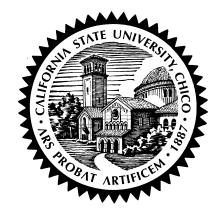
Fire Prevention Plan



California State University, Chico

TABLE OF CONTENTS

Section		<u>Page</u>
1.0	Purpose	1-1
2.0	Introduction	2-1
3.0	Responsibilities	3-1
4.0	Fire Safety Overview	4-1
5.0	Occupancy Hazard Ratings	5-1
6.0	Building List	6-1
7.0	Workplace Fire Sources and Control Measures	7-1
8.0	General Fire Prevention and Life Safety Practices	8-1

1.0 PURPOSE

The purpose of the Fire Prevention Plan is to serve as a supplement to California State University, Chico's Injury and Illness Prevention Program (IIPP) and must be used in conjunction with the IIPP. The Fire Prevention Plan provides employee training that includes safe work practices, as well as, procedures and information which are necessary to ensure that members of the University community are knowledgeable in ways in which to recognize fire hazards and prevent fires from occurring.

This plan is in accordance with California Code of Regulations, Title 8, Section 3221.

2.0 INTRODUCTION

California State University, Chico's Fire Prevention Plan is a program that provides a course of action to prevent fire from occurring. This information has been provided to make you aware of the current requirements set forth through government agencies such as Cal/OSHA, the California State Fire Code, and Title 19 Office of the State Fire Marshal.

This plan is provided to ensure that you understand your role in fire prevention. The Fire Prevention Plan also provides University employees with knowledge that is beneficial to increasing life and fire safety and contributes to the awareness and ability to recognize fire hazards on campus.

Fire prevention involves elimination or control of conditions or substances that have the potential to cause or increase the size and severity of a fire. Maintaining a clean and orderly campus is an essential element of fire prevention and housekeeping as outlined in this plan is mandatory in all areas. Every employee should routinely inspect the workplace to identify potential fire hazards and immediately take appropriate actions to eliminate them.

If you smell or see smoke or suspect a fire in the building, immediately call 911. Pull the fire alarm and evacuate the building.

All incidents or fires where a fire extinguisher has been discharged, must be reported immediately to University Police Department.

3.0

It is the responsibility of all faculty and staff to take action to prevent any type of fire at CSU, Chico. Listed below are general methods to accomplish this objective:

- Follow the general guidelines listed in this plan.
- All laboratory work must be performed under the supervision of qualified instructors.
- Maintenance personnel, all laboratory personnel, workshop operators, and faculty (wood, art, metal, and sculpting) are responsible for control of flammable and combustible liquids, as well as, other hazards that have the potential to cause or increase the severity of a fire.
- All personnel working with or who are in control of flammable or combustible materials shall ensure there is no accumulation of flammable and combustible waste materials and residues so they do not contribute to or increase the severity of a fire emergency.
- Do not put any type of hot or smoldering objects in non-combustible trash cans. Lids should be tight fitting and remain on the can at all times.
- Smoking is limited to designated areas on campus; employees shall dispose of cigarette/cigar butts in designated receptacles only.

Each department listed below has responsibilities that may include special policies, procedures, programs, maintenance of equipment and systems, to prevent or control ignition of fires:

- Agricultural Teaching & Research (ARC)
- Environmental Health and Safety (EHS)
- Facilities Management and Services (FMS)
- University Housing and Food Services (UHFS)
- University Police Department (UPD)
- All Academic areas which oversee or operate a workshop, laboratory, or specialized equipment.

The following personnel shall be responsible for control of fire hazards:

- Faculty
- Staff
- Laboratory Personnel (faculty, staff, and students)
- Maintenance Personnel
- Technicians
- Workshop Operators
- Managers and Supervisors

4.0 FIRE SAFETY OVERVIEW

Fire ignition hazards include, but are not limited to, open flames, numerous chemical agents, sparks, and heat producing equipment or materials.

- Faulty electrical systems and equipment, including wiring and switches, can be a source of fire ignition due to sparks created from an electrical "short circuit" or arcing.
- Overloaded electrical circuits or multi-plug devices can generate extreme heat in the wiring that can reach a temperature sufficient to ignite either the device and/or adjacent combustible materials.
- Certain chemicals and materials undergo oxidation when in contact with air and can spontaneously combust.
- Sawdust and other combustible dusts in accumulation are subject to explosion if exposed to an ignition source such as a spark or open flame.
- Open containers of flammable liquids generate evaporative flammable vapors that will
 travel and may accumulate in other areas. If these vapors reach an open flame or spark,
 explosive ignition will occur and can lead back to the flammable liquid source.

In any area were hazardous conditions such as the use, storage, or dispensing of flammable or combustible materials are present, special fire safety precautions must be taken.

All potential or suspected fire hazards or concerns shall be immediately reported to the Department of Environmental Health and Safety (898-5126).

5.0 OCCUPANCY HAZARD RATINGS

Within the scope of the Fire Prevention Plan, all campus buildings have been placed in one of three occupancy hazard ratings that consider the buildings use, location, and construction features.

LOW HAZARD: A situation where the amount of ordinary combustible materials

and where very small amounts of flammable or combustible liquids are present is such that fires of a small size may be expected. These may include offices, classrooms, meeting

rooms, assembly areas, etc.

ORDINARY HAZARD: A situation where the amount of combustibles or flammable and

combustible liquids are present is such that fires of moderate size may be expected. These may include retail shops, small storage areas, warehouses, eating establishments, and parking garages.

