



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Fire Safety Program

Per California Code of Regulations Title 8 Section 3221

REFERENCE

California Code of Regulations, Title 8, Section 3221.

POLICY

It is the policy of California State University, Stanislaus 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.

PURPOSE

Prevention of hazards which have the potential of starting fires.

SCOPE

All campus buildings, departments and personnel.

RESPONSIBILITIES

Environmental Health, Safety Emergency Management

- Assist in the coordination of inspections of all campus building to ensure compliance with State and local fire code regulations.
- Monitor the use of flammable liquids and materials.
- Coordinate fire safety education and training.

University Police

- Conduct semi-annual campus evacuation exercises.
- Monitor fire detection and fire suppression alarms

Facilities Construction and Maintenance Services

- Review plans and specs for the remodeling of older buildings and construction of new facilities. Advise on applicable fire codes and practices.
- 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 loses.
- Coordinates maintenance of University fire extinguishers.
- Maintains all University fire alarm systems, fire suppression systems, fire sprinklers, standpipes and hydrants.
- Ensures prompt disposal of accumulated combustible materials.

Deans, Department Chairs and Administrators

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

PROGRAM

General Fire Protection

- All fires, regardless of how minor, shall be reported to University Police. They, in turn, report to the local fire department. The Environmental Health, Safety and Emergency Management (EHSEM) office will notify the Deputy State Fire Marshal's Office. All reports will be followed up and analyzed for corrective action to eliminate the hazard.
- 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.
- 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.

Fire Alarms

- Manual fire alarm pull stations are distributed throughout campus buildings and are readily accessible in the normal path of exit.
- The audible signal is of sufficient duration and intensity that it is capable of being heard by persons of average hearing ability.
- Alarm systems are checked periodically and during campus-wide evacuation drills to determine if they are working properly.
- Some campus fire alarm stations may 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.
- Fire alarms are monitored at the University Police dispatch.

Fire Extinguishers

- Portable fire extinguishers are located throughout every University facility.
- All extinguishers are maintained in an operable condition by an outside contractor licensed by the State to do the maintenance. Facilities Services coordinates the servicing. Notify Facilities Services (x3211) or EHSEM (X3114) if an extinguisher is found to be discharged, missing or overdue annual servicing.
- Extinguishers shall not be obstructed from view.
- Extinguishers shall be inspected regularly.

Halon Fire Extinguishing Systems

- Halon systems are located in the Library Building L-130G & L-230C and the Mary Stuart Rogers Gateway Building MSR-115.
- Systems are maintained by outside contractors coordinated by Facilities Services.

Sprinkler Systems

- Sprinkler systems are located throughout the campus in various buildings.
- Maintenance is the responsibility of Facilities Services.
- EHSEM and University Police must be notified whenever a system is turned off.
- All locations underneath sprinklers should be maintained with 18" clearance.

Standpipes, Hoses and Hydrants

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

Housekeeping

Combustible materials

- Combustible materials are collected from offices, classrooms and labs by Facilities Services custodial staff on a weekly basis. Material is deposited in dumpsters located outside every major University facility which is removed on a daily basis.
- How frequently do we have it removed? Excess materials are removed from offices, classrooms and labs via a call-in notification to Facilities Services

Flammable Materials

- Flammable materials are stored in University buildings as allowed by fire codes and the Hazardous Materials Handling Policy.
- Flammable waste should be stored temporarily in flammable cabinets, and the EHSEM office contacted for proper disposal of hazardous waste. Department supervisors should complete a Request for Hazardous Waste Collection form.

Training

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