UCI Environmental Health & Safety

Fire Prevention Program

Responsible Administrator: Campus Fire Marshal
Revised: March 2024

Summary: This section outlines the policy and procedures related to Fire Prevention that are administered through the Environmental Health and Safety (EHS) Department.

1. Program Description

The Fire Safety Program is essential in protecting the campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. The Fire Safety Program is intended to ensure reasonable and consistent protection for persons and property in or on UC Irvine administered properties, including all housing units, excluding UC Irvine Medical Center and their facilities.

2. Scope

This program is applicable to all University faculty, staff, students, visitors, and contractors as well as all UC Irvine properties. California Code of Regulations (CCR) Title 19 (19CCR) and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards, are the primary sources used in development of this program.

3. Definitions

- **Area of Refuge** – Any area, room, or section of a building, which, by virtue of its construction, will provide a safe area for persons to enter during a fire situation until rescue is performed.

- **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 State Fire Marshal (SFM). At the UC Irvine campus, the SFM has delegated the Designated Campus Fire Marshal (DCFM) as the AHJ for plan review and construction inspections.

- **Authorized Lockout/Tagout Employee** – A person who has completed the required hazardous energy control training and is authorized to lockout and tagout a specific machine or equipment to perform service or maintenance. A person must be certified as an Authorized Lockout/Tagout Employee in order to apply a lock or tag to control hazardous energy. All Authorized Lockout/Tagout Employees must be trained in:
  - Core IIPP Safety Training;
  - Advanced Electrical Safety/Lockout/Tagout Training; and
  - Equipment specific procedures in their individual work units.

- **Automatic** – Refers to equipment that will function without human intervention. Examples of automatic equipment include automatic detection or suppression systems, automatic alarms, and emergency shutdown devices.

- **California Building Code (CBC)** – Part of 24CCR, Part 2, “California Building Standard Code,” as defined in the “California Building Standard Law”, commencing with Section 18901 in the California Health and Safety Code.

- **California Fire Code (CFC)** – Part 9 of 24CCR.

- **Campus Fire Marshal (CFM)** – The CFM is a campus representative who has the responsibility and authority to enforce fire and life-safety requirements in all UC Irvine facilities.

- **Combustible Material** – This term applies to solid materials that are capable of igniting and burning.

- **Combustible Liquid** – Liquids with a flash point of 100° Fahrenheit or above, which are capable of ignition and require a higher degree of heat to produce a fire.

- **Designated Campus Fire Marshal (DCFM)** – At the UC Irvine campus, the SFM has delegated the Designated Campus Fire Marshal (DCFM) as the AHJ for plan review and construction inspections. The DCFM also has the responsibility and authority to enforce SFM regulations and requirements on campus.

- **Exit** – The portion of a means of egress that is separated from all other spaces of the building to provide a protected way of travel to the exit discharge.

- **Exit Discharge** – A means of egress that is separated between the termination of an exit and a public way.

- **Emergency Device** – A general type of emergency safety device or equipment. This may include items such as fire alarm pull stations, fire extinguishers, fire alarms, smoke detectors, fire hydrants, and fire department connections.

- **Fire Compartment** – A space within a building that is enclosed by fire barriers on all sides (including the ceiling and floor), which will withstand the passage of fire and/or smoke for a limited time.

- **Fireworks** – Any device containing chemical elements and chemical compounds capable of burning independently of the oxygen of the atmosphere, and producing audible, visual, mechanical, or thermal effects which are useful as pyrotechnic devices or for entertainment.

- **Flammable Liquid** – A liquid that has a flash point of less than 100° Fahrenheit and will ignite at a low temperature and continue to burn.

- **Hazardous Products/Area** – A flammable, combustible, toxic, corrosive, noxious, heat-producing product or appliance which could cause ill effects to humans if released in an uncontrolled amount or manner. A hazardous area is any room or structure in which these products are processed, stored, or used.

- **Listed** – All equipment or materials that are accepted by the SFM as conforming to the provisions of the SFM’s regulations and are included in a list published by the SFM.

- **Luminaries** – Objects or bodies that emit or reflect light while creating a bright and lighted area.

- **Means of Egress** – The direction or way a person would evacuate a building in an emergency.

- **National Fire Protection Association (NFPA)** – A nationally recognized fire protection association that develops fire protection codes and standards.

- **Occupant Load** – The maximum number of people which can occupy any given space with sufficient room to move about, complete a function, and/or safely evacuate the building.

- **Pyrotechnics** – Any combination of materials, including pyrotechnic composition, which, by the agency of fire, produce an audible, visual, mechanical, or thermal effect designed and intended to be useful for industrial, agricultural, personal safety, or educational purposes. The term “pyrotechnic device” includes, but is not limited to, agricultural and wildlife fireworks, model rockets, exempt fireworks, emergency signaling devices, and special effects.

- **Self-closing** – A device which will ensure that a door or required enclosure will, when opened, return to the closed and latched position without human intervention.

- **Surge Protector** – A listed multi-plug extension cord device which incorporates an on/off switch, built-in fuse, and is Underwriter’s Laboratory (UL) or Factory Mutual (FM) tested.

- **Title 19 (19CCR)** – Contained as part of Division I State Fire Marshal Regulations, Public Safety.

- **Title 24 (24CCR)** – Contained as part of the California Building Standard Codes. There are 11 parts to this Code (http://www.bsc.ca.gov/Home/Current2013Codes.aspx):
    - Part 1 – California Administrative Code (CAC)
    - Part 2 – California Building Code (CBC)
    - Part 3 – California Electrical Code (CEC)
    - Part 4 – California Mechanical Code (CMC)
    - Part 5 – California Plumbing Code (CPC)
    - Part 6 – California Energy Code
    - Part 7 – California Elevator Safety Construction Code
    - Part 8 – California Historical Code
    - Part 9 – California Fire Code
    - Part 10 – California Code for Building Conservation Part 12 – California Referenced Standards Code

4. Responsibilities

- The Chancellor has ultimate responsibility for the campus and designates appropriate resources for campus safety and fire protection.
- The Vice Chancellors are responsible for ensuring that all units under their direction are accountable for specific and applicable elements of the Fire Safety Program.
- The Deans, Department Heads, and Department Chairs are responsible for ensuring that all proposed facilities, facility alterations/remodels, operations, apparatus, equipment, and hazardous materials within their area of responsibility are reviewed for compliance to all applicable protection requirements and by the Campus Fire Marshal (CFM).
- Within EHS and the Fire Safety Division, the Designated Campus Fire Marshal (DCFM), in accordance with a negotiated MOU between the SFM’s office and the University of California, carries out plan review and construction inspections for the Irvine campus and all facilities that are regulated by the SFM. The DCFM is designated as the 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 for all construction projects on campus, and in UC Irvine facilities. The DCFM is authorized to suspend unsafe construction operations or construction activities, and has the responsibility for ensuring compliance with all fire protection requirements, including, but not limited to:
    - The review and approval of all campus construction and alteration plans and specifications including fire protection and alarm systems, buildings, structures, and utilities.
    - The inspection of all campus construction projects prior to use or occupancy.

