



California State  
University **Chico**

## **Fire Prevention Plan**

**Department of  
Environmental Health and Safety**  
400 W. First Street  
Chico, California 95929-0019

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**Record of Revisions**

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Revision	By	Date	Description of Revision
NA	YS	11/2019	Review of Plan: No changes made.
1	YS	05/2020	Section 3.0: Removed designated smoking areas; added tobacco free campus. Section 7.0: Updated NFPA annual averaged fire statistics.
2	HCL	06/2023	Cover Page: New Logo Section 2.0: Removed “from any building phone.” Section 2.0: Added “Where available.” Section 2.0: Changed <i>Important Information</i> from sentence structure to bullet points. Section 6.0: Changed electric panel and cabinet clearance dimensions to match Fire Code.
3	HCL	5/1/2024	Review of Plan: No changes made.
4	HCL	5/21/2025	Minor grammatical changes.

Legend:

YS: Yvette Streeter, Emergency Preparedness Manager  
HCL: Heather C. Long, Occupational Safety Manager

## Section 1.0 Purpose

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The purpose of the Fire Prevention Plan (Plan) is to serve as a supplement to California State University, Chico's (University) Injury and Illness Prevention Program (IIPP) and must be used in conjunction with the IIPP.

The Plan provides employee training that includes safe work practices, as well as procedures and information that are necessary to ensure 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.

## Section 2.0 Introduction

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The University's Plan is a program that provides information intended to prevent fire from occurring. The objective of this Plan is to educate the campus community in methods to identify and remove hazards that have the ability to cause a fire to occur or cause a small fire to rapidly spread. Regulatory agencies that contain fire prevention requirements include but are not limited to: Cal/OSHA; California State Fire Code; and CCR Title 19, Office of the State Fire Marshal.

This Plan is provided to ensure you understand your role in fire prevention. The Plan also provides University employees with knowledge 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; all employees 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. Where available, activate the fire alarm system by using the nearest fire pull station and promptly evacuate the building.

### Important

- All fires, regardless of size and location, must be reported to the University Police Department (UPD) for investigation and required reporting purposes.
- Do not move items or disturb the scene.
- ***All incidents where a fire extinguisher has been discharged must immediately be reported to UPD.***

### Section 3.0 Responsibilities

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It is the responsibility of all faculty and staff to take action to prevent any type of fire at the University. 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, laboratory personnel, workshop operators, and faculty (wood, art, metal, and sculpting) are responsible for the proper 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 combustible trash cans. Lids on waste cans designated for these items should be tight fitting and remain on the can at all times.
- The University is a tobacco-free campus. No smoking or vaping is permitted on campus.

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

- University Farm (FARM)
- Environmental Health and Safety (EHS)
- Facilities Management and Services (FMS)
- University Housing (UH)
- UPD
- Any academic area which oversees or operates 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

### Section 4.0 Fire Safety Overview

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

Examples of fire ignition hazards include, but are not limited to:

- Faulty electrical systems and equipment, including wiring and switches. Fire can be caused by an electrical “short circuit” or arcing.
- Overloaded electrical circuits or multi-plug devices (power strips) can generate extreme heat in the wiring that can reach a temperature sufficient to ignite either the device, wiring to or from the device, and/or adjacent combustible materials.
- Storage or placement of combustible materials such as paper, cardboard, and cloth on or near electrical connections such as cord plugs, receptacles, and power strips.
- Improper use of extension cords with heat producing appliances such as coffee makers, tea kettles, toasters, etc.
- Certain chemicals and materials (pyrophoric) that can spontaneously ignite on exposure to air. Oxidizers also can cause or contribute to the combustion of other materials if improperly stored or handled.
- 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 volatile vapors that will travel and may accumulate in other areas. If these vapors reach an open flame or spark, ignition and an explosion will occur.

In any area where 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 EHS at 530-898-5126.

## **Section 5.0 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 that 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 University.

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 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 your department Academic Technicians (if available) or FMS as soon as they are noticed. Do not continue to use equipment or devices with damaged cords.
- All employees are required to eliminate known potential fire hazards, if possible, or notify their supervisor, manager, and/or EHS of the hazard so it may be corrected as soon as feasible.

**Important**

- 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!***
- ***In all fire situations*** your first actions should be to activate the building's fire alarm system and call 911.

## Section 6.0 General Fire Prevention and Life Safety

Following these general life and fire safety practices will help prevent fire and will contribute to a safe environment for the University 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 a higher than acceptable (unsafe) "fire load" – 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 for solvent-coated rags or other combustibles. 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, corridors, and other exit paths must be kept clear to their full width at all times to provide for rapid evacuation if needed.
- All electrical panels and cabinets must have a clearance of 30-inches in width, 36-inches in depth and 78-inches in height.
- Storage of materials shall not be located within electrical, mechanical or utility rooms.
- The area around fire extinguishers must be kept clear and the extinguisher must be clearly visible (not be obstructed by furniture, covered by clothing, decorations, etc.).
- Extension cords are not permitted for use unless approved for temporary use; extension cords are not permitted to be used in place of permanent wiring. Improper use of extension cords causes many fires.
- Grounding adapters, splitters, cube taps, and other similar household devices are not permitted for use on campus and constitute a fire hazard per the State Fire Marshal.
- When used, multi-outlet power strips must be UL-listed and should possess circuit breakers/over-current protection. Be sure to not "overload" the device by exceeding the 15-ampere capability.
  - Important: Most appliances such as microwaves, tea kettles, toasters, and some coffee makers draw 12.5 amps. It is unsafe to add other appliances to the power strip as you

will exceed the unit's capability and create a fire hazard. Appliances are required to be used only in designated break rooms or areas.

- Never plug a power strip into another power strip or use it in conjunction with an extension cord. (daisy chaining).
- Only use approved (UL-listed) 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. The use of candles and incense is strictly prohibited.
- All self-closing smoke and fire doors are to remain closed to perform their intended function of reducing the spread of smoke and fire. Do not leave doors propped open.

## Section 7.0 Summary

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In summary, it is the responsibility of all University employees to maintain a safe working environment to the best of their ability. It is also the employee's responsibility to be aware of and correct or report any potential fire hazards.

As reported by the National Fire Protection Agency (NFPA), the annual average of structure fires from 2014-2018 included 649 fires occurring in college classrooms and adult education centers. These fires resulted in eight injuries and no fatalities. Additionally, offices and similar occupancies had an annual average of 3,203 fires resulting in 37 injuries and 2 fatalities. These estimates are based upon data from the National Fire Incident Reporting System and the NFPA Fire Experience Survey 2014-2018.

Please contact your supervisor, manager, and/or EHS at 530-898-5126 to report or resolve fire hazard concerns.