



Fire Protection And Prevention Program

Mt. San Antonio College

July 2022

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1. Background

The purpose of the Fire Protection and Prevention Program to establish uniform procedures for employees, students, contractors, vendors and visitors to prevent fires from occurring and to conduct the proper emergency procedures if one does. These guidelines follow the National Fire Protection Association (NFPA) Life safety Code 101 and the American with Disabilities Act (ADA).

2. Responsibilities

➤ Department: Maintenance and Operation (M&O)

The department acts as the liaison between the local fire department and the MT.SAC community. Maintenance and Operation oversees the fire protection and prevention program and maintains an active database for inspection of fire extinguishers, fire alarm systems and other fire safety related equipment on the premises. Environmental Health and Safety (EHS) conducts code compliance inspections at all the buildings in MT.SAC. EHS and M&O department coordinates the fire protection and prevention program and provides training and information to the MT.SAC community as needed.

The designated contact person for MT.SAC is:

Ken Bohan William Asher
909-274-4356
Sayeed Wadud
909-703-1244

➤ Los Angeles County Fire Department - Station 146

Los Angeles County Fire Department - Station 146 is the local fire department, which responds to all alarms on MT.SAC, and is active in the evaluation of code compliance and access to the MT.SAC premises. Once an alarm is initiated, the threat is confirmed by the MT.SAC Public Safety Department and LAFD responds. The LAFD is the only entity that can give the approval to reset a fire alarm system once the fire department has been dispatched.

➤ Police and Campus Safety Department

A Police and Campus Safety officer of the MT.SAC responds to all alarms on the premises. Their primary responsibility is to assess the potential fire and make the appropriate communications necessary to notify emergency personnel. Secondly, they secure the area of any immediate hazard and act as a liaison between the local fire department and the MT.SAC when an alarm occurs on site.

➤ **Building Manager and Marshalls**

Building owned by MT.SAC has an assigned Building Fire Marshall. It is the responsibility of the building Marshall to be the advocate for their respective building and cooperate with fire drills and assign Building Evacuation Assistants.

3. MT.SAC – Maintenance and Operation team

M&O team will assist in providing access to buildings or may provide substitute space for individuals whose office, lab, classroom, etc. has been damaged by fire. Testing and repair of the exit and emergency lights of all MT.SAC owned buildings will be done by electrical department of MT.SAC. Any damaged fire alarm protection and sprinkler system, designated vendor will assess the damage and will take necessary steps to mitigate damage. M&O will oversee the work.

4. Contractors

It is the responsibility of outside contractors working in MT.SAC buildings or on the MT.SAC property to provide adequate fire protection to workers on the job site. It is also the responsibility of contractors to train their employees to evacuate the building safely during a fire alarm. Contractors working on fire alarm systems connected to The MT.SAC's fire alarm system must contact Facility Department 909-274-4850 prior to performing any work on that buildings fire alarm system. It is also the responsibility of contractors working on MT.SAC premises to contact Facility management if they will be doing any work which could potentially set off the fire alarm system.

5. Equipment and Inspections

➤ **Automatic Fire Sprinkler Systems, Standpipes, and Fire Pumps**

38 buildings of MT.SAC which have wet sprinkler systems.

➤ **Inspections**

All water-based fire protection systems in MT.SAC owned buildings are inspected and tested annually per NFPA 25 guidelines by an outside contractor who also provides emergency repair service twenty-four hours a day. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the equipment under consideration. The monthly inspection also includes review of all control valves to ensure they are secured in their normal operating positions. Quarterly tests consist of, but are not limited to, flow tests of sprinkler systems, tests of tamper and water flow alarms, inspections of hydraulic data plates, inspections of emergency sprinklers and wrenches, and inspections of all fire department connections. Annually, visual inspections occur throughout each facility, trip tests to dry systems, full flow tests of backflow prevention are performed.

There are additional tests and inspections that are performed less frequently than annually, such as flow tests of standpipes and tests of pressure gauges, which also take place. The EHS maintains documentation regarding these inspections and coordinates contractor activities.

6. Portable Fire Extinguishers

➤ Extinguishers

Currently, there are approximately 1400 dry chemical, and carbon dioxide fire extinguishers on MT.SAC. Fire extinguishers should always be conspicuously located and unobstructed. Contact Facility Management to request a hazard analysis for placement of a fire extinguisher or to request a different size or type extinguisher for your area.

