Fire Protection

(Policy FOA-0006)

I. Purpose of the Policy

An effective, comprehensive Fire Protection Program (as outlined in this policy) is essential to help prevent and mitigate injury, loss, operational disruption, and property damage resulting from fire and related perils. The UC Santa Cruz Fire Protection policy provides general provisions for reasonable and consistent protection of persons and property on University Controlled Property in conformance with California statutes, regulations, and university policy.

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. Definitions

Authority Having Jurisdiction (AHJ): The authority having jurisdiction (or their authorized representative) determines the interpretation and application of fire protection requirements as adopted by the California State Fire Marshal’s (CSFM’s) office. At UC Santa Cruz, the Designated Campus Fire Marshal (DCFM) is delegated the responsibility and authority as the AHJ by the CSFM’s office.

Building Official: As defined in the UC Facilities Manual, section 4.1.1. the Building Official is the officer or other designated authority charged with the administration and enforcement of the California Building Code.

OSFM: The California Office of the State Fire Marshal’s (OSFM) office is the AHJ for the University of California and that authority is designated to the DCFM at each UC campus and medical center. This designation is ratified in a Memoranda of Understanding between the Regents of California and OSFM.

DCFM: The Designated Campus Fire Marshal (DCFM) is a campus representative appointed by the OSFM’s office and is delegated the responsibility and authority to enforce fire and life-safety requirements on University Controlled Property.
Facilities Manager: Individual responsible for managing services and processes that support the core business or purpose of a building or cluster of buildings on campus.

Fire Protection Program: The fire protection measures as specified in this UC Santa Cruz Fire Protection Policy (FOA-006).

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

University Controlled Property: includes the buildings and grounds that are operated by, or under the control of, the Regents of the University of California.

III. Detailed Policy Statement

The UC Santa Cruz DCFM has the responsibility and has been delegated the authority for UC Santa Cruz compliance with California statutes specific to fire and life safety regulations of the CSFM as adopted or referenced in Title 19 and Title 24 (Parts 2, 3, 4, 5 and 9) of the California Code of Regulations. When these regulations do not specifically cover a matter, fire prevention decisions are determined by the DCFM and based on nationally recognized fire protection practices or standards such as those promulgated by the National Fire Protection Association, other nationally recognized organizations/agencies, and commonly accepted industry practices.

Any hazardous or emergency situation that threatens life, property, or the environment shall be reported through 911. The Police Department shall notify the Santa Cruz City Fire Department (SCFD) of all known fire-related emergencies and incidents that are not reported through 911. All fires, even those that have already been extinguished, must be reported to the DCFM, per the Fire Notification Protocol.

A. Responsibilities and Authority

1. The Vice Chancellors, Vice Provosts, and Deans are directly responsible for ensuring that units accountable for specific elements of the campus Fire Protection Program fully comply with their area(s) of responsibility.

2. The Designated Campus Fire Marshal, in accordance with a negotiated Memorandum of Understanding (MOU) between the California State Fire Marshal’s (CSFM’s) office and the University of California, is appointed by the CSFM to serve as the DCFM and delegated the authority to act as the State Fire
Marshal for the campus as well as off-campus facilities owned and controlled by UCSC. The DCFM is designated as the campus AHJ in the interpretation and application of fire protection codes and regulations and is authorized to enforce applicable fire and life-safety codes, laws, and regulations. 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. Plan review and construction inspections (Title 24 inspections).

b. Fire and life safety inspections in state-regulated occupancies and compulsory annual inspections in state-mandated occupancies (Title 19 Inspections).

c. Enforcement of laws relating to fire prevention.

d. University-sponsored events must adhere to applicable fire and life safety regulations. These events include, but are not limited to, concerts, dances, events involving bonfires/open flames, public fireworks displays, events using tents or membrane structures, motion picture filming, and more.

3. The Chief of the Santa Cruz City Fire Department is responsible for providing services to the university as per the Agreement for Fire Protection and Emergency Response Services between the City of Santa Cruz and UC Santa Cruz, which was implemented on July 1, 2014.