- The issuance of “stop orders” when construction work is done contrary to the provisions of the building or fire protection codes, standards, or regulations.
- Submittal of quarterly reports to the SFM.

- Within EHS and the Fire Safety Division, the Campus Fire Marshal (CFM), is responsible for the interpretation and application of fire protection codes and regulations and is authorized to enforce applicable fire and life-safety codes, laws, and regulations, in UC Irvine facilities. The CFM has responsibility for ensuring compliance with all fire protection requirements including, but not limited to:
  - The storage, handling and use of explosive, flammable, combustible, toxic, corrosive, and other hazardous materials.
  - The maintenance of exits, fire resistive construction and assemblies, fire alarm systems, and fire extinguishing systems and equipment.
  - The prevention and elimination of fire, life-safety, and panic hazards.

- The Executive Director, Environmental Health and Safety (EHS), in conjunction with the Campus Fire Marshal, is responsible for hazardous materials management, including spill response. The Executive Director, EHS and CFM interprets the requirements placed upon the University of California by the State of California for the operation of the campus and strives to implement and enforce the Campus Fire Safety Program.

- The Associate Vice Chancellor (AVC) of Design and Construction Services (D&CS) has the authority, 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.

- The AVC of Facilities Management (FM) is responsible for working with the Assistant Director, EHS Fire Life Safety and the CFM for maintaining fire alarm and extinguishing systems in accordance with adopted California state and national fire codes and standards. The AVC of FM is also responsible for the Campus grounds management program which addresses fire hazard reduction and abatement.

- The Chief of University Police is responsible for ensuring compliance with nationally recognized standards and practices pertaining to the facility, operations, and maintenance of an Emergency Communications Dispatch Center for efficient, safe, and rapid dispatch of emergency response units.

- The AVC of Housing is responsible for working with the Assistant Director, EHS Fire Life Safety and the CFM, and for ensuring 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 AVC of Housing is also responsible for ensuring that all fire protection and life-safety systems under his or her control are properly maintained in accordance with adopted California state and national fire codes and standards.

- Assistant Director, EHS Fire Life Safety
  - Provide and maintain necessary fire protection staff and resources to develop and maintain the Campus Fire Safety Program.
  - Minimize the potential for the occurrence of fire or related perils.
  - Strive to ensure the safety of UC Irvine employees, staff, students, and faculty in the event of fire or related perils.

- Ensures CFM's have support, training, and resources to implement the Fire Prevention Program elements.

- Fire Safety Division
  - Responds to fire-related emergency calls received by the Emergency Dispatch Center.
  - Coordinates fire-related emergency response activities, procedures, and protocol with local fire agencies.
  - Coordinates investigations with SFM/Cal Fire for the cause, origin and circumstances of fires and explosions.
  - Coordinates with local fire agencies on Pre-Incident Plans to ensure that proper firefighting tactics and strategies are employed at designated target hazards on campus.
  - Reviews tests for fire hydrant systems.
  - Trains campus employees, staff, faculty, and students in fire and life-safety and fire extinguisher operation.
  - Assists departments with emergency evacuation drills.
  - Responds to requests from Child Care Services to conduct fire safety inspections of childcare units in accordance with the Child Care Services Safety Inspection Program.
  - Reviews tests and inspections of all fire protection suppression systems and standpipes in accordance with 19CCR.
  - Reviews tests and inspections of all campus fire pumps, underground street valves and pressure reducing valves in accordance with NFPA 25.
  - Reviews tests for fire alarm systems, fire suppression systems, portable fire extinguishers, all campus fire alarm systems testing reports 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 as prescribed in NFPA 72.
  - Provides periodic reviews of buildings to verify types of fire extinguishers and their locations.
  - Provide general oversight on all state and non-state funded buildings for the following fire safety issues:
    - Evacuation Plans
    - Fire extinguishers
    - Fire Hydrants
    - Fire Sprinklers
  - The Fire Safety Division also assists Facilities Management by serving as a technical resource for the aforementioned fire safety issues.

- Environmental Health and Safety (EHS)2*9-
  - Reviews and inspects campus operations and activities and refers observed fire safety violations to the CFM for corrective action.
  - Responds to hazardous materials spills and/or releases to manage, control and mitigate the incident to a safe condition as determined by local responding agencies.
  - Conducts fire and life-safety inspections of campus buildings, facilities, and laboratories.

- Design and Construction Services (D&CS)
  - Develops, maintains, and ensures compliance with UC Irvine Campus Standards and Design Criteria Manual (https://www.ucop.edu/facilities-manual/index.html#).
  - 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.

- Ensures that all campus projects are approved by the DCFM prior to construction or alteration.
- Ensures that all campus construction projects are inspected and approved by the DCFM prior to use or occupancy.

- Facilities Management (FM)
  - 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 as prescribed in NFPA 72.
  - Ensures that campus construction projects are approved by the DCFM prior to construction or alteration.
  - Ensures that all campus construction projects are inspected and approved by the DCFM prior to use or occupancy.
  - Inspects and maintains campus exit signs, emergency lights, and stand-by generators in accordance with the frequency and procedures as prescribed in CBC.
  - Maintains all campus fire mains, fire pumps, water tanks, underground street valves, and pressure- reducing valves in accordance with NFPA 25.
  - Maintains all fire protection suppression systems, fire hydrants, and standpipes in accordance with 19CCR.
  - Maintains campus fire access ways to permit fire engine access in undeveloped areas.
- Housing and Dining Services
  - Provides fire safety and emergency notices, information, literature, and/or flyers to student residents and housing staff.
  - Conducts fire safety inspections of residential units in accordance with the Housing Service's Residential Safety Inspection Program.
  - Coordinates fire evacuation drills and exercises annually with the Fire Safety Division.
  - Ensures training for residential and maintenance staff in fire safety and fire extinguisher use.
- Insurance and Risk Management
  - Serves as liaison with insurance carrier(s) relating to fire safety issues in consultation with CFM.
  - Participates in selected fire safety and hazard assessments inspections and develops recommendations to mitigate or reduce University liability risks.

