FIRE DRILL
MFG. 3524 (8/59)

El Segundo Refinery

	Advised	Complied	Noted
Foreman - G&B			
Foreman - P.P.			
Fire Marshall			
Fire Insp. A			
Lead Guards			
File			
Revised	4-9-63		
GENERAL FOREMAN P.P. & CS.			
APR 10 1963			

LOCATION SO₂ Plant

TIME & DATE 1:30 pm 4-9-63

OPERATORS ON DUTY M.B. Francis, F. Gustafson & R.G. Burton

PP&CS REPRESENTATIVE Buck Becker

TYPE & CONDITION OF FIRE EQUIPMENT USED Fog station, Condition OK

LOCATION & DESCRIPTION OF HYPOTHETICAL FIRE:

P-17 SO₂ feed pumps seal went out. Oil
flashed from steam line in trench. M.B. Francis
dialled 211 and reported. F. Gustafson and R. Burton
used fog station to put out fire. Standby
feed pump was put on and oil washed to drainage.

REMARKS:

Operator performance was very good.
An inspection of all fire equipment was made
and found to be in good condition.
In the tank field welders left several sand-bags.
Operators on shift carried sand-bags to road for pick up.

SIGNED:

C. Johnson
PLANT FOREMAN

cc: ICB (1)
CEW (1)

C. E. WILLIAMS

APR 10 1963

CHEV BB
0002579

MFG. 3524 (10/63)

HYPOTHETICAL FIRE DRILL
MFG. 3524 (8/59)

El Segundo Refinery

Date _____

LOCATION _____

TIME & DATE _____

OPERATORS ON DUTY _____

PP&CS REPRESENTATIVE _____

TYPE & CONDITION OF FIRE EQUIPMENT USED _____

LOCATION & DESCRIPTION OF HYPOTHETICAL FIRE:

REMARKS:

SIGNED: _____

PLANT FOREMAN

cc: ICB (1)
CEW (1)

CHEV BB
0002580

MFG. 3524 (10/60)