

FIRE PREVENTION PLAN

CSU CHANNEL ISLANDS

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1.0 Purpose/Scope

To provide information and guidelines for all California State University Channel Islands (CSUCI) buildings, departments and personnel, that will assist in recognizing, reporting, and controlling fire hazards in conformance with applicable regulations.

2.0 Authority

- California Code of Regulations, Title 8, Section 3221
- Code of Federal Regulations, Title 29, Section 1910.39

3.0 Responsibilities

3.1 Fire Marshall

- Advise on applicable fire codes and practices.

3.2 Environmental Health and Safety

- Develop and administer the written Fire Prevention Plan.
- Provide consultation and training.
- Monitor use of flammable liquids and materials.
- Coordinate disposal of hazardous wastes.

3.3 Public Safety

- Conduct building evacuation exercises.
- Monitor fire detection and fire suppression alarms

3.4 Facilities Services

- Ensure maintenance and inspections of fire detection and fire suppression equipment.
- Disposal of accumulated combustible materials.

3.5 Deans, Department Chairs and Administrators

- Ensure correction of all fire hazards within their control.
- Provide appropriate storage of flammable liquids in their department.
- Inform employees of the fire hazards located in their work area.

3.6 Employees

- Understand and comply with all applicable safety requirements.
- Inform their supervisors of workplace hazards without fear of reprisal.
- Attend training as necessary.

4.0 Definitions

- Class A Combustibles: These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel.
- Class B Flammable and Combustibles: These include flammable and combustible liquids, flammable gases, flammable aerosols, alcohol, oil-based paints, and lacquers.

5.0 Fire Control Measures

5.1 Reporting

All fires, leaks and spills of Class B Flammable and Combustible liquids shall be reported to University Police. They, in turn, report to the local fire department and Environmental Health and Safety (EH&S) as required by CSUCI's Injury and Incident Reporting Protocol. Reports may be followed up on and analyzed for corrective action.

5.2 Housekeeping

Class A Combustible Materials

- Class A combustible waste is collected regularly from offices, classrooms and labs by Facilities Services custodial staff.
- Facilities Services coordinates with a waste disposal company to properly dispose of the waste off site.

Class B Flammable and Combustible Liquids

- Stored properly and away from accidental ignition sources and spark producing devices.
- Flammable materials are handled and stored as allowed by fire codes and applicable regulations.
- Flammable waste is stored in the Hazardous Storage Facility.
- Regular pickups are scheduled for proper disposal of hazardous waste.

5.3 Hot Work Procedures and Permits

CSUCI follows CCR Title 8, §6777 and the CSUCI Hot Work Program, which outlines the required practices and procedures necessary to protect employees from fires and explosions associated with hot work.

5.4 Potential Fire Hazards

1. Fire Control/Suppression Equipment

A campus listing and map of Fire control systems by location are found in Appendix A and Appendix B.

2. Identification of Potential Fire Hazards

Work Areas	Potential Fire Hazards
Auditoriums	Electrical
Auto Shop	Flammable and Combustible Liquids and oily rags.
Break Rooms	Paper, Plastic, and Electrical Appliances
Engineer/Carpenter Shop	Wood, Paper, Plastic, Glue, Flammable and Combustible Liquids, Compressed Gases and Electrical Equipment
Central Plant	Flammable and Combustible Liquids, Compressed Gases, Oxidizers
Electrical Vaults	Electrical
Kitchens	Natural Gas, Paper, Electrical, and Grease
Laboratories & Laboratory Preparation rooms	Electrical, Paper, Plastic, Natural Gas, Flammable and Combustible Liquids, Compressed Gases, and Oxidizers
Offices	Electrical, Paper, and Plastic
Paint Shop	Wood, Paper, Plastic, Glue, Stain, and Paint, Solvents
Shipping and Receiving	Paper, Flammable and Combustible Liquids, Compressed Gases, and Oxidizers
Stockrooms/warehouse	Electrical, Wood, Paper, and Plastic
Sub-Station	Electrical

6.0 Maintenance

Equipment is to be maintained according to manufacturers' specifications and applicable requirements of the National Fire Protection Association (NFPA).

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to detect fuel leaks, control heating, and control pressurized systems;
2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
3. Detection systems for smoke, heat, or flame;
4. Fire alarm systems; and
5. Emergency backup systems and the equipment they support.

7.0 Training

- General safety training provided by EH&S or by designated personnel.
- Campus Buildings contain an emergency procedure chart detailing the actions to follow in case of an emergency.
- Fire extinguisher training classes are available upon request from EH&S.

8.0 Revision Record

Revision	Changes	Date
1.0	02/21/2017 Original Document	Feb 2017
2.0	05/04/2017 update maps and listing	May 2017

Appendix A & Appendix B are available at the EH&S office