



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

San Diego Community College OSHA Standards

Fire Safety Program Revision 1 - 11/10/2015

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PURPOSE

The purpose of the San Diego Community College District fire safety program is to establish procedures for identifying fire hazards, handling flammable/combustible material, and preventing fires. All employees, supervisors, and the Risk Management office are expected to follow the procedures outlined in this plan to ensure all SDCCD individuals are protected.

AUTHORITY CITATIONS

CCR, Title 8, § [3221](#)

CCR, Title 8, § [6151](#)

CFR, Title 29, § [1910.157](#)

DIVISION OF RESPONSIBILITIES

Risk Management Office

Responsible for the implementation and maintenance of this program as described above, including:

- Notifying campuses and departments of updates/modifications relating to fire safety

Facilities Management

Responsible for the implementation and maintenance of this program as described above, including:

- Setting up contractors for maintenance of portable fire extinguishers
- Coordinating fire evacuation drills and fire extinguisher training
- Managing deficiency/compliance reports forwarded from the local fire department
- Maintain fire inspection records
- Identifying evacuation routes and posting them within the area
- Posting emergency phone numbers are marked on all pertinent telephones

Supervisors

Responsible for the implementation and maintenance of this program as described above, including:

- Ensure fire protection policies and procedures are adhered to within their areas of responsibilities and to their employees
- Performing routine inspections in offices, labs, and machine shops evaluating fire safety

Employees

Responsible for complying with the provisions of this program, including:

- Reporting conditions or acts which are potential fire hazards including the following
 - Defective or inoperable emergency equipment
 - Housekeeping hazards
 - Defective heat producing equipment
 - Misuse or mishandling of hazardous materials
 - Electrical hazards

FIRE PREVENTION

Housekeeping is crucial to fire safety. The following preventive measures should be practiced to limit fire hazards.

- Work areas (offices, labs, machine shops) should be kept clean and organized
- Packing materials or metal scraps should be disposed of to prevent accumulation
- Flammable solvents for cleaning should be avoided
- Oil and chemical soaked rags should be disposed in a separate, inflammable container
- Identifying fire extinguishers, exits, emergency showers and eyewash stations

REGULATIONS

General

- [Smoking](#) and the use of any tobacco product are prohibited on all properties and in all vehicles owned or controlled by the District.
- Corridors, passageways, roadways, stairways, and any walkways leading to and from an exit must remain clear and free of any obstructions.
- The minimum width of an exit aisle shall be no less than 28 inches.
- A minimum clear space of 36 inches and clear access shall be maintained around sprinkler system control valves, fire alarm devices, fire ladders, fire hose stations, extinguishers, and electrical switch boxes and panels.
- Hot ashes, cinders, or smoldering coals shall be placed in non-combustible receptacles. Such receptacles, unless resting on a non-combustible floor or ground outside the building, shall be placed on non-combustible stands.
- All such receptacles shall be kept at a distance of at least 2 feet laterally away from any combustible material, structure, or any window opening.
- Fire doors shall be kept closed at all times.
- Combustible waste or refuse shall be properly stored or disposed of to prevent unsafe conditions.
- The use of sawdust or similar combustible materials to soak up combustible or flammable liquids spilled or dropped from machinery or processes on any floor is prohibited.
- A minimum clearance of 18 inches shall be maintained between the top of stored materials and the sprinkler deflectors.
- Portable heaters shall be designed and located so that they cannot be easily overturned.
- All electrical equipment should be turned off or disconnected at the end of a shift.

Flammable and Combustible Liquids

- Storage
 - Flammable and combustible liquids must be contained in approved containers and properly labeled and the date of purchase should be indicated on the container face.
 - Flammable and combustible liquids must be kept in approved storage cabinets marked "Flammable- Keep Fire Away". Up to 60 gallons of Class I and Class II flammable/combustible liquids may be stored in approved flammable liquids storage cabinet.
 - Containers of flammable liquids shall not be stored near steam coils or any other source of heat.