➤ Types of Extinguishers

Fire extinguishers are described by the type of fire that they extinguish. Fire ratings can be found on the extinguisher faceplate signifying the type of fire they extinguish.

a) Type ABC

- i) Multipurpose extinguisher that can be used on Class A, B, and C fires
- ii) Dry chemical extinguisher filled with a yellow powder made up of primarily mono-ammonium phosphate.
- iii) Pressurized with Nitrogen.
- iv) Leaves a residue that can harm sensitive electronic equipment.
- v) Range in size from 2.5 lbs. to 20 lbs.

b) Type BC CO₂

- i) Can be used on Class B and C fires.
- ii) Filled with Carbon Dioxide under pressure.
- iii) Recognized by the lack of a pressure gauge and presence of a horn.
- iv) Range in size from 5 to 50 lbs.
- v) Leave very little residue.
- vi) Typically found in labs, mechanical rooms and kitchens.
- vii) Remember that if damaged, a CO₂ cylinder can become a missile, so handle them with care.

c) Type K

- i) Used during kitchen fires.
- ii) Uses fine wet mist of an alkaline mixture (potassium acetate, carbonate, or potassium citrate). When applied, it creates soapy foam blankets on oil or grease which cools and prevents oxygen.

iii) Class K fire extinguisher can also, in many cases, be effective at putting out a Class A fire that began in the kitchen as a result of the Class K fire.

➤ **Inspections**

Third party vendor is responsible for the Annual maintenance and inspection of all portable fire extinguishers in MT SAC owned buildings. All portable fire extinguishers in MT SAC owned buildings are visually inspected monthly by Maintenance and Operations personnel. And the annual inspection is carried out by qualified, licensed contractor. Each fire extinguisher is inspected to determine if the seal and pin are intact, the extinguisher gauge indicates the extinguisher is fully pressurized and that the extinguisher is in place and operational. Any fire extinguisher found missing a seal or pin or with a low charge indicated on the gauge will be replaced. Each portable fire extinguisher is inspected and reviewed to determine if hydrostatic testing, tagging or other preventive maintenance is required. All dry powder chemical fire extinguishers must be internally inspected every six (6) years with either maintenance or recharging or hydrostatic testing and recharging performed, while carbon dioxide fire extinguishers are inspected every five years. An outside contractor provides preventive maintenance and recharging of all carbon dioxide extinguishers in MT.SAC owned buildings. All ABC and BC type extinguishers in MT.SAC owned buildings are recharged and hydrostatically tested by an outside contractor. Documentation of annual inspections is maintained on the fire extinguisher tags, while documentation of monthly inspections is maintained at Maintenance and Operation office.

In the event that an extinguisher is discharged in a MT.SAC owned building, it is the responsibility of the individual discharging the extinguisher to notify Facility Management immediately at (909) 274-4850 so that the extinguisher can be replaced while recharging and maintenance is being performed.

The designated contractor who will carry out the inspection and maintenance of the all Wet sprinkler systems, Standpipes, Fire extinguisher and Ansul kitchen hood Systems at MT.SAC, is:

GNA Fire Protection
117 South Vermont Ave
Glendora CA 91741
626-914-5529

The company carries out the following:

- Annual inspection of the Wet Sprinkler system
- 5 years Wet sprinkler system inspections
- Annual Fire extinguishers inspections
- Semimanual Kitchen hood system

7. Fire Alarm Systems

Majorities of the buildings at MT.SAC are equipped with fire alarm system. These systems are monitored by the third party vendor 24-7. Buildings are equipped with main fire panels and annunciators. The protocol for a Fire Alarm at MT.SAC:

- a) Once the Fire alarm is activated during regular working hours (8 am to 5 pm) MT.SAC Police and Campus Safety will response to the call along with the MT.SAC Maintenance and Operation Safety and Risk Management and LAFD will be notified immediately.
- b) Fire alarm activation after 5 pm or weekends, MT.SAC Police and Campus Safety department will response and third party vendor will notify LAFD.
- c) Police and Campus Safety assist building evacuation assistant with the evacuation and accountability process.
- d) Police and Campus Safety officers will guide the Fire Department to the location and will assist FD with location of the Fire Plane and Riser room and assist FD with unlocking doors. This protocol may vary depending on the situation of emergency.

➤ Inspections

The inspection of fire alarm systems is completed a third party vendor. Each fire alarm system is tested annually. Fire alarm systems are inventoried and tested by a certified fire alarm technician.

The designated contractor who will carry out the inspection and maintenance of the Automatic Fire alarm system:

**First Fire System
6000 Venice Blvd
Los Angeles CA, 90034
323-965-9300**

8. Fire Alarm Initiating Devices

➤ Heat Detectors

There are several heat detectors inventoried in MT.SAC owned buildings. These detectors are maintained, inventoried, cleaned and replaced by MT.SAC third party vendor/M&O. Anyone performing an activity that might initiate a fire alarm heat detector must contact MT.SAC Police and Campus Safety and Facility Management prior to performing this activity. In some cases, it may be necessary for an area to be zoned out or detectors disconnected until the work has been completed. Prior to any additions or changes to the fire alarm system's heat detectors or duct detectors, contact MT.SAC Maintenance and Operation.