4. The Public Information Officer is responsible for developing, releasing, and publishing incident information to the campus community, the media, the public, and others as directed by the designated Incident Commander during major emergencies and campuswide disasters.

5. The Director of Environmental Health and Safety (EH&S), in conjunction with the DCFM and the Santa Cruz City Fire Department, is responsible for campus hazardous materials management program development and implementation, including direct management of non-emergency, small hazardous material spill response and providing technical expertise to SCFD and the Santa Cruz County Environmental Health Hazardous Material Interagency team.
6. The **Associate Vice Chancellor of Planning, Design, and Construction** 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, and 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.

7. The **Director of Physical Plant Services** oversees inspecting, testing, maintaining, and repairing fire alarm and extinguishing systems from the sensors to the panel and into the receiver in accordance with adopted state and national fire codes and standards. When resources are allocated, the Director of Physical Plant Services is also responsible for developing and managing the campus Vegetation Management Program (VMP). In addition, the director manages, with consultation with the DCFM, the control of the growth of flammable vegetation surrounding campus buildings and structures. The director also maintains campus fire roads and access ways to permit fire engine access in wildland areas.

8. The **Executive Director of Public Safety and Chief of Police** is responsible for monitoring the fire alarm head end system being used within the UC Santa Cruz Police Department dispatch center and dispatching appropriate public safety responses to the various alarm signals received on the system.

9. Through the authority of the Deans, Vice Chancellors, and Vice Provosts, **Facility Managers** are responsible, within their areas of responsibility, to provide students, employees, and campus visitors with required fire and life safety training and education to maintain awareness of fire safety practices, emergency procedures and recognition of unsafe or unlawful acts. Facility Managers are also responsible for notifying the DCFM and Director of Physical Plant of any issues concerning fire protection and life safety systems they are aware of within their areas.

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B. Responsibilities of All UC Santa Cruz Students, Staff, and Faculty
1. Report all on-campus fires by using the nearest fire alarm pull station and/or calling 911. All fires on campus property shall be reported back to the DCFM in compliance with MOU between Cal Fire - OSFM and The Regents Of The University Of California Designated Campus Fire Marshal Program and the Clery Act.

2. Evacuate buildings immediately when a fire alarm sounds or at the direction of campus officials. Be familiar with the locations of ALL exit routes and exits of the building.

3. Report possible fire hazards to the appropriate supervisor as soon as possible. Fire hazards can also be submitted anonymously at: https://ehs.ucsc.edu/forms/hazard-alert.html

4. Follow all rules and regulations related to fire safety and prevention as required by the California Code of Regulations (CCR) and all related procedures established by the DCFM.

5. Keep corridors and exits unobstructed at all times.

6. Do not tamper with, damage, or alter any fire protection devices or equipment.

7. Do not create an open flame and report all open flames. Open flames are not permitted on UC Santa Cruz property. Examples of an open flame include but are not limited to, campfires, candles, torches, fire walk/dance/juggling, model rockets, smudge/sage/incense, or cooking equipment, including outdoor BBQs. On a case by case basis, an open flame permit (see Appendix B: Special Events & Open Flame / Cooking Information and Permit, https://ehs.ucsc.edu/programs/fire-prevention/special-events/index.html) can be submitted for review to the DCFM 10 days prior to the date of the event. Permission can be granted in writing by the DCFM and adhere to applicable fire and life safety regulations.

8. Prevent materials from being stored within 18 vertical inches of a fire sprinkler.

9. Do not use or store prohibited items in residence halls. Specific information regarding allowable items in residence halls can be found on the student housing website or by contacting Colleges, Housing and Residential Services.
10. Allow right of entry. The AHJ or such person’s authorized representative, may enter any state institution or any state-owned or occupied building for the purpose of inspection, investigation, enforcement or emergency pre-planning. The AHJ or such person’s authorized representative, may enter any building or premises not used for dwelling purposes at any reasonable hour inspection, investigation, enforcement or emergency pre-planning.