- The storage of any liquids shall not physically obstruct a means of egress.
- Minimum aisle width of 3 feet shall be maintained wherever flammable materials are stored.
- Flammable and combustible liquids shall not be stored with incompatible materials such as acids and alkaline (bases).
- Flammable and combustible liquids shall not be stored with any material which reacts violently with water.
- Safe Handling and Use
 - Where liquids are used or handled, provisions shall be made to promptly and safely dispose of leakage or spills.
 - Transferring liquids by means of pressurizing the container with air is prohibited.
 - Positive displacement pumps shall be provided with pressure relief discharging back to the container or shall be provided with interlocks to prevent overpressure.
 - Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be effectively bonded and grounded to dissipate static electricity.
 - No source of ignition shall be permitted for at least 25 feet around areas where flammable liquids are in use.
 - Areas handling or processing flammable or combustible liquids shall be ventilated at a rate sufficient to maintain the concentration of vapors below established [Cal/OSHA Permissible Exposure Limits](#) or 20% of the lower flammable limit.
 - Employees handling liquids must use the appropriate type of protective clothing.
 - Rags soaked with oil or used in conjunction with flammable liquids (flash point below 100° F) must be disposed of in self-closing, hinged, metal waste containers. The contents of waste cans must be properly disposed of at least once daily or at the end of the shift.
 - Flammable liquids shall not be used for washing equipment unless used in an enclosed ventilated booth and all sources of ignition have been eliminated.
 - Flammable liquids shall be kept in covered containers when not actually in use. Closures of such containers shall be kept in place at all times except when liquid is being drawn.
- Spray Booths
 - All spraying areas shall be kept free from the accumulation of combustible residues.
 - Visible gauges, audible alarms, or pressure activated devices shall be installed to indicate or insure that the required air velocity is maintained.
 - All discarded filters shall be disposed of properly.
 - All metal parts of spray booths, exhaust ducts, and piping systems conveying flammable liquids shall be effectively grounded.
 - All electrical wiring located in spraying areas shall be of explosion-proof type approved for Class I, Division I locations.
- Safe Disposal
 - All waste solvents and rags contaminated with flammable liquids shall be properly disposed in accordance with hazardous waste regulations.
 - All hazardous waste solvents must be placed only in designated and properly labeled containers. Contact Maintenance and Operations for locations of designated hazardous waste containers.

Cutting and Welding Operations

- All cutting and welding operations shall be performed only in established approved areas.
- Welding in areas not specifically designed for welding or cutting is not allowed unless approval has been obtained from the supervisor of maintenance or the individual responsible for authorizing the work.

- Before welding or cutting is permitted, the area shall be inspected by the individual responsible for authorizing the work and a written permit issued.
- All welders, cutters, and supervisors must be trained in the safe operation of their equipment and the safe use of the process. The Welding, Cutting and Brazing Safety Awareness training can be found in the Environmental section of the [Keenan SafeColleges website](#).
- Cutting and welding shall be permitted only in areas that are or have been made fire safe. Such areas shall be of noncombustible or fire-resistant construction.
- Where combustible materials such as paper and wood shavings are on the floor, the floor shall be swept clean for a radius of 35 feet.
- Combustible floors shall be kept wet, covered with damp sand, or protected by fire-resistant shields.
- Suitable fire extinguishers shall be maintained ready for use while welding or cutting is being performed.
- Fire watchers shall be required whenever welding or cutting is performed in locations where a fire might develop. Fire watchers shall be trained in the use of fire extinguishers and familiar with emergency procedures. The Fire Extinguisher Safety training can be found in the Environmental section of the [Keenan SafeColleges website](#).
- When acetylene cylinders are in use, flashback arresters shall be installed between the coupler block and the cylinder.

Furnaces

- All personnel shall be thoroughly instructed and trained under the supervision of experienced person(s) on safe furnace operation and maintenance.
- Approved portable fire extinguisher equipment shall be provided near the area.
- Emergency shutoff valves shall be provided to permit turning off the fuel in an emergency and shall be located so that fires and explosions at the furnace will not prevent access to these valves.
- Equipment piping shall comply with National Fire Protection Association (NFPA) 54, [National Fuel Gas Code](#).
- Regularly scheduled inspection and maintenance of all safety devices shall be performed by the user.
- Safety devices shall not be shorted out nor shall they be bypassed.