ELEVATED HAZARD: A situation where the amount of combustible materials and

flammable and combustible liquids are present is such that fires of greater magnitude may be expected. These may include woodworking shops, welding areas, auto repair, large scale warehousing, chemical storage areas, laboratories, and processes such as flammable liquid handling and dispensing, spraying,

painting or dipping using flammable or combustible liquids.

BUILDING LIST

6.0

The letters that precede the building name are those used to identify that building on the campus map.

Elevated Hazard Occupancies

- ALL RESIDENCE HALLS
- ARC Agricultural Teaching & Research
- AYRS Ayres Hall
- Boiler/Chiller Plant
- FMS Facilities Management Services Shops
- HOLT Holt Hall
- LANG Langdon Engineering Center
- PAC Performing Arts Center
- PHSC Physical Science Building
- PLMS Plumas Hall
- TALR Taylor Hall

Ordinary Hazard Occupancies

- AGYM Acker Gym
- BMU Bell Memorial Union
- BUTE Butte Hall
- LAXS Laxson Auditorium
- MLIB Meriam Library
- NETL Nettleton Stadium
- OCNL O'Connell Technology Center
- SELV Sylvester's Café-by-the-Creek
- SGYM Shurmer Gym
- WREC Wildcat Recreation Center
- YOLO Yolo Hall

Low Hazard Occupancies

- AJH Aymer J. Hamilton
- Albert E Warrens Reception Center
- CCE Center for Continuing Education
- CLSA Colusa Hall
- DEEN Deen House
- GLNN Glenn Hall
- KNDL Kendall Hall
- MODC Modoc Hall
- ROTH Roth Planetarium
- SAPP Sapp Hall
- SH Sierra Hall

- SSKU Siskiyou Hall
- SSC Student Services Center
- SHC Student Health Center
- THMA Tehama Hall
- TRNT Trinity Hall
- UHFS University Housing and Food Services Offices
- YUBA Yuba Hall
- 25 Main St
- 35 Main St

7.0 WORKPLACE FIRE SOURCES and CONTROL MEASURES

Many potential fire hazards and fire ignition sources may be present in the workplace. Proper storage and handling procedures that apply to flammable, combustible, and hazardous materials must be used. The correct type of fire protection equipment which can be used to control a fire must be available. Fire extinguishers, automatic fire sprinkler systems, and other fire extinguishing systems are installed in buildings throughout the CSU, Chico campus.

To provide for fire prevention in the workplace, control measures include:

- Laboratory work is done under the supervision of qualified instructors.
- Hot work (welding, cutting, brazing, etc.) performed by maintenance personnel shall be
 in accordance with the Hot Work Program requirements. Permits, if required, must be
 on-site at all times. Hot work procedures involve notifying your supervisor or permit
 issuing representative whenever hot work is being done. Adequately rated and approved
 fire extinguishers must be readily available to personnel when performing hot work.
- Flammable and combustible materials (liquid or solid) used in laboratories, workshops (wood, art, metal and sculpting) and maintenance areas must be stored in approved flammable storage cabinets if they exceed amounts as specified by the California Fire Code or other applicable regulations.
- Managers and supervisors are responsible for ensuring that all employees who are required to handle, store, and maintain hazardous materials have received the proper training.
- Report all frayed or damaged electrical cords and damaged equipment to FMS as soon as they are noticed. Do not continue to use equipment or devices with damaged cords.
- All employees are to eliminate known potential fire hazards, if possible, or notify their supervisor, manager, or EHS of the hazard so it may be corrected.

In the event of a fire, the University does not require employees to use a fire extinguisher. Do not attempt to extinguish a fire unless you have received the proper training and it safe to do so.

If you choose to use an extinguisher: Make sure you have clear and quick access to an exit prior to attempting to extinguish a fire – have someone call 911 immediately!

8.0 GENERAL FIRE PREVENTION and LIFE SAFETY PRACTICES

Following these general life and fire safety practices will help prevent fire and will contribute to a safe environment for the CSU, Chico campus community:

- Good housekeeping is the most important aspect of fire prevention and responsibility
 of ALL faculty and staff. Excessive accumulation or storage of combustible materials
 causes "fire loading" this causes fire to burn hotter and faster and spread rapidly
 from the point of origin.
- Waste materials are to be discarded in their proper places, including metal cans as needed. Lids should be tight fitting and containers kept closed when not in use.
- Heat producing equipment shall be maintained in good working order and kept a minimum of 36 inches from combustible items such as wood, paper, and cloth.
- All doorways, aisles, and exits must be kept clear to their full width.
- All electrical cabinets must have a clearance of 30" deep x 36" wide.
- Access areas to fire extinguishers must be kept clear and extinguisher must be clearly visible (not obstructed by furniture, etc.)
- Extension cords are not permitted to be used in place of permanent wiring. Improper use of extension cords causes many fires.
- If required, power strips must have circuit breakers/over current protection. Ensure you are not exceeding the 15 amperage rating on the power strip. *Important: Most appliances such as microwaves, hot water heating appliances and some coffee makers are rated at 12.5 amps. It is unsafe to add other appliances to the power strip as you will exceed the unit's capability. Appliances should be in designated break rooms only.*
- Never plug a power strip into another power strip (daisy chaining).
- Only use approved lighting devices and never place combustible items on top of or near the bulb. Halogen bulb use is prohibited on campus.
- No open flames are permitted unless in an instructional environment or during approved maintenance operations. Candles are strictly prohibited.
- All self-closing smoke and fire doors are to remain closed and unobstructed to perform their intended function of reducing the spread of smoke and fire.