➤ **Pull Stations**

Every fire alarm equipped buildings of MT.SAC have pull stations that initiate the fire alarm systems in MT.SAC owned buildings. Pull stations shall only be used for emergency purposes. They must be securely mounted and remain unobstructed always. These pull stations are maintained, inventoried and replaced by MT.SAC third party vendor/M&O. If a pull station has been damaged, please contact MT.SAC Facility Management department for necessary repair. Prior to making any changes to pull stations, contact MT.SAC Maintenance and Operation.

➤ **Emergency Lights**

Emergency lights are stationed throughout MT.SAC buildings. Emergency lights should remain lit for at least thirty minutes after normal power fails. MT.SAC Electrical Department will maintain all emergency lights in MT.SAC owned buildings.

➤ **Inspection**

Emergency lights by code must be tested for duration of 30 seconds once month and annually for a duration of 1.5 hours. . All recommended repair or replacement of nonfunctional emergency lights in MT.SAC will be taken care by M&O department.

➤ **Exit Signs**

Exit signs are found throughout all MT.SAC owned buildings indicating the means of egress. Exit signs should be illuminated always so the entire word "EXIT" can be read. Exit signs should remain illuminated for at least thirty minutes after normal power fails. Any exit sign found within MT.SAC owned buildings not working or with bulbs out should be reported to Maintenance and Operation. The MT.SAC Electrical department maintain all exit signs in MT.SAC owned buildings. Exit signs may not be removed from any exit or means of egress without prior written approval from the MT.SAC Maintenance and Operation.

➤ **Inspections**

Exit signs are inspected monthly by the MT.SAC EHS/Electrical department.

9. Fire Drills/Fire Evacuation

➤ **Frequency**

The MT.SAC EHS/RM department conducts fire drills annually in all buildings. Drills are conducted both during work hours and at night. Drills are generally unannounced to building occupants; however, building supervisors are made aware of the drill prior to

activation to ensure that tests or more formal type seminars etc are not disrupted. The purpose of the drills is to ensure that employees hear the alarm, understand that it signifies an emergency where evacuating the building is necessary, and are able to evacuate in an orderly fashion. Buildings are searched to ensure all occupants have evacuated. An evaluation is conducted after each drill to determine evacuation time.

➤ **Failure to Evacuate**

It is the responsibility of each occupant to evacuate or move to an area of rescue assistance during a fire alarm, if possible. Buildings will be searched by MT SAC Police and Campus department to assure all occupants have evacuated.

➤ **Evacuation Routes**

Building Marshall and Floor captains should be aware of the evacuation routes for a given building. Evacuation assistants should guide occupants to the nearest evacuation route and assemble outside of the building 150 feet downwind from the building.

➤ **Occupancy Levels**

Assembly Areas: Non-Fixed Seating (tables and chairs). Occupant Load Factor: 15 sf/person (Per CBC 2019 Section 1004)

To determine the number of occupants allowed in a room at any given time, divide the square footage of the area by 15, and round up to the nearest whole number.

Example: 250 sq. feet in room ÷ 15 sq. feet/person = 16.67 people

Therefore 17 people could occupy this area at any given time.

Assembly Areas: Non-Fixed Seating (chairs only). Occupant Load Factor: 7 sf/person (Per CBC 2019 Section 1004)

To determine the number of occupants allowed in a room at any given time, divide the square footage of the area by 7, and round up to the nearest whole number.

Example: 250 sq. feet in room ÷ 7 sq. feet/person = 35.71 people

Therefore 36 people could occupy this area at any given time.

Assembly Areas: Non-Fixed Seating (standing space). Occupant Load Factor: 5 sf/person (Per CBC 2019 Section 1004)

To determine the number of occupants allowed in a room at any given time, divide the square footage of the area by 5, and round up to the nearest whole number.

Example: 250 sq. feet in room ÷ 5 sq. feet/person = 50 people

Therefore 50 people could occupy this area at any given time.

Note: Regardless of occupant load, means of egress from the building must comply with CBC 2019 Chapter 10 and when the occupant load is 50 or greater, multiple exits are required from a room (CBC 2019 Table 1006.2.1).

➤ **Smoking Policy**

At MT.SAC smoking is limited to the designated smoking area across campus. Smoking is prohibited in all buildings.

➤ **Open Lights and Flames**

Open flames are not allowed in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper, or similar materials. Any torches being used must not be left unattended while burning. The Office of MTSAC Safety and Risk Management must approve any other use of an open flame on premises. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners, torches, and barbeque. The following information must be presented to MTSAC Safety and Risk management prior to approval of the use of an open flame: building name, area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device. The Office of MTSAC Safety and Risk Management may outline precautions that must also be taken to use the open flame. If these precautions are not followed, the MTSAC Safety and Risk Management reserves the right to terminate or decline the approval of the open light or flame permit.

➤ **Candles**

The MTSAC Safety and Risk management does not allow the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Approval must be obtained from the MTSAC Safety and Risk Management prior to the use of candles. Never leave a candle unattended for any reason. Care must also be taken when extinguishing candles. It is unlawful for any person

to light, build, make or deposit ashes or embers which could cause fire in any building or on the grounds without prior approval.

