

Administration and Finance Program Directive

## Fire Protection Program

01/01/2021

**Effective Date**

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### **1. PROGRAM OVERVIEW**

- 1.1. This program directive establishes the overall policy for the Fire Protection Program at Cal Poly. A successful Fire Protection Program requires participation, cooperation, and support from all organizations on campus.
- 1.2. The ability to prevent fires from happening, rapidly detect fires if they occur, effectively extinguish fires before significant damage occurs, and maintain building features that minimize the consequences of fires, are essential to the safety of the students, faculty, and staff.

### **2. APPLICABILITY**

- 2.1. This program directive is applicable to university personnel and contractors that are engaged in Fire Protection Program activities on campus.

### **3. DEFINITIONS**

- 3.1. Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- 3.2. California Department of Forestry and Fire Protection (CAL FIRE): A fire department of the California Natural Resources Agency. Responsible for fire protection and emergency

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services in various areas under state responsibility or via contract with local governments as well as administration of the state's private and public forests.

- 3.3. Fire Protection Program (FPP): A campus wide program that implements, maintains, and complies with the provisions of
  - California Health and Safety Code, Division 12,
  - 24 CCR Part 9 "California Fire Code"
  - 19 CCR Division 1, "State Fire Marshall"
  - Applicable NFPA codes and Standards
- 3.4. Fire Protection Systems and Features: Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof.
- 3.5. National Fire Protection Association (NFPA): United States trade association that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments.
- 3.6. Office of the State Fire Marshal (SFM): A CAL FIRE program that focuses on fire prevention through several major program elements including training, engineering, prevention, fire and life safety, code development, and enforcement.

#### **4. PROGRAM OBJECTIVES AND REQUIREMENTS**

- 4.1. Program Organization
  - 4.1.1. Establish organizational and administrative responsibilities for the Fire Protection Program.
  - 4.1.2. Develop procedures that assign and identify responsibilities for:
    - a. Fire and Life Safety Specialist(s)
    - b. Responding to fires and performing fire-fighting on campus
    - c. Performing fire protection inspections, testing, and maintenance
    - d. Interfacing with the authority having jurisdiction
    - e. Training of personnel supporting the fire protection program
  - 4.1.3. Ensure the qualified fire and life safety specialist is experienced in fire protection
- 4.2. Control of Fire Protection Impairments
  - 4.2.1. Prevent impairments of fire protection systems and features to every extent possible, consistent with maintenance and testing requirements.
  - 4.2.2. Where appropriate, take actions to mitigate impairments of important fire protection systems or features such as implementing backup fire fighting equipment, fire watch personnel, etc.
  - 4.2.3. Correct fire protection impairments returning equipment to service in a timely manner.
- 4.3. Local Fire Fighting Agencies
  - 4.3.1. Maintain liaison with state and local fire fighting organizations

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4.3.2. Coordinate periodic training and fire fighting activities with the state and local fire departments

4.4. Training

4.4.1. Train personnel affected by fire protection requirement to the appropriate level for their duties

4.4.2. Train students and personnel on their responsibilities to the fire protection program, how to report fires, and their actions in the event of a fire.

4.4.3. Train fire watch personnel to understand fire watch expectation, their duties and responsibilities

4.5. Procurement of Fire Protection Equipment and Services

4.5.1. Ensure applicable regulatory, NFPA code, and other requirements necessary to ensure adequate protection or features, are included in or invoked by reference in the documents for procurement of items or services.

4.5.2. Utilize Underwriters Laboratory (UL) or Factory Mutual (FM) approved fire protection system components or an equivalent listed component when required.

## **5. RESPONSIBILITIES**

5.1. The Vice President of Administration and Finance has overall responsibility for implementing, coordinating, and maintaining in effect all provisions of the approved Fire Protection Program for Cal Poly.

5.2. The Vice President of Public Safety/Chief of Police is responsible for fire event response actions. This includes maintaining fire fighting support and access to the entirety of campus. Emergency responder support may be performed by a combination of university personnel local and state fire fighting organizations where needed. When external organizations are utilized, a memorandum of understanding shall be maintained.

5.3. The Director of Environmental Health and Safety is responsible for the following:

- Providing a liaison for State Fire Marshal inspections
- Providing information and interpretation fire protection regulations, codes, and standards to the university.
- Providing materials for general employee training and reference on the Fire Protection Program
- Generating, communicating, and maintaining key fire protection program metrics that displays the overall integrated health of the plant Fire Protection Program
- Managing the hot work permit process
- Coordinating fire drills

5.4. The Director of Facility Operations is responsible for the following:

- Providing personnel who are certified and registered as required to perform work on fire protection systems and features.

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- Performing required inspections, testing, and maintenance of fire protection systems and features as defined in this program directive.
- Repairing or correcting degraded, impaired, and non-conforming fire protection systems and features.
- Creating, maintaining, and storing records of inspections, testing, and maintenance where required.
- Providing temporary fire protection equipment for events and temporary structures as required.

5.5. The Director of Facilities Planning and Capital Projects is responsible for ensuring projects are implemented per the fire protection design standards and providing the necessary documentation to facility operations to perform required preventative maintenance within 30 days.

5.6. Contractors

- Providing personnel who are certified and registered as required to perform work on fire protection systems and features per contract scope.
- Providing necessary documentation of inspection, testing, or maintenance activities as required.

## **6. KEY IMPLEMENTING DOCUMENTS**

- 6.1. EHSXX – Fire Protection Program Administration Procedure
- 6.2. EHSXX – Fire Protection Inspections, Testing, and Maintenance Requirements
- 6.3. EHSXX – Fire Protection Manual
- 6.4. FOXX – Fire Protection Maintenance Procedure
- 6.5. Facility Design Considerations (Design Specification)
- 6.6. Cal Poly Police Department Fire Alarm and Fire Call Operational Policy

## **7. RECORDS**

None

## **8. REFERENCES**

- 8.1. California Health and Safety Code, Division 12, Fires and Fire Protection
- 8.2. 24 CCR Part 9, California Fire Code 2019
- 8.3. 19 CCR Division 1, State Fire Marshal

## **9. DOCUMENT OWNERSHIP AND MAINTENANCE**

- 9.1. Document Owner  
Environmental Health & Safety
- 9.2. Document Approval Routing

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Revisions or changes to this program directive require the following coordinated approvals before the change is made effective:

1. Director, Environmental Health & Safety
2. Director, Facilities Operations
3. Director, Facilities Planning and Capital Projects
4. Vice President, Public Safety

9.3. Revision Notes

9.3.1. Revision 0: Initial Issuance