- Childcare Services
  - Works with the Fire Safety Division to conduct fire safety inspections of childcare units in accordance with the Child Care Services Safety Inspection Program.
  - Coordinates fire evacuation drills and exercises annually with the Fire Safety Division.
  - Ensures training for staff in fire safety and fire extinguisher use.

5. Program Components

- General Fire Safety – Fire safety is a matter of common sense, education, and training. By following the guidelines and requirements of this program, we can prevent most of the situations that cause fires to start. Special events that occur on UC Irvine property must be coordinated with the Fire Safety Division. The Fire Safety Division will assist with an evaluation, and if necessary, make recommendations on any hazards that the event may present. The Fire Safety Division will also assist in coordination with emergency response agencies if needed.

- Smoking Policy – Effective January 2, 2014, the University of California issued the systemwide Policy on Smoke and Tobacco Free Environment, which requires campuses to implement local policies and procedures. Based on healthcare and environmental considerations, the Policy is intended to provide healthier, safe, and productive work and learning environments for the UC community.
- Enforcement – UC Irvine supports individual efforts to stop smoking and considers education to be an effective method of enforcing the UC Policy. UC Irvine Health Education Center provides stop- smoking kits, printed resources, and other cessation information for all students affected by this policy. UC Irvine Worklife and Wellness Program provide the same resources for all faculty and staff. Deans, Directors, or Department Chairs are responsible for ensuring compliance with the University Smoking Policy in their area of responsibility.

- Electrical Safety – Work on electrical wiring or electrical equipment is permitted only under the oversight of an Authorized Lockout/Tagout Employee. UC Irvine personnel must comply with the safe use guidelines of this program.

  - Extension cords, of proper size and according to their use, are permitted under the following conditions:
    - For temporary use only, not to exceed 90 days.
    - On non-heat producing devices (i.e., radios, computers, answering machines, etc.)
    - Under specific and written authorization from EHS (for longer term use).
    - Cords exist in one continuous length. Cords must not be connected or spliced together.
    - As temporary wiring for holiday displays, artwork or vendors at special events provided they meet the requirements above.
    - A multi-plug extension cord that incorporates a surge protector and circuit breaker. This form of extension cord is recommended.
  - Extension cords are not permitted under the following conditions:
    - Used as permanent wiring.
    - For use on heat producing or high voltage devices such as heaters, coffee pots, high wattage lamps, refrigerators, microwave ovens, etc.
    - A tripping hazard for normal traffic or emergency evacuation is created.
    - Fire barriers or fire rated walls are breached to run the wiring unless the hole is properly fire- stopped and the wire properly enclosed in the appropriate conduit.
    - The cord shows signs of wear, defects, bulging, exposed wire, or other damage.
    - Located in corrosive areas or near any substance which would deteriorate the extension cord.

- Electrical Panels – Electrical panels are required to be in a location where a person has easy access to turn off the power to a piece of equipment or area in an emergency. Security may be required to prohibit the inadvertent shutdown of critical equipment. It must be recognized, however, that shutting off power to an electrical fire is often the best action to take in a fire emergency.
  - Electrical Panels must meet the following requirements:
    - Be accessible to the occupants in an emergency.
    - Be unobstructed 36 inches in front of and in all directions around the panel.
    - Have the panel cover and panel door securely in place and closed.
    - Have all breakers and main switches clearly marked as to the equipment/area that they control.
    - Be identifiable as an electrical panel. Do not cover or paint electrical panels to match the wall, etc.

- Electrical Panels must not:
  - Be locked (except when approved by EHS)
  - Have the breakers taped or otherwise secured in the on position (except when approved by EHS).
  - Have any work performed on the panel unless the work is approved and monitored by a licensed electrician.

- Electrical Outlets/Switches – An overload on the electrical system may be possible and cause an outlet to spark. The safety guidelines listed below must be followed.
  - Outlets must meet the following requirements:
    - Have the cover plate securely fastened to the outlet box.
    - Be replaced when broken.
    - Have an approved cover. Although metal is permitted by the National Electric Code (NEC), it is not recommended by EHS.
    - Be protected by a Ground Fault Circuit Interrupter (GFCI) when located within six (6) feet of a water source.
    - It is recommended that combustible items such as trash cans, boxes of papers, etc., be kept at least two (2) feet from either side of the outlet, when possible.

- Cooking Safety – Cooking-related fires are the third most common cause of fires in the United States. Cooking can be a safe and enjoyable experience if safety requirements are followed.
  - Permitted Areas – Cooking is permitted only in areas approved by EHS.
  - Areas where cooking is normally permitted:
    - Restaurant style establishments or institutional food production areas.
    - Residential buildings in areas designated for cooking (i.e., kitchen).
    - Employee lounges and break rooms where appliances are installed in compliance with the appropriate standard, and the area is maintained in a safe manner (i.e., stoves/ovens are turned off when not in use).
  - Areas where cooking is not normally permitted are:
    - Offices, laboratories, classrooms, and storage areas.
    - Sleeping areas in dormitories, fraternities, and sororities.
    - Automotive, industrial, and manufacturing settings.

- Special Cooking Areas – Requests for cooking in the areas mentioned above for normal or special occasions must be submitted in writing to the Fire Safety Division. Please try to provide two (2) weeks' notice in advance of the event.
  - Safety Procedures – Where cooking is permitted, the following safety procedures must be followed:
    - Residential Electric/Gas Stoves:
      - Stoves/ovens must have electric or gas connections installed and maintained by a qualified individual hired by FM, individual departments, or the Fire Safety Division.
      - Stoves/ovens when installed must have a grease filter over the stove. Where a grease filter is not installed, cooking must be limited to foods that will not produce grease- laden vapors.
      - Combustible material, such as potholders, paper towels, etc., must be kept at least 18 inches from the stovetop and any burners.
      - A dry chemical fire extinguisher shall be installed in or near the kitchen area. The Fire Safety Division will determine the required locations. Contact the Fire Safety Division for assistance.
      - When cooking, the stove must not be left unattended for any length of time. If it is necessary to leave the room unoccupied, the stove must be turned off.

- Do not use matches to light gas stoves equipped with electric starters. If the starter is inoperative, the unit must be repaired or replaced.
- Check all burners on the stove before leaving to ensure that all units are turned off.
- Portable Gas Stove/ Butane Burner with 1 Range are prohibited from use on campus- refer to Special Event Program for additional information: https://www.ehs.uci.edu/programs/fire/SpecialEventsProgram.pdf.
    - Sterno canisters are permitted in approved metal holders only; places lose is not permitted. See Special Event program for additional information.