C. Event Safety Management

University-sponsored special events within the DCFM or designee's authority must adhere to applicable fire and life safety regulations. These events include, but are not limited to, concerts, dances, events involving bonfires/open flames, public fireworks displays, events using tents or membrane structures, motion picture filming, and more.

Special events using open-flame cooking devices require an Events Emergency Response Plan (see Appendix A) for events with any of the following conditions:

- Events that meet the requirements of the UC Santa Cruz Major Events Policy.
- 200 or more people in a space that is not designated as an Assembly Space (i.e. Event Centers do not require an Events Emergency Response Plan as the space is designated for handling large crowds.)
- Use of space on campus in a capacity other than its normal use.
- Use of Tents: Cumulative area greater than 400 sq. feet.
- Use of Canopies: Cumulative area greater than 400 sq. feet.
- Location includes a roadway, pathway, or plaza used for access by emergency response vehicles.
- Use of any kind of open flame (candles, torches, cooking devices, BBQs, pyrotechnics.)
- Use of compressed gas cylinders in vendor booths, cooking devices, or any other function.

If you are unsure if an Events Emergency Response Plan is required, contact firesafety@ucsc.edu.

D. Fire Notification Protocol
The OSFM Fire Notification and Investigation will be initiated immediately when major or significant incidents occur on University Controlled Property. Major or significant incidents are defined as events requiring a response beyond routine circumstances and include fires, explosions, disasters, incidents involving significant fire, or panic-related injuries or deaths, significant media events related to public safety, and activation of fire suppression systems due to malfunctions or failures. UC Santa Cruz Fire Safety and Prevention will maintain all incident reports. These reports will be made available to OSFM upon request. The OSFM Duty Officer will be notified immediately of an incident at the 24-hour number (916) 323-7390.

Compliance

Any individual found to be in violation of this policy may be subject to disciplinary action in accordance with applicable University policies, including collective bargaining agreements.

IV. Getting Help

The DCFM and Office of Emergency Services provide fire safety program-related training and assistance to campus units, including help with completing forms, carrying out procedures, and interpreting policy.

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<th>If you need help with ...</th>
<th>contact ...</th>
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<tr>
<td>...an emergency</td>
<td>Dial 9-1-1</td>
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<td><a href="https://help.ucsc.edu">https://help.ucsc.edu</a></td>
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<td>...non-emergency fire code inquiries</td>
<td>Environmental Health and Safety: Fire Safety and Prevention, Lead Designated Campus Fire Marshal, Nick Otis, <a href="mailto:notis@ucsc.edu">notis@ucsc.edu</a>, (831) 459-3473</td>
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V. Applicability and Authority

This Fire Protection policy applies to University Controlled Property.

This policy supersedes UCSC Fire Protection Policy EHS0020, dated 10/13/1997.

The Vice Chancellor Finance, Operations and Administration is the authority for the UC Santa Cruz Fire Protection policy, with implementation authority delegated to the DCFM. This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor Kletzer on 5/31/2024, and will be reviewed every five years.

VI. Related Policies/References for More Information

Appendices:

Appendix A: Events and Emergency Response Plan Form

Appendix B: Special Events & Open Flame / Cooking Information and Permit, https://ehs.ucsc.edu/programs/fire-prevention/special-events/index.html

References:

Information on the fire services agreement between the City of Santa Cruz and UC Santa Cruz (July 1, 2014)

The following regulations, codes, and standards are adopted and incorporated as part of the Fire Protection policy:

- Title 19, California Code of Regulations
- Title 24, California Code of Regulations
- California Building Code
- National Fire Codes, National Fire Protection Association (NFPA)
UC Santa Cruz Major Events Policy

VII. Revision History

May 24, 2024: Updated the section I. Purpose of the Policy and aligned roles and responsibilities in conjunction with the Agreement for Fire Protection and Emergency Response Services between the City of Santa Cruz and UC Santa Cruz; added responsibilities of all UC Santa Cruz students, faculty, and staff; and added event safety management requirements.

October 13, 1997: new policy