

UC Davis Policy and Procedure Manual

Chapter 390, Emergency Management and Campus Security

Section 40, Fire Safety

Date: 9/10/09

Supersedes: 5/23/05

Responsible Department: Fire Department

Source Document: N/A

I. Purpose

This section outlines policy and procedures regarding notification and mitigation of fires, hazardous materials, technical rescue, emergency medical services, and other fire service emergencies that threaten, or may threaten, life, property, or the environment; authority of the Incident Commander; fire prevention; and fire investigation for facilities administered by the University of California, Davis.

II. Policy

The UC Davis Fire Department has responsibility to establish and maintain emergency response capabilities designed to respond to and mitigate incidents involving fire, explosion, hazardous materials, technical rescue, emergency medical services, and other fire service related emergencies. For UCD administered facilities located outside the jurisdictional boundaries of the Davis campus, local fire departments have the responsibility to respond to and mitigate fire service emergencies.

The Fire Department also has the responsibility and authority to ensure that UCD complies with California statutes, and fire and life safety rules and regulations of the California State Fire Marshal as adopted or referenced in Title 19 and Title 24 (Parts 2, 3, 4, 5, and 9) of the California Code of Regulations. Additionally, Fire Department decisions are guided by the Campus Design Guide, UC Davis Health System (UCDHS) standards, or by nationally recognized fire protection practices or standards such as those promulgated by the National Fire Protection Association, the American Insurance Association, other nationally recognized organizations/agencies, as well as commonly accepted business practices.

A. Notification of fire and life-threatening emergencies

1. Any emergency that threatens life, property, or the environment shall be reported to the appropriate campus emergency responder by dialing 9-1-1.
2. When using a cell phone on either the UC Davis or UCDHS campus, (530)752-1234 can also be used as the direct emergency call number. For UCD-administered facilities located outside the Davis campus or UCDHS, 9-1-1 can still be used from a cell phone.
3. The Fire Department shall be notified immediately of all accidental, uncontrolled, or extinguished fires and explosions and of all situations having fire or explosion potential.
4. For the Davis campus, the Fire Department shall also be notified immediately of any hazardous materials emergency that threatens, or may threaten, life, property, or the environment; medical emergencies; and rescue emergencies where victims are incapable of self-rescue.
5. For UCDHS campus, the Sacramento Fire Department shall be notified immediately of any fire or hazardous materials emergency that threatens life, property, or the environment; medical emergencies (except those located in the main Hospital); and rescue emergencies where victims are incapable of self-rescue.
6. For all other facilities administered by UC Davis, the local emergency responder for the respective facility shall be notified for emergency response. Notify the UC Davis Fire Department after the emergency so that an investigation or other follow-up can occur.
7. The Fire Department shall coordinate their response and mitigation efforts with the UC

Davis Police Department, appropriate Facilities Management (O&M) divisions, Environmental Health & Safety (EH&S), as well as automatic and mutual aid emergency responders.

8. The UC Davis Dispatch Center shall notify the City of Davis Fire Department of fire service emergencies located within the City of Davis, and the Sacramento Fire Department will be notified for incidents located at UCDHS. For UCD facilities and programs located elsewhere, the UC Davis Dispatch Center shall notify the appropriate local fire authority having jurisdiction.

B. Authority of the Incident Commander

For the safety of UCD personnel and to allow Fire Department or other emergency responders to work effectively unhindered, the Incident Commander of an emergency or potential emergency threat to life, property, or the environment shall have the authority to control access to, or to cause either complete or partial evacuation from, the involved building or complex.

C. Fire Prevention

The campus Fire Chief delegates operational authority and responsibility to the Campus Fire Marshal to manage the UC Davis Fire Prevention program. The UC Davis Fire Marshal also serves as the Lead Designated Campus Fire Marshal for California State Fire Marshal (SFM) and Office of Statewide Health Planning Department (OSHPD) rules and regulations pursuant to the University of California Office of the President (UCOP), SFM, and OSHPD Memorandums of Understanding (MOU). As such, the Campus Fire Marshal serves as the "Building Official" in the administration of Office of the State Fire Marshal and Office of Statewide Health Planning Department regulations.

1. Plan review, construction inspections, and fire clearance (Title 24)

- a. Plans and specifications for new buildings, placement of modular or portable buildings, installation of or alterations to fire protection systems, and alterations to any room, area, or building that impacts or has the potential to impact fire and life safety must first be reviewed and approved by the Fire Department, prior to beginning construction or demolition, to ensure compliance with minimum fire and life safety regulations and in accordance with UCOP/SFM/OSHPD MOU criteria.
- b. Requests for Alternate Means and Methods shall be submitted to the Campus Fire Marshal for review and approval. Should the Fire Marshal deny a request for an Alternate Means and Methods, applicant may then appeal the denial to the State Fire Marshal via the Campus Fire Marshal.
- c. All changes in use or occupancy shall be coordinated through the Fire Department to ensure compliance with minimum fire and life safety regulations.
- d. During the construction phase, the Fire Department shall conduct periodic inspections and test fire protection systems to ensure conformance with approved plans and specifications.
- e. Either O&M or the Office of Architects & Engineers (A&E) personnel, or any department/person facilitating the project, will obtain required Fire Department approvals and coordinate construction inspections and testing during the planning and construction stages of all UC Davis facilities.
- f. Prior to a building or space being occupied or reoccupied, O&M or A&E personnel, or any department/person facilitating the project, will first obtain a fire clearance from the Fire Department.
- g. Conflicts involving code interpretations or applications will be resolved beginning

with the Project Manager and Assistant Fire Marshal. Unresolved issues will be referred to the Campus Fire Marshal and Campus Architect or O&M Director for resolution. The Fire Chief will be the final fire and life safety code authority for any unresolved issues.