- Charcoal Barbecue Grills:
    - These types of grills are not permitted for use at University sponsored functions and activities on campus property. For additional information, contact EHS at 949-824-6200.
- Commercial or Institutional Cooking:
    - All cooking equipment must be installed in accordance with NFPA standards for the proper installation, vapor removal and fire protection of people and equipment.
    - All commercial cooking equipment in which grease-laden vapors are produced must have an automatic dry, wet chemical or equivalent system installed. Portable fire extinguishers (dry chemical type) must also be installed in or near the kitchen area.
    - The equipment, hood and grease filters must be cleaned daily.
    - Each hood and dry chemical system must be inspected according to NFPA standards and frequencies checked by a qualified individual hired by FM and the Fire Safety Division.
    - All kitchen/staff personnel who are subject to be in the area during operation of the equipment must be trained on the hazards involved, use of the portable and automatic dry chemical systems, fire evacuation, and fire reporting procedures.
    - All temperature control devices and thermostats must be inspected and certified by a qualified individual annually. Only a qualified individual will make inspections, testing, adjustments, and repairs.
- Coffee Makers/Pots – Due to their high fire risk, all coffee makers must have automatic shut-off features or be plugged into timers that will automatically shut off the unit at the end of the day. Alternatively, coffee makers must be UL approved for shock hazard and fire protection under UL Standards 1082 or 197. Exception: Coffee makers in Cafeterias/Institutional Kitchen areas and Coffee Shops are exempt from this policy.

- Storage – Storage, in and of itself, does not constitute a fire hazard. The problem begins when items are stored in an improper manner, in a hazardous location where other fire hazards are present, or where storage affects the safe evacuation of occupants.
    - General Storage – This area pertains to any room or building used for the general storage of ordinary combustibles for temporary, long-term, or permanent storage.
    - Combustible materials must be separated from other hazardous materials such as flammables, corrosives, explosives, oxidizers, etc. Contact the Fire Safety Division to assist with evaluations of identified locations.
        - Stored materials must be kept at least three (3) feet from any heat source.
        - Aisles in any room used for storage must have a minimum three (3) feet width to allow for evacuation and for firefighters to gain access to the most remote area of the room.
        - Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes, the exit door, emergency equipment, or entry of emergency personnel.
        - Storage under stairs is not permitted unless approved by the Fire Safety Division.

        - Doors to storage rooms must remain closed except when entering or leaving the room.
        - Smoking must not be permitted in any storage area under any conditions.
    - Flammable Storage – It is critical that flammables not only be used properly, but also stored safely.
        - Storage of flammable materials in a basement is prohibited (includes all lab buildings).
        - A "Daily Use" amount of flammable liquids may be stored on open shelves. "Daily Use" refers to a small amount of consumable flammables, whose use is expected to be of a repetitive nature, and the amount used would not constitute more of a hazard than other ordinary combustibles in the room.
        - In any location where there is more than a total of 4 liters of flammables, these materials are required to be stored away from combustibles and stored in an approved "flammable storage cabinet." This cabinet must be labeled and must incorporate self-closing doors. It is recommended that all flammable liquids be stored in a "flammable storage cabinet" when not in use.
        - Flammable storage must be kept at least fifty (50) feet from open flames or other heat sources.
        - Ordinary combustibles must not be stored in flammable storage cabinets.
        - Oily or grease-laden rags must be kept in metal self-closing containers.
        - Only metal flammable storage cabinets meeting CFC and NFPA standards will be used.
        - Rooms used for storage must be constructed to meet the NFPA requirements for one (1) hour fire separation, ventilation, heating, electrical systems, and fire detection and/or suppression.
    - High Stack/In Rack or Rolling File Storage – This type of storage has become increasingly popular for space saving purposes for records and commodities. This also presents a different type of hazard for fire safety and firefighting.
        - It is highly recommended that non-combustible materials be used in the construction of storage racks. This can help to reduce the amount of fire spread in an area should a fire occur.
        - High rack or rolling file servers, due to their configuration and height, would prevent automatic sprinkler systems from proper operation. "In rack" sprinklers may be required.
        - Storage of materials must not be closer than 18 inches to sprinkler heads.
        - Aisle widths in high rack storage, which also require the use of mechanical devices such as forklifts or carts, will be of sufficient width (minimum of 36 inches) to allow personnel evacuation if a cart is physically located in the aisle.
    - Storage of Hazardous Materials – Hazardous products may produce a substantial amount of harmful inhalation hazards, as well as react with a fire to create a fast moving or explosive situation. Storage of such materials must be strictly controlled.
        - Proper storage and handling of these materials will be determined by the EHS.
        - Hazardous materials must not be stored within fifty (50) feet of any open flame or heat source.
        - Hazardous materials must not obstruct evacuation routes or be stored under stairs.
        - Smoking is not permitted within fifty (50) feet of hazardous materials storage.
        - Hazardous materials must be stored in separate cabinets or rooms according to their reactive properties.
        - Additional information and requirements are contained in the EHS Lab Safety Manual (https://policy.ucop.edu/doc/3500598/LabSafetyTraining).

- Fire Detection, Alarms and Suppression Systems – The requirement to maintain a working fire detection and alarm system is the responsibility of the Facilities Management Building System shop. The Fire Safety Division will review the requirements of type and location for fire detection/suppression and alarm systems. It is the occupants' responsibility to be aware of the type of system in the building and how to react to an alarm.
    - Tampering – Installed systems must not be tampered with in any way. Tampering is considered a criminal act by SFM standards. Tampering is defined as:
        - Any intentional or malicious activation of a system when there is no emergency.
        - The intentional deactivation of a system either by disconnecting, breaking, or removing devices, wiring, etc.
        - Falsely reporting the activation of a system.
    - Obstructing – No part of the system must be obstructed at any time. Obstruction includes the following conditions:
        - There must be a two (2) feet clearance in all directions of fire alarm pull stations.
        - Fire alarm bells/horns/strobes must not be visually blocked or muffled.
        - Smoke/heat/beam detectors must not be covered unless specifically authorized by the Fire Safety Division during renovations or special operations.
        - Storage must not come within 18 inches of sprinkler heads.
        - Renovations that affect the operation of any system must be approved by the Fire Safety Division.
        - Nothing must be hung from or wrapped around any system device or piping.
        - Fire department connections must not be obstructed at any time.
    - Prevention of False Alarms – Any operation that would activate the alarm system must be coordinated with FM Building System Shop. Such operations include, but are not restricted to:
        - Welding or other heat producing work around sprinklers and/or heat detectors.
        - Sanding or other work around smoke detectors, which would create dust.
        - Use of smoke producing devices that could potentially set off smoke detectors.
        - Steam cleaning or spray painting that could potentially set off detectors.
        - Use of open flames near any heat or smoke-sensing device.
    - Testing – Only authorized FM Building System Shop personnel, or their designated contractor, may conduct testing, maintenance, or repair of systems.

