

<b>TITLE:</b>
Fire Prevention Program Policy
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
January 12, 2015
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESSION:</b>
This policy supersedes Administrative Policy # 3170.1.
<b>PURPOSE:</b>
The purpose of this policy is to define the Port of Hueneme's fire prevention program.
<b>POLICY:</b>
<p>1. BACKGROUND.</p> <p>The Oxnard Harbor District complies with fire regulations issued by the U. S. Coast Guard (which has jurisdiction over the commercial port facilities) and State, County and Local fire rules and regulations. The Ventura County Fire Department is the Port's first responder fire protection agency.</p> <p>2. POLICY.</p> <p>The Chief Operations Officer shall serve as liaison to the U. S. Coast Guard and the Ventura County Fire Department on all matters relating to fire prevention, and is responsible for overseeing the District's fire protection program. The Chief Operations Officer or designated representative shall be responsible for ensuring that all required fire fighting apparatus is inspected on a regular basis, is in the appropriate place and in operating condition.</p> <p>In the event that any hazardous materials and substances are being transported, handled or stored on Oxnard Harbor District property, the Chief Operations Officer or his/her designated representative shall ensure compliance with existing laws and regulations. Any violations shall be reported immediately to the CEO &amp; Port Director.</p> <p>3. REQUIREMENTS of the Fire Prevention Program.</p> <p>a. The District shall provide annual instruction of fire extinguisher operation to all employees.</p> <p>b. Monthly, the Chief Operations Officer or designated representative shall ensure all District</p>

owned fire extinguishers are inspected by District staff to determine they are in the appropriate prescribed location, have an adequate charge and have not been tampered with or damaged.

- c. Annually, a certified tester of fire protection services shall perform testing, re-charging and certification for all District owned fire extinguishers. The results of such testing are reported to the Chief Operations Officer or designated representative.
- d. District buildings outfitted with fire sprinkler systems are inspected every 5 (five) years (or at any frequency required by the fire regulations) by a certified tester of fire protection services. The results of the inspection are reported to the Chief Operations Officer or designated representative.

**RELATED POLICIES AND PROCEDURES:**

None.

**DEFINITIONS:**

None.