APPENDIX A: DEFINITIONS

Flash point: the lowest temperature of a liquid at which its vapor is given off in sufficient quantities so that the vapor/air mixture above the surface of the liquid will propagate a flame when exposed to a source of ignition.

Combustible liquid: a liquid having a flash point at or above 100° Fahrenheit (F). A Class II liquid includes those having flash points at or above 100° F and below 140° F.

Flammable liquid: a liquid having a flash point below 100 °F is classified as a Class I liquid.

APPENDIX B: SAFE WORK PRACTICES – FIRE SAFETY

Prevention

- Clear areas surrounding electrical outlets. Avoid spilling liquids onto electrically charged areas.
- Maintain a “clutter-free” work area. Don’t let paper or debris build up to the point where they conceal possible hazards.
- Immediately replace frayed, damaged, or exposed wires or cables throughout your work area.
- Practice safe work habits regarding the management of flammable chemicals (e.g., solvents, oils, fuels, etc.). Refer to chemical safety safe work practices for additional information.

Be Prepared

- Know all of your escape routes ***before*** a fire break out. Rehearse all escape route options and educate new employees.
- Maintain clear, accessible paths to all exits at all times.
- Know where the nearest fire extinguisher is and how to use it (see below).

What To Do When A Fire Breaks Out

- Don’t panic. Remaining as calm as possible will not only help you make more rational decisions, but it will also influence others to remain calm.
- Decide if you should 1) attempt to put out the fire with a fire extinguisher or 2) evacuate and summon help. In general, if the fire is bigger than you are, you should evacuate and summon help.
- ***Safety is always your #1 priority.*** Never risk serious injury trying to put out a fire.
- When evacuating, stay low and take short breaths. Heat, smoke, and toxic gases rise.
- Prevent the fire from spreading by leaving doors and windows closed behind you.
- Do not re-enter a burning building.

Fire Extinguishers

Know where fire extinguishers are located in your work area so that you don’t have to look for them in an emergency situation. Every fire extinguisher should have an inspection tag affixed with an inspection date less than one year old. In addition, the needle on the pressure gauge should be in the green area. If there is a problem with the fire extinguisher(s) in your work area, notify maintenance immediately.

Fire extinguishers are effective in putting out small fires when used properly. It is critical to understand how to operate them and what type to use on different types of fires. The Fire Extinguisher Safety training can be found in the Environmental section of the [Keenan SafeColleges website](#).

How to Operate a Fire Extinguisher

Remember the acronym, P.A.S.S.

Pull the pin

Aim the extinguisher nozzle at the base of the fire

Squeeze the trigger while holding upright

Sweep the extinguisher from side to side, covering the base of the fire until it is put out

Types of Fires/Extinguishers



Class A extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and plastics.



Class B extinguishers are used on fires involving flammable liquids (grease, gasoline, oil, oil-based paints).



Class C extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized/plugged in.



Class D extinguishers are designed for use on flammable metals and are often specific for the type of metal. These are typically found only in factories working with these metals.



Class K fire extinguishers are intended for use on fires that involve vegetable oils, animal oils, or fats in cooking appliances. These extinguishers are generally found in commercial kitchens, such as those found in restaurants, cafeterias, and caterers.

*There are also multi-purpose fire extinguishers e.g. A-B-C, B-C.

**<http://www.usfa.fema.gov/prevention/outreach/extinguishers.html>

APPENDIX C: CURRENT MEDICAL CONTRACTOR

Sharp Rees-Stealy Occupational Health Services Facility

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619-388-6953.