- Corridors, Egress Routes, Exit Doors. In an emergency, one of the most important requirements is to ensure that all occupants can leave the building safely. To accommodate this, corridors, hallways, and exits are designed and constructed to allow people to leave the building in the safest and quickest method possible.
    - Obstructions:
        - No corridor, aisle way or component of a means of egress may be obstructed.
        - Furniture and other items in lobbies must not obstruct the minimum width of 44 inches and must be arranged so there is a direct path of egress through the lobby to the exit.
        - Wires, cables, or extension cords must not be laid across corridors, aisles, or pathways.
        - Exit doors must remain unlocked during hours in which the building is occupied. All special locking devices must be approved by the Fire Safety Division.
    - Minimum Widths:
        - Minimum widths (which must be increased accordingly with the number of occupants) range from 18 inches between desks, to 44 inches or greater for corridors, and several feet wide for buildings with large crowds. Contact the Fire Safety Division to obtain guidance on minimum width requirements for specific conditions.
        - Furniture, artwork, wall hangings, statues, etc., which protrude from the walls must not obstruct the minimum width nor present a tripping or other safety hazard.

        - Minimum aisle widths must be maintained at all times.

    - Protrusions:
        - The minimum ceiling height in exit passageways is seven feet (7’-0") and eight feet (8’-0”) for health care facilities. Lights, decorations, signs, or any other item hung from the ceiling may not be lower than six feet, eight inches (6’-8").
        - Wires or cables hung from the ceiling must not present a safety hazard. For example, hanging wires must not become entangled in any equipment that is being transported through a corridor.

    - Items not permitted in corridors include:
        - Flammable storage cabinets of any size.
        - Compressed gas containers of any size.
        - Carts, cabinets, shelves, or other items on which combustibles or flammables are likely to be stored.
        - Chemicals, munitions, pyrotechnics, or any other hazardous materials.
        - Any items that will impede the normal or emergency flow of traffic or will obstruct any emergency device.
        - Portable heaters, coffee pots, food warmers, or other devices that may present a hazard.
        - Unprotected high voltage, electrical or gas-powered equipment of any kind.

        Exceptions to the above list of items will meet one of three criteria:
            - Furniture or equipment constructed of wood or other material of similar combustibility;
            - Per the written agreement dated March 3, 1983, among DFA, EHS and the SFM, Med Sci and Med Surge I and II may store approved materials according to the parameters set forth in the agreement.
            - When approved by the Fire Safety Division, combustible materials may be permitted in exit foyers and lobbies.

    All of these exceptions must be documented with the Fire Safety Division.

- Fire/Smoke Rated Doors – It is our goal that all fire and smoke rated doors are equipped with a self- closing device and are installed to keep fire from spreading throughout a building.
- Blocking Doors – Keeping fire doors open allows smoke and fire to travel though an uncontrolled avenue throughout the building. In order to reduce the spread of fire throughout the building, the following guidelines are provided below:
    - Fire/smoke rated doors must not be kept or blocked open except with an approved automatic magnetic release device, which will release the door when any emergency alarm device is activated.
    - The self-closing devices on doors must not be disconnected or rendered inoperable.
    - If the door must be held open for movement of furniture, equipment or other large size or number of items, the person responsible for the move will provide an individual at the door to ensure the door is not left open if the building is evacuated.
    - "Door chocks" or "foot stops" must not be installed on any fire rated door. Furniture, appliances, etc. must not be used to block the door open.
    - Doors that need to be left open for high traffic areas or visual security may be so authorized by two options: 1) The automatic magnetic release device is installed in a facility that ties into the existing fire alarm system or; 2) The facility is a self-contained building. If one of these options is met, the door will require an automatic magnetic release device installed which will release the door when any emergency alarm device is activated.
    - Obstructions that will prohibit fire/smoke rated doors from closing and latching without human intervention are not permitted.

- Open Burning – Open burning is defined as any open/exposed flame, whether located indoors or outdoors, that could cause a potential fire hazard (i.e., bonfires, campfires, leaf burning, artwork involving flames, pyrotechnics of any kind, etc.)
    - Approvals – Open burning on any UC Irvine properties must be approved in writing by the Fire Safety Division.

- Open Burning Indoors – Open burning indoors (particularly when such burning will activate any type of fire alarm detection/suppression system) is normally prohibited. Special exceptions may be authorized under the following conditions:
  - Obtain a “Hot Work Permit” prior to any indoor open flame. Refer to the Fire Safety Division website at; https://www.ehs.uci.edu/programs/_pdf/safety/welding.pdf for a permit.
  - The proposed burning must not endanger the occupants or facility.
  - The proposed burn location must not block any emergency device or access to any exit.
  - The event coordinator must be responsible for providing a "Fire Watch" (Refer to Fire Safety Division’s Fire Watch Program) of the entire building during the time of the open burning activity. If any of these activities occur, the safety system must be shut down.
  - The event coordinator must contact the Fire Safety Division, Campus Police, and the occupants of the building at least 24 hours in advance of the event or operation for final coordination.
  - The event coordinator must be responsible for providing a Fire Watch in the area of the open burn.
  - The event coordinator must be responsible for completely extinguishing and removing all materials.
  - A five (5) to thirty (30) minute watch must be made of the area to ensure that there is no residual heat remaining in the material that was burned.

- Candles – Candles are approved for use inside buildings ONLY under the following conditions:
  - NOTE: The use of candles in University-owned residence areas (i.e., residence halls, dormitories, fraternity houses, and sorority houses) is prohibited unless written authorization is given by the Fire Safety Division. UNDER NO CIRCUMSTANCES MUST HANDHELD OPEN FLAME DEVICES, SUCH AS EXPOSED CANDLES, BE PERMITTED FOR ANY OCCUPANCY.
  - Candles must be in a "tip-proof" container, which will resist being tipped over.
  - The container must be made of a non-combustible material (normally glass or metal).
  - If tipped, the container must be capable of containing the entire candle and flame, dripping wax, and any convection heat within the container.
  - The candle must not be used within three (3) feet of any combustible materials. Exception: Table displays where the candle is in an approved container one (1) foot from combustible materials and continuously supervised.
  - A person must be in attendance where candles are being used.
  - All candles must be extinguished at the end of the event.
  - Candles must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that the heat or smoke may activate the device.
  - Candles are prohibited under tent structures.