- h. The Vice Chancellor--Administration, or the State Fire Marshal Regional Division Chief may direct changes in Fire Department policy, practice, or decisions found inconsistent with University policies or State regulations.

2. Fire prevention inspection, testing, and consultation (Title 19)

The Fire Department provides fire prevention inspection, testing and consultative services to ensure that all facilities, programs, fire protection systems, and events are managed in compliance with applicable fire and life safety statutes, rules, and regulations, and that potential fire and life safety liabilities are brought to the attention of those who are responsible (department heads, safety coordinators, facility managers, etc.) for abatement actions.

- a. The Fire Department will publish information bulletins (Fire Nets) designed to provide individuals with the technical information necessary for them to maintain fire and life safety processes and environments. Refer to the Fire Department web page at <http://fire.ucdavis.edu>.
- b. Campus departments shall consult the Fire Department on best practices and methods concerning, but not limited to, storage within an exit corridor system or stairway; storage of compressed gas, flammable liquid, and hazardous materials; agricultural burning; fire extinguisher placement and servicing; conditions requiring permits; electrical safety (see Section 290-85); room occupant capacity; or other conditions that may pose a fire and life safety threat to persons, property, or the environment. On issues with overlapping responsibility, the Fire Department will consult with other campus units.
- c. The Fire Department shall coordinate re-occupancy of campus facilities following a fire-related emergency or extended vacancy.

D. Fire investigation

The Fire Department, in cooperation with the Police Department, and as required, the California State Fire Marshal, shall investigate all cases of malicious transmission of a fire alarm, tampering with or damage to fire protection equipment, damage or attempted damage of property by fire, suspicion that arson or attempted arson has been committed, injury or death as a result of a fire, and any similar malicious acts covered by provisions of the California Penal Code. The Fire Department will be responsible for determining origin and cause of the fire or explosion, and the Police Department will be responsible for investigating any criminal aspect of the fire or explosion and take the lead in evidence collection and maintaining the chain of custody.

III. Procedures and Responsibilities

- A. Department heads, administrators, facility managers, and other persons responsible for UCD facilities and processes:
 - 1. Shall consult with the Fire Department regarding instructions or suggestions for precautionary measures concerning projects having inherent fire or explosion potential.
 - 2. Shall obtain a permit from the Fire Department when required, (i.e., outdoor burning, cutting and welding, asbestos removal, candles, and open flames in assembly areas, etc.). See Fire Nets for appropriate permit.

3. Shall inform outside contractors working on campus of fire safety policies, including permit requirements.
 4. Should ensure that a responsible staff person representing the department chairperson be assigned to accompany the Fire Department inspection team in areas under that department's jurisdiction and shall conduct an annual self-inspection pursuant to the campus fire and life safety self-inspection program.
 5. Shall establish realistic plans and timetables for the correction of hazardous or illegal conditions, as identified by the Fire Department.
 6. Shall immediately notify the Fire Department of all fires and life threatening emergencies per II.A, above.
 7. Shall ensure all plans and specifications for new construction and building alterations are sent to the Fire Department for review and approval prior to construction commencing.
- B. The Fire Department:
1. Shall immediately respond to and implement emergency measures to mitigate incidents involving fire, explosion, hazardous materials, rescue, and emergency medical services.
 2. Shall investigate cases as described in II.D, above.
 3. Shall inspect assigned UC Davis facilities and processes at least annually to assure conformance with State statutes, rules, regulations, and UC fire safety policy.
 4. Shall inspect, test, and/or provide the necessary oversight to ensure fire protection systems are maintained in conformance with State statutes, rules, regulations, and University of California fire safety policy.
 5. Shall provide fire prevention consultative services.
 6. Shall provide technical assistance to departments in support of the establishment of realistic plans and timetables for correcting identified hazardous or illegal conditions.
 7. Shall offer, upon request, training sessions in fire prevention and use of fire extinguishers by building occupants.
 8. Shall review and approve plans and specifications for all new construction or alterations to existing UC Davis facilities and shall conduct construction inspections.

IV. Further Information

- A. Detailed information on additional services, and as specified above, may be obtained from the Fire Department, or as they relate to UCDHS, from the Fire Department's Fire Prevention Division at UCDHS.
- B. UC Davis Fire Department Web page (<http://fire.ucdavis.edu>).

V. References and Related Policies

UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

- A. Section 290-65, Hazardous Chemical Use, Storage, Transportation, and Disposal.
- B. Section 290-85, Electrical Safety.
- C. Section 290-86, Hazardous Operations.
- D. Section 390-10, Campus Emergency Policy.
- E. Section 390-30, Terrorist Acts Targeting Research.