

WNC Policies and Procedures Manual

Procedure: **FIRE PREVENTION PLAN**
Policy No.: 11-7-1
Department: Environmental Health and Safety (EH&S)
Contact: EH&S Coordinator

Policy: The purpose of this Fire Prevention Plan is to provide a comprehensive means to deal effectively with fire prevention issues at all WNC campuses.

Building Emergency Teams

Exits

Fire Alarm Systems

Fire Drills

Fire Sprinkler Systems

Flammable Materials

No Candles

No Personal Heaters

Section 1. Reference

- A. This plan is to comply with 29 Code of Federal Regulations, part 1910.38 "Fire Prevention Plan."

Section 2. Responsibility

- A. The Facilities Director is responsible for maintenance of the fire prevention, alarm, extinguisher, and sprinkler systems. The Facilities Department shall also monitor all areas to identify and resolve potential fire hazards as well as the fire system trouble alarms. They also shall provide maintenance heat producing equipment that is an integral part of the facilities they service. He will also take proper action with notification and administrative control when fixed fire systems are under repair or being tested. He will coordinate and provide for fire protection when construction activities are underway. Facilities will also participate in the performance of fire drills.
- B. The Facilities Department and the Environmental Health and Safety Department are responsible for establishing training and scheduling periodic fire and emergency drills. They are responsible for updating this plan due to changes in college operations or change in the law. Environmental Health and Safety is also responsible for auditing compliance of all campuses to this plan.

- C. The Vice President of Finance and Administrative Services is responsible for assistance in obtaining funding for necessary fire protection items. The Vice President of Finance and Administrative Services will also work with purchasing to provide notice when significant amounts of flammable materials are being purchased.
- D. Public Safety will be responsible for facilitating the exits from the buildings during an emergency. Public Safety will also supply assistance to the Building Emergency Teams during drills or evacuations.
- E. The respective Supervisors, Department or Division Managers, and Deans of the Fallon and Douglas campuses will assist in the identification and resolution of housekeeping and flammable materials storage on their campuses as well as other fire protection issues.
- F. The Environment Health and Safety Advisory Committee shall provide guidance to all campuses to reduce fire and other hazards.

Section 3. Procedure

- A. Since most WNC major structures are protected with fire extinguishing systems, which have proven to be the most reliable fire fighting tool, the entire campus focus is:
 - 1. To keep those systems in good repair and properly tested. When a fire system is removed from service or being tested, campus personnel shall receive proper notification from the Facilities Manager. The Facilities Manager will also arrange for fire watch and administrative controls as appropriate.
 - 2. Activate the fire alarm and call 911 (9-911 from college phones) immediately when fire is identified.
 - 3. When a building alarm is activated all personnel must immediately vacate, closing doors as they calmly leave. All personnel should offer and assist the handicapped and visitors. (Note: elevators should not be used during a fire.)
- B. Housekeeping and proper material storage, including the storage of flammable materials is the responsibility of all employees. All employees shall report all uncorrected housekeeping and material storage problems. They shall report such situations to their supervisor for resolution.
- C. Both the facilities staff and the staff of public safety shall also monitor

any blockages to the buildings normal access, and must also report these situations to their supervisor for resolution.

- D. No smoking is allowed in any structure. Similarly candles and personal heaters are not allowed. Hot work permits are to be issued by the responsible facilities supervisor when required.
- E. All pressure vessels and building facilities shall be properly permitted and maintained by the Facilities manager. Heat producing equipment maintenance procedures are included in the Operations Equipment and Maintenance (OEM) program, which is maintained by the Facilities Manager.
- F. The Building Emergency Team shall regularly inspect kitchen and break areas.

Section 4. Training

- A. The New Employee EH&S orientation shall cover the material in this Fire Prevention Plan. Supplemental training is also available from Environmental Health and Safety.

Date adopted:

Date last revised:

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