- Heaters
  - The most common causes of fires are unattended heaters, dirty fireplaces and combustible materials located too close to a heat source. The following requirements address the use of portable heaters and fireplaces at UC Irvine.
  - Authorized Use:
    - Portable space heaters are allowed only when there is a problem distributing heat to the building occupant.
    - Ensure that all floor and space heaters are unplugged when not in use.
  - Type of Heater – If authorized, the following guidelines must be followed:
    - The heater must be UL or FM tested and incorporate a tip-over switch which will turn off the heating element and fan if the unit is knocked over.
    - The heater must be in good repair and have a cord long enough to reach the
    - electrical outlet. EXTENSION CORDS MUST NOT BE USED ON HEATERS.

        - The heater must be unplugged at the end of the workday or if the building will be left unattended for an extended period.
    - Use of Heaters:
        - The heater must be kept three (3) feet from any combustible materials.
        - The heater must not be used within fifty (50) feet of flammable storage.
        - The placement of the heater will not create a tripping or evacuation hazard.
        - Fire/smoke rated doors must not be blocked open in order to better distribute heat.
    - Portable Patio Heaters
        - All heaters shall be UL listed for their use.
        - All combustible materials (including tree branches) must be kept ten (10) feet clear from the top of the heater.
        - Do not place heaters under building overhangs or soffits.
        - Keep a minimum three (3) feet clearance around all tables and umbrellas.
        - Use only the recommended fuel type as specified by the heater manufacturer.

- Fireplaces – Due to their high fire risk, the use of fireplaces in University facilities is highly discouraged. If authorized, the following guidelines must be followed:
    - Wood-burning fireplaces must be inspected and cleaned each year before the start of the burning season by a competent firm.
    - Fireplaces must have spark screens or rated glass panels in front of the firebox while the fireplace is in use.
    - Chimneys must be equipped with caps and spark screens to prevent material from restricting the chimney and to prevent sparks from exiting the chimney.
    - Fireplaces must be attended at all times while a fire is burning in the firebox.
    - Fireplaces, if provided, must be extinguished before leaving the building.
    - All combustible material must be kept 36" from the firebox area.
    - Liquid fuel may not be used to start any fire in a fireplace.
    - Ashes from the firebox must be periodically removed to prevent build-up. Ashes must be cool and have been extinguished for at least 24 hours.

- Open Burning Outdoors – Open burning outdoors may be authorized under the following conditions:
    - A written request is sent to the Fire Safety Division, if possible, allow two (2) weeks, but no less than one week, in advance of the event or operation.
    - The proposed burning must not endanger any adjacent buildings, vehicles, or vegetation.
    - The burn location must not block access for emergency vehicles to any building, street, or emergency device.
    - Open flame fires must not be within fifty (50) feet of any flammable storage area (the distance may be increased according to the size of the event), and twenty-five (25) feet of any building, vehicle, or vegetation.
    - The event coordinator is responsible for providing a "Fire Watch" (Refer to Fire Safety Division's Fire Watch Program) as required by the Fire Safety Division.
    - The event coordinator must contact the Fire Safety Division, Campus Police, and occupants of adjacent buildings 24 hours in advance of the event or operation for final coordination.
    - The event coordinator of the open burning must be responsible for completely extinguishing and removing all materials used in the open burning activity.
    - A five (5) to thirty (30) minute watch must be made (as determined by the Fire Safety Division) to ensure that there is no residual heat left in the material that was burned.

- Pyrotechnics/Fireworks – Pyrotechnics displays must be coordinated through the Fire Safety Division and authorized under the following conditions:
    - The individual handling the pyrotechnics must submit a written proposal to the Fire Safety Division as far in advance of the event as possible but at least one week prior

to allow adequate planning and DCFM review time. The proposal must include the type of display, type and amount of materials to be used, current certification by a recognized agency, proof of insurance, and method of transportation and storage.

- The individual handling the pyrotechnics must be licensed by SFM for the material to be used, must be responsible for the proper storage, handling, transportation, use, and disposal of the materials and must hold a permit from the State Fire Marshal.
- The event coordinator must provide a Fire Watch (as determined by the Fire Safety Division) for the length of time that the material is handled.
- Further detailed requirements will be made available through coordination with the Fire Safety Division.

- Fire Extinguishers – The number of recorded disastrous fires has been reduced over the years due to the increased awareness of and the use of fire extinguishers. A fire extinguisher, when used properly on fire in its earliest stage, could lessen the chance of injury to people and damage to property.
  - Responsibility – Facilities Management is responsible for the installation, tracking, maintenance, and replacement of fire extinguishers in UC Irvine state-funded buildings and in non-state funded buildings for which FM is contracted. Extinguishers located inside leased property are the responsibility of the landlord. The Fire Safety Division will assist UC Irvine departments inside leased facilities by coordinating with the building owner. Building owners may decide to contract with FM's vendor or with their own vendor. If an extinguisher needs to be replaced in a state-funded building, call the FM Service desk at (949) 824-5444 for assistance. If an extinguisher needs to be serviced or replaced in a building that is not contracted with Facilities Management, contact the Fire Safety Division for assistance.
  - Types – The type of extinguisher made available in a particular location is determined by the Fire Safety Division using the following factors:
    - The type of hazard (combustibles, flammables, electrical hazards, chemicals, etc.)
    - The number of combustibles and/or flammables in the area.
    - The best agent to be used on the hazard(s) (i.e., water, dry chemical, carbon dioxide, halon).
      - "ABC" or multiple chemical fire extinguishers are found throughout the UC Irvine campus. ABC fire extinguishers can be used on wood, paper, liquids, and chemical fires. UC Irvine also uses "D" or reactive metals fire extinguishers in selected areas on campus. All fire extinguishers are identified and labeled as type "ABC" or type "D."
      - For more information on the types of fire extinguishers found around campus, please refer to the following website: https://ehs.uci.edu/safety/safety-inspection-programs/_pdf/Fire-Safety-Training.pdf
  - Location – The location of the extinguisher will be determined by the Fire Safety Division, who will coordinate with Facilities Management regarding the installation of the fire extinguisher.
    - The extinguisher must be located at or near the exits in the normal path of travel to the exit.
    - The travel distance required to reach an extinguisher is between 30-75 feet, depending on the type of building.
    - The extinguisher must be clearly visible and identifiable. When this is not possible, appropriate signage will be posted directing the occupant to the location.
    - The extinguisher must remain located in its designated location. Do not remove the extinguisher to use as a doorstop, to cover a welding operation, for barbecue activities, etc.
    - The extinguisher must not be hung higher than five (5) feet from the floor.
  - Inspection – Extinguishers must be inspected periodically. The building maintenance staff, UC Irvine Vendor, or designated person must check each extinguisher visually at

least once per month. This check will include:

- Ensuring that the extinguisher is in its designated location.
- Checking the pressure on the gauge (tamper seal on carbon dioxide (CO2 extinguishers)).
- Checking to see that the safety pin is in place and sealed.
- Checking the extinguisher for any obvious physical damage.
- Documentation of prior completed inspections.