➤ **Portable Space Heater**

Portable Space Heater can pose a major workplace fire hazards. As a result, to avoid any fire hazards risk at MT SAC owned buildings, one MUST contact MT SAC Safety and Risk Management prior to purchase personal portable space heater. MT SAC Maintenance and Operation department will guide individual with the accepted Portable Space Heater one can use at MT SAC. In the event of using a Portable Space Heater on MT SAC owned properties, following safety criteria must be met to avoid Fire Hazards.

- a. The portable space heater must be UL (underwriter Laboratories) approved.
- b. The portable space heater must have an automatic shut-off features and heating element guards.
- c. Keep space heaters away from water.
- d. Place space heaters on hard, level surfaces away from walking areas.
- e. Avoid placing the space heater under the table or desk in presence of combustible materials.

Portable Space Heater Safety:

- a. Plug the portable space heater directly onto an outlet. Don not use an extension code.
- b. The portable space heater must have 36-inch of perimeter clearance.
- c. Do not set any objects on top of the portable space heater.
- d. Before use, please read owner's manual
- e. Never leave the heating unit "ON" when its unattended

➤ **Extension cords**

All extension cords used on MT SAC premises must be UL listed and approved. These extension cords must only be used within the appropriate rating by comparing the rating on the extension cord to the rating on the temporary appliance being used. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords may never be run under rugs or carpet or through walkways or windows. Never use any

extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a portable heater, halogen lamp, blow dryer, or iron.

Halogen lamps pose serious public safety hazards. Their bulbs may shatter due to exposure to high temperature, they are easily tipped over due to their design and they may inadvertently ignite combustible materials.

➤ **Means of Egress**

Each building or area occupied must have the appropriate number of exits. Exits must be clear and unobstructed. Curtains, drapes, or any other items are not allowed to confuse or conceal any exit or means of egress. Sitting or standing in any exit or means of egress is not allowed. Exits are marked by illuminated exit signs with battery backup and must be the correct size for the occupancy load of the building as established in NFPA. Exit doors must be easily opened from the inside and shall not involve the use of any special procedures or keys to open.

Any area of a building where tables, seats, chairs, equipment, etc. are installed, an aisle shall be provided which leads to an exit. All aisles shall be at least 36 inches wide. These aisles may not be obstructed. Floors need to be clear of any tripping hazards including, but not limited to, cords and debris. Sitting or standing in any aisle or path leading to an exit is not allowed.

➤ **Compressed Gases or Compressed Air**

Hazards: Filings, chips, shavings, particles of metal, etc., can be thrown when compressed air is used for cleaning purposes. The pressure necessary to remove the particles from machines and surfaces is also strong enough to blow them into the eyes, ears or skin of people nearby. The greatest danger in dusting yourself down lies in accidental internal injury to the body. Compressed air can enter the body where skin is not present (i.e., ear, nose, rectum or any scratch or puncture in the skin, however small) and can cause the affected part to swell to alarming proportions and be accompanied by severe pain. If the air gets into the bloodstream, it can make its way into the small blood vessels of the brain, burst the vessels and potentially cause death. A pressure strong enough to dust or clean is strong enough to breach the skin and penetrate the body. Even pressures as low as 5-10 pounds per square inch (psi) can cause serious injury.

Regulation: The federal OSHA requirement can be found in 29 CFR Part 1910.242(b), which states: Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment. This regulation relates to cleaning objects or items only (i.e., blow drying parts that were pulled out of a plating bath). The phrase “reduce to less than 30 psi” means that the nozzle pressure or opening of a gun, pipe, cleaning lance, etc., used for cleaning purposes will remain at a pressure level below 30 psi in the event the tool is

dead ended, meaning if the tip of an air gun is blocked. This can be achieved by relief ports that discharge sufficient air to reduce the air pressure at the nozzle to less than 30 psi. Employees should not use compressed air to clean themselves or their clothing while the garments are worn.

Effective chip guarding means any method or equipment that prevents a chip or particle (of any size) from being blown into the eyes or unbroken skin of the operator or other workers. Effective chip guarding may be separate from the air nozzle as in the case where screens or barriers are used. The use of protective cone air nozzles is generally acceptable for protection of the operator. However, barriers, baffles or screens may be required to protect other workers near the operator if they are exposed to flying chips or particles. Always check your local or state regulations as they may differ from the federal regulation discussed in this document.

All compressed gas cylinders must be adequately secured regardless of whether they are empty or full. Often chains, straps or stands are utilized to keep them from falling. Compressed gas cylinders should not be left freestanding. If cylinders are found freestanding, they will be removed at the expense of the occupants of the building. When moving compressed gasses, verify the protective caps are in place to protect valve stems and assure stability by strapping them to hand-trucks. Never tamper, force or lubricate cylinder valves. Contact the compressed gas company responsible for delivering the gases if problems occur with the compressed gas cylinder valve. Remember to wear public safety glasses when using compressed gasses. Compressed gasses or compressed air should never be directed towards a person or used to blow dust or particles off skin or clothing.