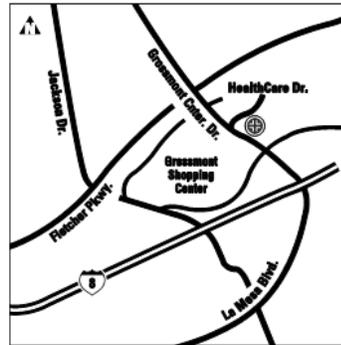
In the event of a

WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



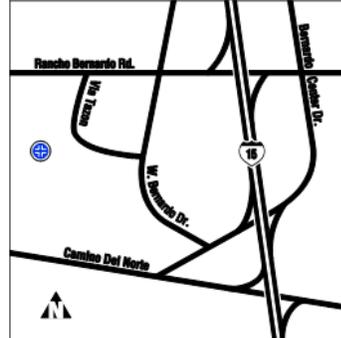
CHULA VISTA
525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



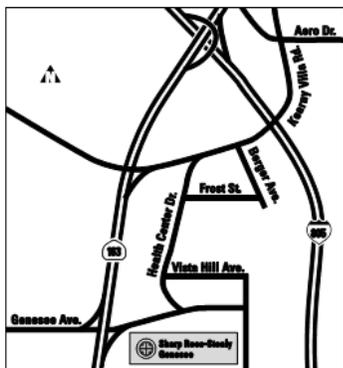
LA MESA
Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



DOWNTOWN
300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO
16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESE
2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location



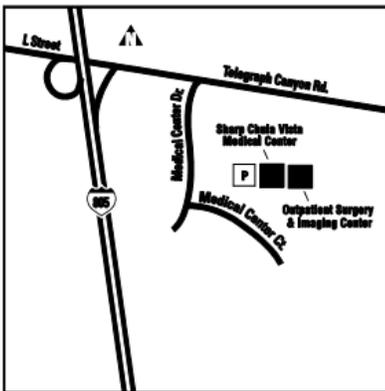
SORRENTO MESA
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



AFTER-HOURS CARE

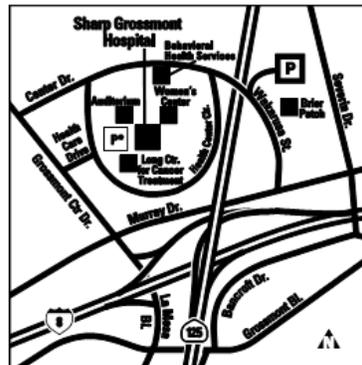
For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



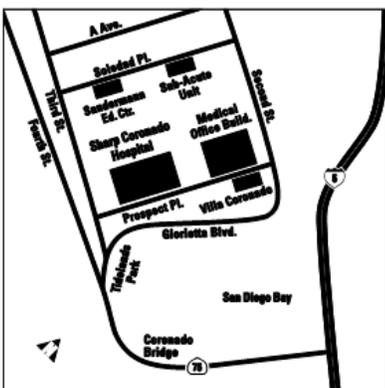
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



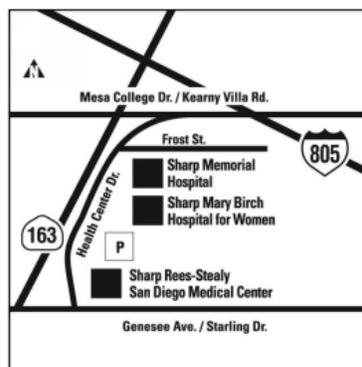
Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



APPENDIX D: SAFETY PROGRAM APPROVAL

San Diego City College Safety Program

Fire Safety Program – 11/10/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
City College Vice President, Administrative Services

Date: _____

Approved by: _____
City College President

Date: _____

San Diego Mesa College Safety Program

Fire Safety Program – 11/10/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Mesa College Vice President, Administrative Services

Date: _____

Approved by: _____
Mesa College President

Date: _____

San Diego Miramar College Safety Program

Fire Safety Program – 11/10/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Miramar College Vice President, Administrative Services

Date: _____

Approved by: _____
Miramar College President

Date: _____

San Diego Continuing Education Safety Program

Fire Safety Program – 11/10/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Continuing Education Vice President, Administrative Services

Date: _____

Approved by: _____
Continuing Education President

Date: _____

District Service Center Safety Program

Fire Safety Program – 11/10/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Director, Facilities Services

Date: _____

Approved by: _____
Vice Chancellor, Facilities Management

Date: _____