- Maintenance – Facilities Management or other building owners will conduct annual maintenance and testing of all fire extinguishers. This includes:
  - The annual inspection of internal parts.
  - Hydrostatic testing periodically (6-year cycle)
  - Repair of damaged extinguishers.
  - Recharging of extinguishers.
  - Replacement of unusable extinguishers
- Misuse of Extinguishers – The following actions will be considered tampering/vandalism of a fire extinguisher.
  - Discharging an extinguisher for any reason other than extinguishing a fire.
  - Relocating an extinguisher without specific approval of the Fire Safety Division.
  - Damaging any part of the extinguisher intentionally or accidentally through carelessness.
- Operation of Extinguishers – Employees comfortable using a fire extinguisher on a fire smaller than a wastebasket, must be trained in the operation of a fire extinguisher. Four basic steps to using an extinguisher can be described by using the acronym PASS:
  - Pull the safety pin from the handle. It will be necessary to break the plastic seal.
  - Aim the extinguisher at the base of the flame.
  - Squeeze the handle all the way down to release the agent.
  - Sweep the agent across the fire with a side-to-side motion. Be sure to cover the entire fire.
- Reporting of Discharged or Damaged Extinguishers – NEVER put an extinguisher back in its place after extinguishing a fire. If an extinguisher is discharged, even for a few seconds, or if it is damaged in any way, report the extinguisher and its location to FACILITIES MANAGEMENT IMMEDIATELY.

- Wall Decorations and Finishes – Interior decorations are a common factor in the spread of fire. Decorations used during the holiday seasons are always a concern. It is necessary to ensure that all interior decorations used meet the requirements of safety and fire resistance.
  - Wall Finish – When planning a renovation or refinish of wall, ceilings, or floors, all new materials must meet the minimum requirements of the CBC and the CFC. The Fire Safety Division is available to assist in determining the fire rating of a material.
  - Approvals – Normally, specific written approvals for holiday decorations will not be required. Written approval will be required if the decorations may interfere with any safety system or may conflict with one or more of the safety requirements stated in this policy.
  - Documentation – Any decoration, whether purchased from a store, dealer, catalog, other business, or if made by hand, will require documentation acceptable to the SFM that the materials used meet the fire safety standards of fire resistance and safety.
  - Decoration Materials – All materials used in decorations must meet the minimum requirements of the CFC, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films. The Fire Safety Division will provide the specific requirements on request. If in doubt, contact the Fire Safety Division for consultation prior to purchasing or installing decorations. General requirements include:
    - Live Christmas trees must have a certificate of flame resistance by SFM approved applicator.

        - Decorations must not be attached to, hung from, or obstruct any emergency device.
        - Combustible decorations must not be hung from ceilings in such a way that a fire could ignite the decorations and endanger the occupants before evacuation.
        - Unauthorized items found during inspections will be required to be removed.
    - Electrical Decorations – Electrical lights, decorations, and cords shall comply with University Purchasing Department requirements and be used in the following conditions:
        - Do not use electrical decorations or cords on combustible vegetation, dry trees, curtains, or any other combustible material, which may be ignited by heat or a potential electrical short in the device.
        - Extension cords used for temporary use in decorations are limited to 90 days. The cords must be one (1) continuous length from the device to the electrical outlet.
        - Multiple electrical devices may be plugged into an approved "bar outlet" which incorporates a breaker, on/off switch, is surge protected, and can reach the outlet without connection to another "surge protector" or an extension cord. This does not pertain to heat producing devices that must be plugged directly into an outlet.
        - Electrical decorations must be turned off and should be unplugged at the end of the day or when the building will be unoccupied for an extended period.
        - Electrical decorations or cords must not be laid or taped across floors in such a way that they may cause a tripping hazard or interfere in any way with evacuation.
        - Any electrical decoration or cord that is damaged, worn, showing signs of overheating, etc. must be taken out of service and repaired or replaced. If not purchased through the Purchasing Department, the electrical equipment must be tested and approved by a recognized testing laboratory, such as UL or Factory Mutual. The device must bear the appropriate label, sticker, or tag, supplied by the manufacturer.
    - Amount of Decorations – This program does not specifically limit the use of decorations; rather, a general rule of thumb by the Life Safety Code limits combustible material to 10% of the existing wall space of an area. The amount of decorations used will be limited by the following criteria:
        - Decorations must not obstruct any corridor, exit or safety device.
        - Decorations must not exceed the amount of combustibles that could be contained by any existing extinguishing system or quickly brought under control with a fire extinguisher.
        - As determined by EHS, the amount of combustibles that would aid in the rapid spread of fire, such that it could endanger or entrap the occupants must not be exceeded.
        - The amount of decorations may affect the occupant load of the area if such decorations cover any required floor area used in the calculation of the occupant load.
    - Luminaries/Candles – Under the following conditions, luminaries are permitted for use in both the electrical and candle versions.
        - Candle type luminaries must not be used indoors.
        - Candle and/or electrical luminaries are permitted outdoors.
        - Candle types must not be placed within five (5) feet of combustible material such as leaves or paper decorations.
        - An individual must be designated to supervise, control, and manage the luminaries and ensure that they are properly extinguished and properly discarded.
        - Candles must be extinguished at the end of the night or event unless the area is supervised.

        - Electrical luminaries must be rated for outdoor use.
        - Electrical cords and extension cords must not be placed so as to cause a tripping or fire hazard (i.e., frayed or unrated cords running along a path of dry leaves).
        - Ensure that any candles, or other such materials, and holiday decorations are extinguished, turned off or unplugged, as necessary.

- Furniture Fire Resistance – All "upholstered furniture" is regulated by the California Department of Consumer Affairs, Bureau of Home Furnishings and Thermal Insulation. The following Technical Bulletins apply to UC Irvine:
    - Technical Bulletin 117-2013 (TB 117-2013) – All furniture sold in California must meet this Bulletin. Refer to the Purchasing Department for additional assistance.
        - Unsprinklered buildings – New seating furniture purchased for use within unsprinklered UC-owned/occupied medical facilities, child care centers, auditoriums (as defined below), and in the public assembly areas (e.g., lobbies, lounges, etc., having ten (10) or more articles of seating furniture) of housing/dining facilities, shall have been certified by its manufacturer as having met the test requirements set forth in TB 117-2013 and bear the prescribed label.