➤ **Labs**

Extinguishers in laboratories are to be inspected monthly. Laboratories with combustible metals (magnesium, sodium, potassium, sodium-potassium etc.) must have Type D fire extinguishers. Prior to utilizing an open flame assure there are no flammable vapors present in the area. Also, inspect gas burner tubing to confirm quality and that it is not worn or damaged. When transferring flammable liquids from one metal container to another, make sure the containers are grounded and bonded. "No Smoking" notices shall be posted in all labs where flammable liquids are stored or handled. All laboratory personnel must be trained in the operation of fire public safety equipment of the lab.

➤ **Housekeeping**

General housekeeping is a high priority on at the production area. It is the responsibility of the various supervisors to keep the work environment free of combustible materials. Contact the Office of MTSAC Safety and Risk Management regarding concerns about fire public safety, or the disposal of hazardous materials.

10. Training

➤ Emergency Evacuation and Fire Extinguisher Training

Emergency Evacuation training is offered by MTSAC Safety and Risk Management on monthly basis. All Emergency Evacuations Assistants are required to attend this training. This training focuses on fire emergencies and how to respond appropriately. Training for the proper use of fire extinguishers is offered by the MT.SAC EHS. This training focuses on the P.A.S.S. technique, the different types of extinguishers and allows everyone the opportunity to handle a fire extinguisher and put out a fire using an extinguisher. Fire Extinguisher training is conducted under the provisions set forth by CFR Title 29, Part 1910 (OSHA) Section 157, Paragraphs g.1&2. Contact the MTSAC Safety and Risk Management to schedule a special date for training.

11. Hot Work Permits

➤ Welding and Cutting:

Welding shall only be performed by qualified individuals. These individuals could be employees and outside contractors. Areas where welding and cutting will occur should be free of combustibles and flammables and well vented. Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Relocate combustibles from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles.

If combustibles cannot be removed from the area, a fire watch may be necessary. In this case, a qualified individual or individuals (depending upon the size or amount and type of combustible) would have to remain in the area near the welding/cutting site and visually observe the combustibles and other surroundings for a period to ensure that a fire has not been the direct result of this welding or cutting. Contact MT.SAC Safety and Risk Management regarding fire watch procedure. Do not perform cutting or welding on metal pipes that may meet combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. Welding or cutting on drums, barrels or tanks is not allowed unless it is known that there has not been any flammables or toxic materials contained in the drum, barrel or tank, and the drum, barrel or tank has been cleaned and approved for such welding or cutting by the Office of MT.SAC Safety and Risk Management.

When welding or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting, operation has been suspended, the equipment must be cut off. Always schedule a checkup on the area welded or cut thirty minutes after the completion of the operation. Welding shields, goggles or helmets are needed to protect the eyes and face during welding.

Contact the Office of MTSAC Safety and Risk Management regarding further information on welding and personal protective equipment.

12. Fire Watch

In any MT.SAC building where a fire alarm system, wet sprinkler system, or dry suppression system is out of service, the MT.SAC Police and Campus Safety/Safety and Risk Management shall be notified immediately and a fire watch will be provided for all parties left unprotected by the shutdown until the impaired system has been returned to service.

A fire watch consists of the following: A MT.SAC Police and Campus Safety officer guard shall be assigned to walk the affected area, walking each area at least once an hour. The officer shall be trained in the use of fire extinguishers, notifying the Police and Campus Safety dispatch case of fire or presence of smoke, sounding the verbal fire alarm, and ensuring that all occupants exit the building in case of a fire.

➤ **Fire Watch Personnel shall:**

- a) Understand the specific nature of the impairment and the specific area affected.
- b) Be a roving watch which covers all areas affected by the impairment.
- c) Have been instructed in the appropriate emergency actions, including best method to sound the alarm, the procedure to manually trip suppression systems if they are available, or use of portable extinguishers.
- d) Have been instructed in the frequency of the fire watch tours.
- e) Have documented (by the MT.SAC Department of Safety and Risk Management/Facility Management and Police and Campus Safety) portable fire extinguisher training (including actual fire extinguishment).
- f) The frequency of visiting the impacted site will be as follows:
 - i) At least once an hour, if only automatic alarm capability is out-of-service.
 - ii) Continuous, when automatic suppression systems are out of service.

➤ **Setting a Fire Watch**

- a) When disabling alarm system for certain job, notify immediately MT.SAC Maintenance and Operation and inform of work to be performed, length of time system will be disabled, and estimated time it will be in service again.

