

FIRE PREVENTION PLAN

For Compliance with:
California Code of Regulations (CCR),
Title 8 General Industry Safety Orders
Section 3221

OTIS COLLEGE OF ART & DESIGN

9045 Lincoln Blvd, Los Angeles, CA. 90045

Mohammed Ahmed, Operations Manager

Last reviewed and updated:

MAY 2023

Table of Contents

Purpose..... 1

General Safety Practices..... 1

Potential Fire Hazards, Storage of Combustible and Flammable Materials 2

 Electrical Fire Hazards 2

 Portable Heaters..... 2

 Office Fire Hazards..... 2

Storage of Combustible and Flammable Materials 3

Fire Protection Systems 4

Safe Means of Egress 4

Fire Evacuation Notification and Procedures 5

Training 5

Purpose

The Fire Prevention Plan aims to establish a functional process for eliminating workplace hazards in compliance with the California Code of Regulations (CCR), Title 8, Section 3221, with the specific objective of preventing fires. The program equips faculty, staff, and students with information and guidelines to effectively identify, report, and manage fire hazards.

The Fire Prevention Plan provides guidelines for protecting the Otis College community against injuries, deaths, business interruption, and property damage from fires and associated risks. This document ensures uniform protection for individuals and property on college premises. The program is relevant to all faculty, staff, students, visitors, and contractors at all current and future facilities of Otis College.

Responsibilities

Facilities Management is responsible for the inspection and maintenance of fire suppression and detection systems installed to prevent or control ignitions of fires. Operations will oversee monthly inspections and annual certification, and maintenance or replacement of fire extinguishers. In addition, operations is responsible for reviewing this program and updating it as necessary.

General Safety Practices

- Inside offices, classrooms, studios, and galleries, the use of open sources of fire, such as burning candles, incense, and fog and smoke machines, is prohibited.
- While extension cords may be used for temporary periods not exceeding 90 days, they must not be daisy-chained, used for permanent wiring, or create tripping hazards for normal traffic or emergency evacuation while in use.
- In the event of a fire, occupants should be immediately alerted, the nearest fire alarm should be pulled, and evacuation should begin.
- Fire extinguishers should only be used on incipient or very small and localized fires after confirming that they hold appropriate content pressure. To use a fire extinguisher,
 - Remove the pin,

FIRE PREVENTION PLAN

- Aim at the base of the fire, squeeze the handle, and sweep side to side while keeping your back towards an exit route.
- If a spill occurs while working with a flammable liquid like acetone or toluene, other occupants should be immediately notified, all ignition sources should be eliminated, electrical devices should be unplugged, the area should be evacuated, all doors must be closed, and the attending supervisor and campus safety should be contacted.
- Familiarizing yourself with your department's emergency evacuation procedure, evacuation route, and assembly point at your department is essential.

Potential Fire Hazards, Storage of Combustible and Flammable Materials

Electrical Fire Hazards

To prevent electrical fires, employees must take the following measures:

- Replace worn wires, plugs, or cords, and refrain from using extension cords as permanent wiring substitutes.
- Use approved power strips or surge protectors and avoid overloading them with high-drawing current electrical devices.
- Never “gang” or “daisy chain” multiple power strips or surge protectors, and never break off a third prong (Ground Pin) on a plug to plug it into a two-pronged outlet.
- Disconnect an electrical plug by pulling the plug instead of the cord and check the wiring in hazardous locations where the fire risk is particularly high.

Portable Heaters

For safety reasons, portable electrical heaters must be equipped with tip-over protection that automatically turns the unit off when tipped over. Additionally, it is crucial always to maintain adequate clearance between the heater and combustible furnishings or other materials. Lastly, it is important not to overload power strips or surge protectors with multiple portable heaters.

Office Fire Hazards

The following are some suggestions for maintaining a safe working environment:

- Be mindful of overloading circuits with office equipment.

FIRE PREVENTION PLAN

- Remember to turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish to reduce the risk of fire.
- Make sure that power strips or surge protectors are not placed under carpets or rugs to prevent overheating.

