

Fire Protection

(Policy EHS0020)

I. Purpose of the Policy

An effective, comprehensive Fire Protection Program is essential to protect the campus community from injuries, deaths, business interruption and property damage resulting from fires and related perils. The Fire Protection Program is intended to ensure reasonable and consistent protection for persons and property in, on, and exposed to UCSC-administered properties in conformance with California statutes, regulations and University policy.

The UCSC *Fire Protection* policy delineates authority and overall responsibilities, as well as general implementation responsibilities with regard to the Fire Protection Program. The *Fire Protection* policy ensures that:

- No threats to the public health or welfare will result from fires occurring at UCSC.
- There will be no hazards to employees, students, staff and faculty from fires and related perils.
- No University programs will suffer unacceptable impacts as a result of fire or accidental explosions.
- Property damage will be held to a minimum.

This policy requires adherence to, and compliance with, all applicable laws, regulations, codes, standards, guides, policies and good practices pertaining to fire safety and protection.

II. Detailed Policy Statement

A. Responsibilities and Authority

1. The **Chancellor** has ultimate responsibility and therefore sets policy for safety at the campus including fire protection. The Chancellor interprets the requirements placed upon the University of California by the State of California for the operation of the campus and ensures the implementation and enforcement of the campus Fire Protection Program.
2. The **Vice Chancellors** are directly responsible for ensuring that units accountable in specific elements of the Fire Protection Program fully comply with their area of responsibilities.
3. The **Deans, Department Heads, and Institute/Laboratory Directors** are responsible to ensure that all proposed facilities, facility alterations/remodels, operations, apparatus, equipment and hazardous materials within their area of responsibility are reviewed for compliance with all applicable protection requirements and are so approved by the Chief of the Fire Department.
4. The **Chief of the Fire Department** in accordance with a negotiated Memorandum of Understanding (MOU) between the California State Fire

Marshal's (CSFM) office and the University of California, is appointed by the CSFM to serve as the Designated Campus Fire Marshal (DCFM) and delegated the authority to act as the State Fire Marshal. The DCFM is designated as the authority having jurisdiction (AHJ) in the interpretation and application of fire protection codes and regulations and authorized to enforce applicable fire and life-safety codes, laws and regulations on campus, and UC Santa Cruz-administered facilities. The DCFM is authorized to suspend unsafe operations or activities and has the responsibility for ensuring compliance with all fire protection requirements including but not limited to:

- a. The storage, handling, and use of explosive, flammable, combustible, toxic, corrosive, and other hazardous materials.
- b. The maintenance of exits, fire resistive construction and assemblies, fire alarm systems, and fire extinguishing systems and equipment.
- c. The prevention and elimination of fire and life-safety and panic hazards.
- d. The review and approval of all campus construction and alteration plans and specifications including fire protection and alarm systems, buildings, structures and utilities.
- e. The inspection of all campus construction projects prior to use or occupancy.
- f. The issuance of "stop orders" when construction work is done contrary to the provisions of the building or fire protection codes, standards, or regulations.

The Chief of the Fire Department is also responsible for managing the University Fire Department to ensure the expeditious control of fires and rescue emergencies at the campus and cooperate with other jurisdictions, as appropriate.

5. The **Public Information Officer** is responsible to develop and release incident information to the media, the public, and others as directed by the Incident Commander during major emergencies and campuswide disasters. The Public Information Officer coordinates the dissemination of directional information to the campus community and maintains the emergency information hotlines.
6. The **Director of Environmental Health and Safety (EH&S)**, in conjunction with the Fire Chief, is responsible for hazardous materials management, including spill response.
7. The **Assistant Vice Chancellor of Physical Planning and Construction (PP&C)** is delegated the powers and duties of a Building Official as described in the California Building Code (CBC) and is responsible, in conjunction with the DCFM, for assuring compliance with all fire protection requirements pertaining to the design, erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use of all campus buildings, structures, and utilities. The Building Official, in conjunction with the DCFM, is authorized to issue "Stop Orders" when work is being done contrary to the provisions of the CBC or any other adopted fire protection code, standard or regulation.
8. The **Director of Physical Plant** is responsible to maintain fire alarm and extinguishing systems in accordance with adopted state and national fire codes and standards. The Director of Physical Plant is also responsible for the

campus Vegetation Management Program (VMP) for fire hazard reduction and abatement.