- b) MT.SAC Maintenance and Operation will contact Police and Campus Safety department and request a fire watch at building, via e-mail and telephone, if system will be disabled for more than 4 hours in a 24-hour period.
- c) MT.SAC Maintenance and Operation will inform MT.SAC Police and Campus Safety and building Marshall via e-mail when fire watch is no longer required.

13. Material Storage and Handling

Materials may not be stored within 18 inches of any sprinkler deflectors, light fixtures, ventilation grates, or fire alarm panel. No material may be stored in a way that it is blocking fire alarm audio/visual device or pull station. Propane gas tanks should be stored in closed cage outside the building. No combustible or flammable materials should be stored near the propane gas storage area. Items stored outside must be in a neat and orderly manner with no storage exceeding ten feet in height or twenty feet in diameter.

14. Fireworks

Approval must be obtained from the MT.SAC Police and Campus Safety and the City Los Angeles County Fire Marshall prior to the use of fireworks on premises. Contact the MT.SAC Police and Campus Safety or Safety and Risk management department least ten days prior to the scheduled fireworks exhibition. A "no burn ordinance" overrides a fireworks permit. Therefore, any time a "no burn ordinance" is in effect, the scheduled fireworks program will be canceled. **Under no circumstances will fireworks exhibition be allowed to commence when winds exceed 20 mph.**

15. Communication

The Office of MT.SAC Safety and Risk Management is the liaison between MT.SAC and regulatory compliance agencies. Contact the MT.SAC Safety and Risk Management if you have any fire safety concerns or issues. All press releases or comments shall be approved and/or made through the MT.SAC office of Public Relations.

➤ MT.SAC Safety and Risk Management

The MT.SAC Safety and Risk Management along with Maintenance and Operation acts as the liaison between MT.SAC and the LAFD. MT.SAC Safety and Risk Management may assist with communication, identification of locations of suppression equipment and location of activated fire alarm system equipment, during regular business hours.

➤ Los Angeles County Fire Department

Once a fire alarm system is activated the LAFD, they have authority of the area until the incident has been resolved. A fire alarm can only be silenced or reset after the Fire Department gives consent to Police and Campus Safety officers, Maintenance and

Operation department, and MT.SAC Safety and Risk Management (during regular business hours).

➤ **MT.SAC Police and Campus Safety Department**

Police and Campus Safety officers also takes a very active role during fire alarms. Representatives of Police and Campus Safety department immediately respond to all fire alarms calls. They control the crowd by moving employees or other individuals away from the building where the alarm is sounding. Police and Campus Safety officers also assists in controlling traffic in heavy congested areas, assists building evacuation assistant to assure all building occupants are accounted for, communicate and assist the Fire Department.

➤ **Building Fire Marshalls**

Building Marshall for each building is responsible for turning in work orders and having access to all areas of the building. During a fire alarm, building Marshall may need to provide access to areas of the building for the Fire Department or for representatives of MT.SAC Police and Campus Safety during an emergency. It is important that the building Marshall understands the layout of the building and knows all possible entrances, exits or mechanical rooms in the building. The building Marshall needs to have an up-to-date layout of all buildings for which he/she is responsible.

➤ **MT.SAC Electrical department**

During a fire alarm or other emergency electrical department may be asked to address areas of concern regarding the building and life safety as specified by the LAFD or representatives from MT.SAC Police and Campus Safety.

➤ **Contractors**

During a fire alarm or other emergency, contractors may be asked to respond to the situation at hand if it is occurring in a MT.SAC owned building. For this reason, it is important that MT.SAC have a listing of the responsible parties of on site. It is also important that contractors understand their limitations and some guidelines have been set forth between the entity owning the building and those making repairs to the building.

16. Fire Alarm Evacuation Procedures

➤ Evacuation for Employees, and outside Guests

a) Activating the Fire Alarm

- i) If a fire is noticed, leave the hazard area. Do not risk a life by remaining in the unsafe building. If operating a heat source or flame, please extinguish it before exiting the building, if possible.
- ii) On the way, out of the building, pull a fire alarm system pull station. It may be necessary to break the glass or raise the pull station cover to pull the alarm. Some common locations of pull stations are at stairwell doors and exits.
- iii) By sounding the alarm, occupants of the building are notified of a fire hazard and should evacuate the building. However, most importantly, MT.SAC Police and Campus Safety, and the LAFD are notified immediately of the hazard.

b) Evacuating the Building

- i) When the fire alarm sounds, everyone must proceed with their emergency evacuation plan or evacuate the building immediately, even if another individual tells you that the fire alarm is being tested. Do not assume it is just a drill. Failure to evacuate the building during a fire alarm is grounds for community service.
- ii) When evacuating, turn off any appliance or equipment you might be operating. Isolate your area by closing doors and windows and leave the building.
- iii) Only use a portable fire extinguisher to control a small fire or assist yourself or someone else to evacuate the area. Remember, not all fire extinguishers are effective on all types of fires; so, do not try to extinguish the fire unless you have been properly trained. Do not fight the fire if it is already beginning to spread beyond the location where it started, if you can't fight the fire with your back to an exit, or if the fire can block your only exit.
- iv) Walk; do not run when evacuating the building. Assist those individuals with disabilities or those unable to evacuate by telling authorities their locations within the building.
- v) To avoid smoke, stay low to the ground and cover your mouth and nose with a damp cloth, if possible, to help you breathe.
- vi) Never use the elevators to evacuate.
- vii) When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit or stairwell door. Then travel vertically down the stairwell until you reach an exit leading to the outside. Most stairwells are

fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.

