



Administrative Procedure

Number:	409
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Supercedes:	
Page:	1 of

Subject: FIRE PROCEDURES

1.0. PURPOSE:

To establish procedures for ensuring safe evacuation in case of fire and preventing hazardous situations.

2.0. ORGANIZATIONS AFFECTED:

Campuswide.

3.0. REFERENCES:

- 3.1. California Administrative Code, Title 8, Section 3320 ff.
- 3.2. Office of the Chancellor memorandum, TL/EHOS 79-12, Subject: Fire and Explosion Investigation.
- 3.3. Cal State L.A. Administrative Procedure, Subject: Emergency Action Plan.
- 3.4. Emergency procedures located in the Campus Telephone Directory.

4.0. POLICY:

- 4.1. The University will ensure that procedures exist for a safe and rapid evacuation when a building evacuation alarm sounds, or when the building is ordered evacuated by Public Safety personnel.
- 4.2. The University will provide inspection and maintenance of fire suppression equipment and training programs to provide a safe environment for all personnel.

5.0. DEFINITIONS:

- 5.1. Inspection--Process by which fire suppression property and equipment are periodically checked for condition and utility to determine whether maintenance, repair, or replacement is necessary.

Approved:

Date:

5.2. Inventory--List of the locations and condition of fire suppression property and equipment.

6.0. RESPONSIBILITIES:

6.1. All University Employees will:

6.1.1. Dial extension 3333 to report to the Public Safety Office any sight or smell of smoke or fire and give the building and floor location, nature, and severity of the fire.

6.1.2. Report any observed damage to fire equipment to Public Safety.

6.1.3. Assist police and health services staff as requested during an actual emergency or fire drill.

6.1.4. Be familiar with building evacuation procedures and comply during an actual emergency or fire drill.

6.2. Faculty and Department Administrators will:

6.2.1. Inform all employees, students, and frequent visitors of the following:

a. Existence of the emergency telephone number - Extension 3333.

b. Emergency procedures located in the Campus Telephone Directory.

c. Emergency telephones which provide direct communications to Public Safety. The locations of these phones are listed in the Campus Telephone Directory.

d. Potential fire hazards in the work area and proper handling and storage procedures for hazardous materials.

e. Potential ignition sources and control procedures, as well as the type of fire protection equipment which can control a fire involving them.

6.2.2. Ensure that each telephone within their jurisdiction has the campus emergency sticker affixed.

6.2.3. Ensure that materials are stored or stacked in such a way as to present a fire hazard.

6.3. Plant Operations will:

6.3.1. Maintain a current inventory of all fire hose cabinets, extinguishers, hydrants, sprinkler systems, smoke detectors, fire alarm panels and exit lights on campus.

6.3.2. Conduct or arrange for annual and periodic inspections and tests of all fire equipment and systems.

6.3.3. Repair and replace equipment, as required.

6.3.4. Conduct routine inspections of campus elevators for emergency instructions in the emergency telephone compartment.

6.3.5. Arrange for periodic maintenance and testing of all elevator override fire evacuation systems.

6.3.6. Ensure that all exits are maintained free from obstructions or impediments to full and instant use in the case of fire or other emergency.

6.3.7. Respond immediately to buildings to shut off electricity, gas, or water to prevent unnecessary mishaps in the case of an actual fire.

6.3.8. Provide additional equipment, as required.

6.4. The Center for Health and Personal Services will:

6.4.1. Be prepared to respond immediately to an actual fire and to aid the injured.

6.4.2. Coordinate the delivery of emergency medical care and transportation. Determine whether additional medical help is needed and request Public Safety staff to contact the proper agency.

6.5. Public Safety will:

6.5.1. Immediately dispatch officers to the scene and search for fire, smoke, or activated alarms and alert the fire department.

- 6.5.2. Attempt to extinguish or contain the fire and, if warranted, start evacuation.
- 6.5.3. Maintain order in and around the affected area.
- 6.5.4. Maintain a list of disabled students and staff by location who may require assistance in evacuation.
- 6.5.5. Report accumulations of flammable and combustible materials and damaged equipment to the appropriate department.
- 6.5.6. Be trained in the emergency evacuation of disabled persons and use of fire suppression equipment.
- 6.5.7. Direct the fire department and other emergency personnel to the affected area.

6.6. The Risk Management and Safety Officer will:

- 6.6.1. Coordinate preparation of required reports in the event of an actual fire.
- 6.6.2. Coordinate quarterly fire drills at a time when there is significant population on campus. The Director of Data Processing should be notified of fire drills so that the computers need not be shut down.
- 6.6.3. Provide a list of disabled students and staff by location to the Director of Public Safety.

6.7. The Director of Data Processing and Management Information Services will arrange for periodic inspections and tests of fire detection and protection systems in the computer room.

7.0. PROCEDURES:

In case of fire:

- 7.1. Dial extension 3333 to report the fire. Activate the nearest alarm.
- 7.2. All personnel will evacuate the building in a quick and calm manner. Exit toward the nearest stairwell, furthest from the fire or smoke.

DO NOT USE THE ELEVATOR. DO NOT RETURN TO THE ROOM OR BUILDING FOR ANYTHING ONCE EXITED.

- 7.3. Assist the handicapped where necessary. If complete evacuation is not possible, move them to the nearest stairwell and request assistance from the University Police.
- 7.4. Make every effort before leaving to unplug or shut off all appliances (gas or electric) which could contribute to the fire.
- 7.5. Once outside, move to the area designated for the building in the Emergency Action Plan and allow access for emergency personnel.

To the extent possible, a head count will be conducted.

8.0. APPENDICES:

N/A