9. The **Chief of University Police** is responsible to ensure compliance with national recognized standards and practices pertaining to the facility, operations, and maintenance of an Emergency Communications Dispatch Center to effect efficient, safe and rapid dispatch of emergency response units.
10. The **Facility Manager/College Administrative Officer (CAO)** is responsible, within his or her area of responsibility, to ensure that residential students, staff and employees are provided with required fire and life-safety training and education to maintain awareness of fire safety practices, emergency procedures and recognition of unsafe acts or unlawful acts. The Facility Manager/CAO is also responsible to ensure that all fire protection and life-safety systems under his or her control are properly maintained in accordance with adopted state and national fire codes and standards.
11. The **Manager of Insurance and Risk Management** assists the campus in the identification of liability exposures due to fire, administers fire damage insurance and self-insurance claims on behalf of the campus, acts as a campus liaison with insurance companies, and acts as a campus resource for the rehabilitation of fire-damaged properties and continuation of essential campus operations in the event of fire or related peril.

B. Implementation

1. Senior Administrative Officers

- a. Provide and maintains necessary fire protection staff and resources to develop and maintain the Campus Fire Protection Program.
- b. Minimize the potential for the occurrence of fire or related perils.
- c. Ensure the safety of UCSC employees, staff, students, and faculty in the event of fire or related peril.

2. Fire Department

- a. Responds to all emergency calls received by the Emergency Dispatch Center including but not limited to medical aid, hazardous materials response in conjunction with EH&S, rescue and fire suppression.
- b. Coordinates emergency response activities, procedures and protocol with local fire agencies.
- c. Investigates the cause, origin, and circumstances of fires and explosions.
- d. Develops Pre-Incident Plans to ensure that proper fire fighting tactics and strategies are employed at designated target hazards on campus.
- e. Conducts fire and life-safety inspections of campus buildings, facilities and laboratories.
- f. Services and tests fire alarm systems, fire suppression systems, and portable fire extinguishers.
- g. Services, inspects, tests and maintains fire hydrants.
- h. Trains campus employees, staff, faculty, and students in fire and life-safety, first-aid and CPR, disaster preparedness and fire extinguisher operation.

- i. Conducts Emergency Evacuation Drills.

3. Environmental Health & Safety

- a. Reviews and inspects campus operations and activities and refers observed fire safety violations to the Fire Chief for corrective action.
- b. Responds, in conjunction with the Fire Department, to hazardous materials spills and/or releases to manage, control, and mitigate the incident to a safe condition.

4. Physical Planning and Construction

- a. Ensures compliance with University's Facilities Manual.
- b. Develops and maintains the Campus Standards Manual.
- c. Ensures all campus construction projects comply with all applicable fire and life-safety regulations, including but not limited to fire department access, fire flow requirements, exiting, fire-resistive construction, and fire suppression and alarm systems.
- d. Ensures that all campus projects are approved by the DCFM prior to construction or alteration.
- e. Ensures that all campus construction projects are inspected and approved by the DCFM prior to use or occupancy.

5. Physical Plant

- a. Inspects, tests and maintains all campus fire alarm systems including but not limited to automatic and manual initiating devices, flow and tamper switches, horns and/or bells, circuitry, supervisory and monitoring panels and devices in accordance with frequency and procedures and prescribed in NFPA 72.
- b. Ensures that campus construction projects are approved by the DCFM prior to construction or alteration.
- c. Ensures that all campus construction projects are inspected and approved by the DCFM prior to use or occupancy.
- d. Inspects and maintains campus exit signs, emergency lights and stand-by generators in accordance with the frequency and procedures as prescribed in NFPA 101.
- e. Inspects and maintains all fire protection suppressions systems and standpipes in accordance with Title 19, California Code of Regulations.
- f. Inspects and maintains all campus fire mains, fire pumps, water tanks, underground street valves, and pressure-reducing valves in accordance with NFPA 25.
- g. Develops and manages the Campus Vegetation Management Program (VMP) to prevent the uncontrolled growth of flammable vegetation surrounding campus buildings and structures.
- h. Maintains campus fire trails and access ways to permit fire engine access in wildland areas.