- viii) If you must open corridor doors, hallway doors, bedroom doors, or office doors, feel them first by using the back of your hand (never the palm). If they are cool, open them and continue to follow the emergency evacuation plan and move towards an exit or stairwell if conditions allow.

c) Evacuation for Physically Challenged

- i) MT.SAC Police and Campus Safety and Safety and Risk Management should have the list of the individuals with disabilities, who may need assistance or special procedures to evacuate effectively. For this reason, MT.SAC Safety and Risk Management will notify the respective building evacuation assistant about the list and will train individual to assist individuals with special need to evacuate building during emergency. Few tips below may prove useful during a fire alarm evacuation:

d) Utilize the Buddy System

- i) During the first few days at a new job or at classes, discuss with others your need for a "buddy" if the fire alarm goes off.
- ii) Obtain several buddies in different locations where you may be during an alarm and discuss your evacuation plan with your buddies.
- iii) Explain what type of assistance you would need during a fire alarm.
- iv) Plan and practice your procedure or evacuation during a fire alarm.
- v) If possible, your buddy should assure your location; capabilities and need for assistance during a fire alarm (however, do not risk life).
- vi) Your buddy should inform Police and Campus Safety or the LAFD of your need for assistance, plan, and location during a fire alarm.

e) Recognize your Capabilities and Limitations for Evacuating the Building

- i) When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit door.
- ii) Persons utilizing wheelchairs should be taken to an area of rescue assistance (usually stairwell landings) or stay where they are located. This still requires their buddy notify Police and Campus Safety officers or the Fire Department of their location once they reach the assembly location outside. If the mobility-impaired individual is alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where they located.
- iii) Persons with mobility impairments but without the need of a wheelchair will need to attempt to evacuate the building, allowing traffic to pass, when needed, in areas like stairwells. These individuals may decide to remain in place and contact 911 with their location if there is no sign of imminent hazard, and due to their impairment, they would not be able to evacuate the building at this time without assistance.

- iv) Persons with physical impairments, such as hearing impairments, may need rooms equipped with additional warning signals to inform them of activation of the fire alarm. A buddy may be needed to notify or assist the physically impaired during an emergency. Contact the Office of MT.SAC Police and Campus Safety (909) 274-4555 to request additional warning signals for a room.
- v) Individuals who are visually impaired may need a buddy to assist him/her through the evacuation route. If the visually impaired individual is unable to evacuate alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or the area of rescue assistance where they are located

f) Once Outside

- i) Move away from the building to a pre-designated location where a headcount should be initiated by the building Marshall, or another designated individual.
- ii) Notify Police and Campus Safety /emergency personnel of anyone needing assistance exiting the building.
- iii) The building Marshall or some other supervisory personnel should notify Police and Campus Safety officers of anyone unaccounted for during the evacuation.

g) Resetting the Fire Alarm and Re-entering the Building

- i) Remain outside and away from the building until you are given further instructions from the LAFD, or a representative from the Office of MT.SAC Police and Campus Safety.
- ii) Only LAFD can authorize the fire alarm system being reset or silenced after the initiation of a fire alarm.
- iii) Police and Campus Safety Officers responding to the alarm have access to the fire alarm panel keys.
- iv) Police and Campus Safety Officers and the representative from Facility Management are the only entities on campus authorized to reset a fire alarm once approved by LAFD.
- v) Once the fire alarm system has been reset and the LAFD has given the approval for re-entering the building, then faculty, staff, students, guests or others may reoccupy the area.

17. Procedures if trapped in a Building which is burning

- a) If the door is hot, don't open the door.
- b) If there is too much smoke or fire in the hallway for a safe evacuation, then remain in the room. Close the door and position towels or articles of clothing (dampened if possible) around the bottom edge of the door.
- c) Call 911 and tell the dispatcher your name, where you are located and the reason you could not evacuate. The dispatcher will contact the Police and Campus Safety officers on the scene who will notify LAFD.

- d) If you have a window that can be opened, open the window and hang a sheet, piece of clothing or another similar object out the window and wave it so it can be seen. This open window will allow fresh air to circulate into the room.
- e) If the window cannot be opened, create a sign to display at the window indicating that you need help.
- f) If you feel as though you can no longer breathe, break the window out using a chair and get the attention of those below.
- g) Remain calm and wait for the Fire Department to assist you in evacuating the area.