Storage of Combustible and Flammable Materials

To ensure safety in the storage area, the following guidelines must be followed:

- Combustible materials should be stored separately from flammable and corrosive chemicals (please refer to container labels for warnings).
- Stored materials must be kept at least 2 feet from any heat source.
- Aisles in any room used for storage must always have a minimum width of 3 feet.
- Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes, the exit door, emergency equipment, or entry of emergency personnel.
- Storage under stairs is not permitted.
- Doors to storage rooms must remain closed except when entering or leaving.
- Smoking is not permitted in any storage area under any conditions.
- Materials must not be stored closer than 18 inches to sprinkler heads.

To minimize the fire risk, flammable materials should be stored under controlled conditions that remove potential ignition sources and limit the amount of flammable chemicals stored and used on-site.

A small amount of consumable flammables, referred to as “Daily Use”, can be stored on open shelves as long as their use is expected to be repetitive and the quality used would not pose a greater hazard than other ordinary combustibles in the room.

When there is a total of more than 4 liters of flammable materials in a location, they must be stored in an approved “flammable storage cabinet” that is labeled and incorporates self-closing doors. It is recommended that all flammable liquids be stored in such a cabinet when not in use.

Flammable storage must be kept at least 50 feet from open flames or other heat sources. Oily or grease-laden rags must be kept in metal self-closing containers. Only metal flammable storage

cabinets that meet CFC and NFPA standards are allowed.

Fire Protection Systems

Fire Protection Maintenance and Inspection Frequencies

Facilities Management is responsible for the annual, semi-annual, and five-year testing of the institute's fire suppression and detection systems, including fire sprinkler systems.

Fire extinguishers shall be inspected monthly and serviced annually.

Safe Means of Egress

The purpose of stairwells, corridors, and other exit routes is to provide a safe means for building occupants to evacuate during emergencies and for emergency personnel to access the facility. Any items blocking exit doors, restricting corridors, or obstructing fire emergency equipment can pose serious hazards. Corridors and other exit routes always must remain unobstructed.

The following list of items, which may include student artwork and installations, and related processes, are strictly prohibited from being placed in any corridor, passageway, aisle, fire exit route, staircase, stairwell, elevator lobby, or general entryway areas located in the College premises. If discovered, such issues will be subject to immediate removal, abatement, or closure.

- Any objects obstructing an exit door or access to an exit door.
- Any items located within a stairwell or stair enclosure.
- Any items that restrict the width of any portion of a corridor to less than 44 inches.
- Any items that restrict the width of any portion of an aisle or entryway to less than 36 inches.
- Any objects that may affect the functionality of and obstruct access to fire emergency equipment (such as fire alarm pull stations, sprinkler lines, and heads, smoke detectors, fire extinguishers, etc.). Tampering with these devices is strictly prohibited.
- Any items that obstruct facility lighting fixtures, emergency lights, utility panels, utility valves, or electrical receptacles. Tampering with these devices is strictly prohibited.

FIRE PREVENTION PLAN

- Any objects that move easily or could fall over and cause an obstruction.
- Unapproved workstations or presentation set-ups (including temporary walls and partitions, computer and media displays, office equipment, and furniture).
- Setting up and performing any preparatory or compositional work on an art project or installation within the aforementioned restricted areas.
- Any object or issue, or combination thereof, that presents a fire or life safety hazard.

Fire Evacuation Notification and Procedures

If there is a fire emergency, the fire detection system of the building will be triggered, and the alarm will be sounded, prompting all occupants to evacuate the building and assemble at the designated Emergency Assembly Area (see evacuation map) for further instructions.

Training

Supervisors are responsible for ensuring that their employees receive training on the fire hazards related to the materials and processes outlined in the Fire Prevention Plan. They will also maintain or submit documentation of their employees' training for retention purposes. Employee training will cover the following topics:

- The components of the Fire Prevention Plan.
- Effective housekeeping practices.
- Appropriate response and notification procedures in the event of a fire.
- Procedures for evacuation.

Program Review

This program shall be reviewed annually or as necessary.