6. Housing, Dining, and Child Care Services

- a. Provide fire safety and emergency notices, information, literature, and or flyers to student residents, and housing staff.

- b. Conduct fire safety inspections of residential units in accordance with the Housing Service's Residential Safety Inspection Program.
- c. Coordinate fire evacuation drills and exercises annually with the Campus Fire Department.
- d. Ensure training for residential and maintenance staff in fire safety, first-aid and CPR, and fire extinguisher use.
- e. Clean and maintain smoke detectors in accordance with manufacture's instructions.
- f. Ensure all fire suppression and alarm systems under their jurisdiction are properly serviced and maintained in accordance with NFPA 72 and Title 19, California Code of Regulations.

7. Insurance and Risk Management

- a. Serves as liaison with insurance carrier(s) relating to fire safety issues in consultation with UCSC Fire Chief and Principal Officers.
- b. Participates in selected fire safety and hazard assessments inspections and develop recommendations to mitigate or reduce University liability risks.

C. Fire Protection Codes, Regulations and Standards

The following regulations, codes, and standards are adopted and incorporated as part of the campus *Fire Protection* policy (copies of these documents are available at the Fire Department):

- Title 19, California Code of Regulations
- California Building Code
- California Fire Code
- California Electrical Code
- California Mechanical Code
- California Plumbing Code
- California Health & Safety Code
- National Fire Codes, National Fire Protection Association (NFPA)
- NFPA Fire Protection Handbook, latest edition
- California Laws Relating to Fires and Fire Fighters
- International Urban-Wildland Interface Code

III. Definitions

Authority Having Jurisdiction (AHJ). The authority having jurisdiction (or his/her authorized representative) determines the interpretation and application of fire protection requirements as adopted by the CSFM. At UCSC the Fire Chief/DCFM is delegated the responsibility and authority as the AHJ by the CSFM's Office.

CSFM. The California State Fire Marshal's (CSFM) Office is the AHJ for the University of California.

DCFM. The Designated Campus Fire Marshal (DCFM) is a campus representative appointed by the CSFM’s office and is delegated the responsibility and authority to enforce fire and life-safety requirements on campus and UCSC–administered facilities.

Incident Commander. The Incident Commander has overall responsibility for management of emergency incident activities, including development, implementation and review of strategic plans. The first response “officer” (fire or police) is the initial Incident Commander of the incident.

NFPA. The National Fire Protection Association (NFPA) is a nationally recognized fire protection association that develops fire protection codes, and standards.

IV. Getting Help

The campus Fire Department provides training and assistance to campus units (including help with completing forms, carrying out procedures, or interpreting policy).

If you need help with ...	Contact ...
...emergencies	9-1-1.
...campus emergency information	Call 459-INFO and/or listen to KZSC 88.1 for public announcements.
...non-emergency inquiries	Unit Coordinator, Fire Department, x93473.
...CPR/first-aid training	Unit Coordinator, Fire Department, x93473.
...fire extinguisher training	On-Duty Fire Captain, x92344.
...evacuation drills	On-Duty Fire Captain, x92344.
...building & fire code issues	Fire Chief, x92343.
...disaster preparedness	Fire Chief, x92343.

V. Applicability and Authority

This *Fire Protection* policy applies to all campus departments.

This is a new policy and thus supersedes any campus practice in existence prior to its effective date.

The campus fire chief is the campus authority for the *Fire Protection* policy. This policy was reviewed and approved by the Chancellor on October 13, 1997. Next review date is July 1999.

VI. Related Policies/References for More Information

References

See section II.C. (Fire Protection Codes, Regulations and Standards) of this policy.