18. Procedures if you are on Fire

- a) Stop where you are.
- b) Drop to the floor.
- c) Roll until the flames have been smothered.

19. Procedures if Someone Else is on Fire

- a) Try to smother flames by wrapping the individual on fire in a blanket or some other item that could be used to smother flames.
- b) If unable to assist the individual on fire, insist that the person stop, drop and roll.

➤ Arson

MT.SAC Police and Campus Safety, Maintenance and Operation, Safety and Risk Management and the LAFD will investigate cases of arson on MT.SAC premises. The MT.SAC Maintenance and Operation and Safety and Risk Management also maintains information on fire alarms related to cases of arson on site. Contact (909) -274-4555 regarding any questions or concerns directly related to fire alarms attributed to cases of arson.

Appendix A- Assembly Guidelines

Guide line for 50 persons setting up in assembly occupancies.

Set-Up

When setting up the assembly location, the following guidelines should be adhered to:

Egress Requirements

- i) The required number of exits shall be available
- ii) Exits shall be visible and shall not be blocked
- iii) All exit doors shall remain unlocked and unobstructed
- iv) Exit signs shall be visible
- v) Egress to exits shall not be blocked (minimum four-foot aisle space)
- vi) Required aisle space shall be available

Area immediately outside of exits shall be unobstructed. Tables, chairs, tents, ice chests, soft drink dispensers, trailers, vehicles, portable kitchens, barbecue pits, and all other items deemed as an obstacle to egress shall not be placed in path of travel.

Fire Public safety

- i) Fire extinguishers shall be unobstructed
- ii) Fire alarm pull stations shall be unobstructed
- iii) Fire alarm panels shall not be obstructed
- iv) Existing sprinkler system heads shall not be obstructed, nor shall any items be hanged from heads and at minimum 18 inches of clearance beneath the sprinkler head.
- v) Construction of booths, decorative curtains and tapestries, and all other decorations must be non-combustible, fire rated, or treated with fire-retardant material
- vi) Open flames shall not be permitted in enclosed assembly areas

Prohibited Materials

The following items shall be prohibited within assembly areas:

- i) Compressed flammable gases
- ii) Flammable or combustible liquids
- iii) Hazardous chemicals or materials
- iv) Class II greater lasers, blasting agents, and explosives

Evacuation Assistants

In coordination with the MT.SAC Police and Campus Safety/Safety and Risk Management, there shall be persons designated as evacuation assistants who will be at the event for the entire duration and can serve to help evacuate the occupants in an orderly fashion in the event of an emergency. Event organizers are responsible for appointing evacuation assistants and ensuring that they attend fire public safety and evacuation training provided by the MT.SAC Safety and Risk Management. Designated evacuation assistants and alternated shall be appointed no later than 5 days in advance of event. In assembly occupancies having occupant loads exceeding 1000 persons, crowd managers shall be provided at a ratio of 1 crowd manager per every 250 persons.

Occupant Load (number of persons allowed in the building at one time)

Occupant load for individual building will be followed as per DSA/NFPA building code. Occupant load shall be posted in a conspicuous place near the main exit.

Notification

Prior to the commencement of activities an announcement will be made identifying the specific location of the exits, evacuation assistants, and assembly points outside of building.

Appendix B

Fire Public safety Guidelines for Holiday Decoration

The following guidelines have been established by The MT.SAC Safety and Risk Management for entire MT.SAC facility.

General Decorations

- All holiday lighting sets must bear UL listing tags.
- Decorations can only cover 50 % of any given wall or door to prevent a fire from obstructing a means of egress.
- Readily ignitable materials such as evergreen branches, boughs, hay bales, etc. are prohibited in hallways, corridors, stairwells, or other means of egress.
- Combustible material such as wrapping paper, fabrics, etc. are prohibited when fastened to doors as well as when attached to ceilings of corridors other common areas designed as exit ways.
- Candles or any open flames in any form are prohibited.
- No decoration or tree may block any heat detector, any fire alarm system component, and sprinkler, pull station, exit sign, emergency lighting or building fire equipment at any time.
- Combustible party decorations, gift wrappings, etc. must be disposed of promptly after use.
- Holiday decorations shall not be hung on sprinkler heads for any reason or for any period.

Artificial Holiday Trees

Artificial holiday trees must bear Underwriter’s Laboratory (UL) listing labels for fire resistance. Artificial trees meeting the following requirements are permitted in all areas, subject to the following public safety guidelines.

- The artificial tree must be placed in a suitable stand to prevent it from falling.
- The tree may not obstruct any corridor, exit doorway, or other means of egress.
- No flammable decorations, combustible tree skirts or decorative gift packages may be placed on or under an artificial holiday tree except in an area protected by automatic sprinklers.
- Only UL listed lighting sets may be used and they shall not be decorated with paper or other combustible materials.
- Only non-combustible trimmings are permitted.
- Trees should not extend beyond 18 inches from the ceiling.