

UC Davis Policy and Procedure Manual

Chapter 390, Emergency Management and Campus Security

Section 40, Fire Safety

Date: 10/21/15

Supersedes: 9/10/09

Responsible Department: Fire Department; Fire Prevention Services

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 and Campus Fire Marshal; fire prevention; and fire investigation for facilities administered by UC Davis.

II. Policy

A. Notification of fire and life-threatening emergencies

1. Any emergency that threatens life, property, or the environment must be reported to the appropriate campus emergency responder by dialing 9-1-1.
2. When using a cell phone on campus, (530) 752-1234 can also be used as the direct emergency call number. For UCD-administered facilities located outside the Davis campus, 9-1-1 can still be used from a cell phone.
3. The Fire Department and the Campus Fire Marshal must 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 and the Campus Fire Marshal must 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 and the Medical Center Fire Marshal must 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 must be notified for emergency response. Notify the UC Davis Campus Fire Marshal immediately after the emergency so that an investigation or other follow-up can occur.
7. The Fire Department coordinates their response and mitigation efforts with the UC Davis Police Department, the UC Davis Campus Fire Marshal, appropriate Facilities Management divisions, Environmental Health & Safety (EH&S), as well as automatic and mutual aid emergency responders.
8. The UC Davis Dispatch Center notifies the City of Davis Fire Department of fire service emergencies located within the City of Davis, and the Sacramento Fire Department is notified for incidents located at UCDHS. For UCD facilities and programs located elsewhere, the UC Davis Dispatch Center notifies the appropriate local fire authority having jurisdiction.

B. Fire Prevention

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 Campus Fire Marshal, prior to beginning construction or demolition, to ensure compliance with minimum fire and life safety regulations and in accordance with UCOP/OSFM 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. The appeals process is outlined in the UCOP/OSFM MOU.
 - c. All changes in use or occupancy shall be coordinated through the Campus Fire Marshal to ensure compliance with minimum fire and life safety regulations.
 - d. During the construction phase, the Fire Marshal shall conduct periodic inspections and test fire protection systems to ensure conformance with approved plans and specifications.
 - e. Either Design and Construction Management (DCM) personnel, or any department/person facilitating the project, will obtain required Fire Marshal 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, DCM personnel, or any department/person facilitating the project, will first obtain a fire clearance from the Fire Marshal
 - g. Conflicts involving code interpretations or applications will be resolved beginning with the Project Manager and Designated Campus Fire Marshal (DCFM). Unresolved issues will be referred to the Lead Campus Fire Marshal and Campus Architect for resolution. The Campus Fire Marshal holds final fire and life safety authority for interpretation and enforcement of Office of the State Fire Marshal regulations.
 - h. The appropriate Vice Chancellor, or the State Fire Marshal Regional Division Chief, may direct changes in Fire Department or Fire Prevention Services policy, practice, or decisions which are found to be inconsistent with University policies or State regulations.
2. Fire prevention inspection, testing, and consultation (Title 19)
- Fire Prevention Services 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. Campus Fire Prevention Services 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 Prevention Services web page at <http://safetyservices.ucdavis.edu>.
 - b. Campus departments consult Fire Prevention Services on best practices and methods concerning, but not limited to, 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, Fire Prevention Services consults with other campus units.

- c. The Campus Fire Marshal coordinates re-occupancy of campus facilities following a fire-related emergency or extended vacancy.

C. Fire investigation

1. The California State Fire Marshal, in cooperation with the UC Davis Police Department, investigates 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.
2. The California State Fire Marshal is responsible for determining origin and cause of the fire or explosion, and the Police Department is 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. Roles and Responsibilities

A. Department heads, administrators, facility managers, and other persons responsible for UCD facilities and processes:

1. Consult with Fire Prevention Services regarding instructions or suggestions for precautionary measures concerning projects having inherent fire or explosion potential.
2. Obtain a permit from Fire Prevention Services when required (e.g., outdoor burning, cutting and welding, asbestos removal, candles, and open flames in assembly areas, etc.). See Fire Nets for appropriate permit.
3. Inform outside contractors working on campus of fire safety policies, including permit requirements.
4. Ensure that a responsible staff person representing the department chairperson be assigned to accompany the Fire Prevention Inspector(s) in areas under that department's jurisdiction.
5. Abide by realistic plans and timetables for the correction of hazardous or illegal conditions, as identified by the Fire Marshal.
6. Notify the Fire Department, and subsequently the Campus Fire Marshal, of all fires and life threatening emergencies per II.A, above.
7. Ensure all plans and specifications for new construction and building alterations are sent to Fire Prevention Services for review and approval prior to construction commencing.

B. The Fire Department:

1. Establishes and maintains 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 on campus.
2. Immediately responds to those incidents noted above.

C. Campus Fire Marshal:

1. Ensures that the campus 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.

2. Makes decisions guided by the Campus Design Guide, 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.
 3. Holds the authority to control access to, or to cause either complete or partial evacuation from a building or complex in any unsafe, dangerous, or hazardous circumstance not involving an emergency response.
 4. Holds operational authority and responsibility to manage the UC Davis Fire Prevention programs.
 5. Serves as the Lead Designated Campus Fire Marshal for Office of the State Fire Marshal (OSFM) rules and regulations pursuant to the University of California Office of the President (UCOP) and the OSFM Memorandum of Understanding (MOU).
 6. Serves as the "Building Official" in the administration of Office of the State Fire Marshal regulations.
- D. Incident Commander holds the authority to control access to, or to cause either complete or partial evacuation from a building or complex involved in an emergency or potential emergency threat to life, property, or the environment.
- E. Fire Prevention Services:
1. Inspects assigned UC Davis facilities and processes at least annually to ensure conformance with State statutes, rules, regulations, and UC fire safety policy.
 2. Inspects, tests, or provides the necessary oversight to ensure fire protection systems are maintained in conformance with State statutes, rules, regulations, and University of California fire safety policy.
 3. Provides fire prevention consultative services.
 4. Provides technical assistance to departments in support of the establishment of realistic plans and timetables for correcting identified hazardous or illegal conditions.
 5. Offers, upon request, training sessions in fire prevention and use of fire extinguishers by building occupants.
 6. Reviews and approves plans and specifications for all new construction or alterations to existing UC Davis facilities and shall conduct construction inspections.

IV. Further Information

Detailed information may be obtained from the Fire Department (<http://fire.ucdavis.edu>) or from Fire Prevention Services (<http://safetyservices.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, Disruptive Behavior in the Workplace.