          Sprinklered buildings – Seating furniture purchased for use in fully fire sprinklered buildings (as defined in NFPA 13), UC-owned/occupied child care centers, auditoriums, and in public assembly areas (e.g., lobbies, waiting rooms, lounges, etc. having 10 or more articles of seating furniture) of medical facilities and housing/dining facilities, is STRONGLY recommended to have been certified by its manufacturer as having met the test requirements set forth in TB 117-2013 and bear the prescribed label.

          Note: TB 117-2013 does not apply to non-upholstered furniture such as wood or plastic chairs or to products such as desks, draperies, wastebaskets, mattresses, cribs and crib mattresses, case goods, and other "no seating" furniture products.

          Note: TB 117-2013 does apply to dual purpose furniture products such as sleeper sofas and hospital examination room tables and similar seating devices that can also be used in seated, reclined and sleeping positions if intended for use in public occupancies.

    For the purpose of these guidelines, "auditorium" shall be defined to include any room with a maximum occupancy of 50 or more, in which events open to the general public (e.g., plays, shows, concerts, film presentations, etc.), are held. Classrooms and lecture halls not used as described above would not be considered auditoriums, regardless of size.

- Nightly Closing Checks – It is important to ensure that when leaving for the day or shift, no potential fire hazard is left behind. The following is a short list of common items that should be checked before leaving the facility.
    - Electrical:
        - Unplug all heat-producing devices such as coffee pots, toasters, heaters, etc.
        - Turn off all electrical equipment that does not require continuous power such as computers, radios, televisions, lab equipment, power equipment in maintenance shops, etc.
        - Ensure that all equipment that requires continuous power does not have frayed or worn cords and is not warm to the touch. Ensure that combustible materials are not stored near motors.
        - Turn off all unnecessary lighting. If lighting is required for security, ensure that no combustibles are stored near or attached to the lighting device.
    - Trash:
        - Unless the department has custodial services, ensure that all trash cans are emptied daily.
        - Do not empty small office trash cans into larger containers in the building. Remove them to an approved receptacle outside the building.
    - Cooking Equipment:
        - If provided, ensure that all stoves, deep fat fryers, and other heat type cooking equipment are turned off.

- If APPROVED, ensure that portable cooking equipment is unplugged (i.e., hotplate or food warmer).

- Filming on Campus – All filming activities must be reported to the Fire Safety Division as far in advance as possible but at least two (2) weeks prior to allow for adequate planning, DCFM review time, and so that the proper permits may be obtained. At least one (1) week notice must be provided to the Fire Safety Division to obtain a separate permit for any temporary tent structures. Both of these permits are required by the SFM's office.

6. Reporting Requirements

- Reporting of Fires or Explosions:
  - California Health & Safety Code, Section 13110.5 (https://34c031f8-c9fd-4018-8c5a-4159cdff6b0d-cdn-endpoint.azureedge.net/-/media/osfm-website/what-we-do/fire-and-life-safety/reporting-fires-on-state-property-2020.pdf?) requires that all fires be reported to the SFM Office. Therefore, ALL fires or explosions within UC Irvine's properties or leased properties must be reported to the Fire Safety Division IMMEDIATELY.

7. References

- For Fire Safety information on specific topics, please contact the following personnel:

Contact Person	Fire Safety Topics
Dale Saunders, Lead DCFM Campus Fire Marshal –D&CS Environmental Health and Safety (949) 824-4077 dale.saunders@uci.edu	Designated Campus Fire Marshal for Design and Construction, SFM Plan Reviews and Construction Inspections which includes compliance of all fire safety systems for Design and Construction Projects.
CiJi Brown Assistant Fire Marshal- FM Environmental Health and Safety (949) 824-0137 cijib@uci.edu	Plan Reviews and Construction Inspections, which includes compliance of all fire safety systems for Facilities Maintenance projects.
Eric Gardner Assistant Fire Marshal - Construction and Prevention Environmental Health and Safety (949) 343-7665 gardner@uci.edu	Title 19 Program Building Surveys, Special Events (including temporary tent structures), Open Flames, Fire Safety Awareness Training, Fire Alarm and Sprinkler inspections, Fire hydrants, Housing Fire Safety. Plan Reviews and Construction Inspections.
Sandra Huang Conrrad Assistant Director, Research Safety Environmental Health and Safety (949) 824-6982	EHS Lab Coordinators, Lab Surveys, PPE, Controlled Substances, Chemical Safety, Biological Safety.

Jennie Wung Assistant Director, Safety Services Environmental Health and Safety (949) 880-4270 jwung@uci.edu	Works Permits, liaison for Cal/OSHA reporting, and Trenching and Shoring. Industrial Hygiene and Training
Ana Clayton, REHS Environmental Health Specialist Environmental Health and Safety (949) 824-5730 aclayto2@uci.edu	Food Service Permits, Water Distribution Line Disinfection

- Training:
  - Training Frequency and Subjects – The best way to avoid a fire is to be knowledgeable about fire hazards and how to prevent them from occurring. The Fire Safety Division will provide training to any UC Irvine employees, staff, or faculty upon request. Each UC Irvine employee, faculty and staff member should:
    - Attend initial, and every three years after, Core Safety classes. See the EHS training schedule located on the internet at: www.uclc.uci.edu.
    - Receive a briefing from their supervisor on the specific hazards of the work area within 30 days from the start of work.
    - Other specific training requirements may be required, depending on the operation of the employee's work area.
    - Fire drills
      - The department performing the fire drill is responsible for conducting a fire drill (e.g., Student Housing, Student Health, Childcare, etc.) The Fire Safety Division will assist and serve as a technical resource when requested by the department.
    - Fire Extinguisher Training – All employees who work in areas that have a moderate to high fire hazard or employees who are interested should attend fire extinguisher training on an annual basis (e.g., Student Housing, Student Health, Childcare, etc.)
      - A training schedule and class registration can be located at: www.uclc.uci.edu.
    - Resident Assistant (RA) Fire Safety Awareness
      - RA's for each undergraduate housing unit will attend a Fire Safety Awareness class during their first week of general RA training. This class is coordinated and taught by the Fire Safety Division on an annual basis.
      - RA Fire Safety Awareness training includes a section on Fire Extinguisher use.