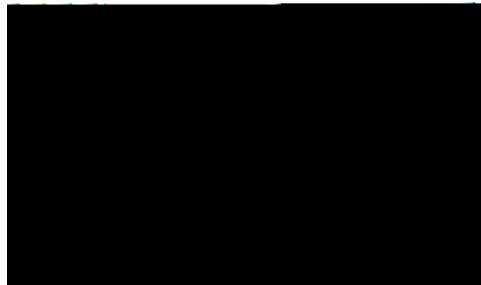


MiraCosta Community College District

Fire Prevention Plan

Authority and reference cited:
Section 142.3, Labor Code
California Code of Regulations, Title 8
General Industry Safety Order §3221



February
2015
Version 1.0

Version 1.0

Fire Prevention Plan

I. OBJECTIVE

The purpose of this Fire Prevention Plan is to identify, reduce and eliminate the causes of fire, prevent loss of life and property by fire, prevention of hazards which have the potential of starting fires and to comply with the California Occupational Safety and Health Administration's (Cal/OSHA) standard on fire prevention, California Code of Regulations, Title 8, General Industry Safety Order §3221. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards. This written plan shall be kept in the workplace and made available for employee review.

Furthermore, it is the policy of the College to provide training to its employees in order that they would be able to assist College safety personnel in the prevention, recognition, and mitigation of potential hazards.

II. BACKGROUND

MiraCosta Community College District (District) is committed to minimizing the threat of fire to students, employees, guests, and property. The District complies with all applicable laws, regulations, codes, and good practices pertaining to fire safety and prevention. This Fire Prevention Plan serves to reduce the risk of fires at all of the District's Facilities in the following ways:

- X Identifies materials that are potential fire hazards and their proper handling and storage procedures;
- X Identifies potential ignition sources and the proper safety procedures of those materials;
- X Describes fire protection equipment and/or systems used to control fire hazards;
- X Identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
- X Identifies persons responsible for the control and accumulation of flammable or combustible material;
- X Describes good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency;
- X Provides training to employees with regard to fire hazards to which they may be exposed;
- X Discusses preventative maintenance on fire protection equipment.

Location of plan

This Fire Protection Plan will be kept on the District's website. page 10. 2.196 0 Td [(ma)-18.6(y)]5(P)]TJ -0

A. Authority and Policy Establishment

The Superintendent/President determines the District's fire prevention and protection policies. The President will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

B. Plan Administrators

The Director Risk Management and the Director of Facilities (or their designees) shall manage the Fire Prevention Plan for the District, and shall maintain all records pertaining to the plan. The Plan Administrators shall also review the Plan annually, and make any necessary corrections.

C. Enforcement

Deans and Directors are responsible for notifying the Director of Risk Management and the Director of Facilities (or their designee) when changes in operation increase the risk of fire. Deans and Directors are also responsible for enforcing the District's fire prevention and protection policies.

D. Employees

All employees shall:

1. Conduct operations safely to limit the risk of fire.
2. Report potential fire hazards to their supervisors.
3. Follow fire emergency procedures.

E. Risk Management and Facilities collaborate

- Conduct annual inspections of all campus building to ensure compliance with State and local fire code regulations.
- Review plans and specs for the remodeling of older buildings and construction of new facilities. Advise on applicable fire codes and practices.
- Assure that District buildings, facilities, fire detection and fire suppression equipment are properly inspected at regular intervals and maintained to reduce the potential of fire losses.
- Monitor the use of flammable liquids and materials.
- Coordinate maintenance of District fire extinguishers and the ETj 5 e73ar.lirict

E. Corridor Fire Hazards

It is critical to keep the hallways in a safe condition, as these are the primary evacuation route for most faculty, staff, students and guests. To prevent problems,

Combustible Materials

- Combustible materials are collected from offices, classrooms and labs by Facilities' custodial staff. Material is deposited in dumpsters located outside every major District facility.
- Facilities contracts with a waste disposal company to pick up combustible trash regularly.

I. Smoking

Smoking or the use of any tobacco product is prohibited at all campus sites. Students, staff members, and visitors to the campuses of MiraCosta College are permitted to use tobacco products in their personal vehicles *only*. Certain sections at campus entrances from parking lots are designated for disposal of cigarette butts and NOT designated smoking areas.

VI. TYPES OF FIRES

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.
To handle Class B combustibles

- C. Fire Doors and Barriers
- D. Portable Fire Extinguishers (see XXXX)
- E. Sprinkler Systems

A. Fire Alarms

All of the District's buildings contain the proper fire detection and alarm systems, as per State Fire Protection Codes.

- Manual fire alarm pull stations are distributed throughout campus buildings and are readily accessible in the normal path of exit.
- The audible signal is of sufficient duration and intensity that it is capable of being heard by persons of average hearing ability.
- Alarm systems are checked every six months to determine if they are working properly.
- Most campus fire alarm stations have been covered to prevent frequent false alarms. These covers can be easily activated by breaking the glass with the device attached to the cover.
- Fire alarms are monitored at the Campus

The District shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials. Maintenance of all Fire Protection Equipment is administered by the Facilities Department. The District will comply with requirements of the National Fire Protections Association (NFPA) codes for specific equipment. Where required, the District has installed fire suppression hood systems in kitchens. These systems are inspected and cleaned as necessary by a licensed contractor. As indicated, certified outside contractors periodically inspect the District's fire protection equipment and systems to insure functionality.

IX. FALSE ALARMS

In the event that a fire alarm is triggered without a real fire (through mistake, malice or equipment fault), notify Campus Police 760-795-6640 immediately of the false alarm. Please note, however, even if it is a false alarm, the Fire Department retains authority over the building until the Fire Chief releases it back to the District.

X. TRAINING

The District shall apprise employees of the fire hazards of the materials and processes to which they are exposed. The District shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. Basic Fire Prevention training may be given by any qualified individual (Directors, Risk Management, Facilities or Public Safety, or his/her designee, Local Fire Chief, etc.). The Department Head may contact these Directors (or their designee) to conduct the training or make their own arrangements with other qualified individuals.

Supervisor.009 t.7(a)n <</M2.283 0 Td [(r).565 0 Tic

