



Fire Prevention Plan

I. Policy

It is the policy of California State University, Fullerton to provide an environment free from potential fire hazards. Furthermore, it is the policy of the University to provide training to its employees in order that they would be able to assist University safety personnel in the prevention, recognition, and mitigation of potential hazards.

II. Authority

California Code of Regulations, Title 8, Section 3221.

III. Scope

All campus buildings, departments and personnel.

IV. Responsibilities

A. Environmental Health and Safety (EHS)

1. Conduct annual inspections of all campus building to ensure compliance with State and local fire code regulations.
2. Review plans and specs for the remodeling of older buildings and construction of new facilities. Advise on applicable fire codes and practices.
3. Assure that University buildings, facilities, fire detection and fire suppression equipment are properly inspected at regular intervals and maintained to reduce the potential of fire losses.
4. Monitor the use of flammable liquids and materials.
5. Coordinates maintenance of University fire extinguishers and the Emergency Notification System.
6. Fire safety education and training.

B. University Police

1. Conduct semi-annual campus evacuation exercises.

2. Monitor fire detection and fire suppression alarms
- C. Capital Programs and Facilities Management (CPFM)
1. Maintains all University fire alarm systems, fire suppression systems, fire sprinklers, standpipes, and hydrants.
 2. Ensures prompt disposal of accumulated combustible materials.
- D. Deans, Department Chairs, and Administrators
1. Ensure correction of all fire hazards within their control.
 2. Provide appropriate storage of flammable liquids in their department.
 3. Ensure control of the accumulation of flammable or combustible waste materials.
 4. Inform employees of the fire hazards located in their work area.

V. Program

- A. General Fire Protection
1. All fires, regardless of how minor, shall be reported to University Police. They, in turn, report to the local fire department and the State Fire Marshal's Office. All reports will be followed up and analyzed for corrective action to eliminate the hazard.
 2. All materials located in corridors, stairways, lobbies, balconies and other areas used as required exits shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition.
 3. All exit lights, fire alarms, wet standpipes, fire extinguisher cabinets, and fire extinguishers shall be maintained in working condition and shall not be concealed from view by any material or object.
- B. Fire Alarms
1. Manual fire alarm pull stations are distributed throughout campus buildings and are readily accessible in the normal path of exit.
 2. The audible signal is of sufficient duration and intensity that it is capable of being heard by persons of average hearing ability.
 3. Alarm systems are checked every six months to determine if they are working properly.

4. Most campus fire alarm stations have been covered to prevent frequent false alarms. These covers can be easily activated by breaking the glass with the device attached to the cover.
5. Fire alarms are monitored at the University Police dispatch.

C. Fire Extinguishers

1. Portable fire extinguishers are located throughout every University facility.
2. All extinguishers are maintained in an operable condition by an outside contractor licensed by the State to do the maintenance. EHS coordinates the servicing. Notify EHS if an extinguisher is found to be discharged, missing, or overdue annual servicing.
3. Extinguishers shall not be obstructed from view.
4. Extinguishers shall be inspected monthly.

D. Sprinkler Systems

1. Sprinkler systems are located throughout the campus in various locations.
2. Maintenance is the responsibility of CPFM.
3. EHS and University Police must be notified whenever a system is turned off.
4. All locations underneath sprinklers should be maintained with 18" clearance.

E. Standpipes, Hoses and Hydrants

Standpipes, hoses and hydrants are maintained in an operable condition by CPFM.

F. Housekeeping

1. Combustible materials
 - a. Combustible materials are collected from offices, classrooms, and labs by CPFM custodial staff. Material is deposited in dumpsters located outside every major University facility.
 - b. CPFM contracts with a waste disposal company to pick up combustible trash regularly.
2. Flammable Materials
 - a. Flammable materials are stored in University buildings as allowed by fire codes and the EHS Policy.

- b. Flammable waste is accumulated in labs and offices and picked up for storage in the Hazardous Storage Facility. Quarterly pickups are scheduled for proper disposal of hazardous waste by EHS.

G. Training

1. New employees receive General Safety Training by EHS on the location of fire related equipment and systems and how to report a fire.
2. Each department office contains an emergency procedures chart detailing the procedures to follow in case of an emergency.
3. Each room on campus contains a poster briefly describing the procedures to follow in case of a fire.
4. Fire extinguisher training classes are available upon request from EHS.

Responsible Executive: Vice President for Administration and Finance

Responsible Office: Environmental Health and Safety

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