

Fire Prevention Guidelines & Practices Table of Contents

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Fire Prevention Guidelines and Practices

I. Purpose

The University of Northern Colorado (UNC) Fire Prevention Guideline and Practices (FPGP) program is primarily a reiteration of existing national, state, and local standards and laws. The Greeley Fire Department (GFD) is recognized as the Authority Having Jurisdiction (AHJ) in matters related to fire safety. UNC Environmental Health & Safety (EHS) oversees all fire safety matters on campus. The National Fire Protection Association (NFPA), International Fire Code (IFC), and International Building Code (IBC) are the primary resources used in the development of this program.

These guidelines include methods designed to protect faculty, staff, students, visitors, and contractors from fire and safety hazards presented by diverse operations conducted at the university and to promote safe practices. It is also designed to protect the property and assets of the University. This plan is to simplify and address the most common fire and safety compliance issues in the above-mentioned codes and standards.

II. Responsibilities

Environmental Health & Safety – EHS is responsible for promoting regulatory compliance which may include the development, coordination, and implementation of safety programs. EHS is responsible for assisting all UNC affiliates in the review of safety hazards and concerns.

Deans, Directors, and Chairs – Responsible for implementing safety programs in areas

Students – Students are urged to become familiar with the safety procedures of UNC and should report any potential fire safety hazard to University Police (UNCPD).

Contractors – Are responsible for compliance with local, state, and federal safety standards.

or a portion of a building. An occupant load is determined after establishing the occupancy use and after reviewing the contents, area, and use of the facility.

For most assembly areas on campus, the occupancy load of the area is established by the number of fixed seats. It is the responsibility of each department, organization, or group to ensure that minimum egress requirements are enforced.

VI. Fire Drills

Barbecue Grills (gas and charcoal)

- Barbecue grills are not permitted for use inside buildings, under balconies or building protrusions, or inside or underneath tents/canopies
- Fire Extinguisher are required within the grilling area
- Keep combustible materials at least 15 feet away from the grill
- Grilling shall be a minimum of 25 feet away from air intake vents, doors, or other similar avenues for smoke to enter a building
- Barbecue grills will not be used within 10 feet of a building/structure
- All gas lines, valves, and connections on gas grills shall be periodically checked to detect leakage. If a leak is detected, the grill will be taken out of service until repaired.
- Used charcoal must be left in the grill until cold to the touch or thoroughly soaked in water in a metal container.
- When using a charcoal grill, flammable charcoal lighter fluid may be used before lighting. Do not add lighter fluid after the charcoal is lit. If more charcoal is required, add pre-soaked coals.
- Grills should not be left unattended for any length of time (even during the cooling phase)
- Grills must be

- Equipment, hood, and grease filters must be cleaned frequently. Each hood and the dry chemical system must be inspected according to NFPA standards and frequencies checked by a qualified individual.

Residents in Housing and Residential Education facilities should also refer to the Housing and Residential Education Handbook for additional cooking rules and guidelines in residence facilities.

B. Open Burning

Open burning is defined as the burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber (i.e. bonfires, campfires, leaf burning, artwork involving flames, pyrotechnics of any kind, etc.).

Approvals: Open burning on UNC property must acquire an approved fire permit from Greeley Fire Department (GFD) (See Section IV).

Open burning outdoors may be authorized under the following conditions:

- A request shall be submitted to EHS and GFD two (2) weeks in advance of the event or operation
- The location shall be approved by EHS and FM
- The proposed burning will not endanger any adjacent buildings, vehicles, or vegetation
- The burn location will not block access for emergency vehicles to any building, street, or emergency device
- Open flame fires will not be within 50 feet of any flammable storage area (the distance may be increased according to the size of the event), and a minimum of 25 feet of any building, vehicle, or vegetation
- Wind speed must be less than 15 MPH for any open burn. Fireworks may have stricter wind speed requirements (10 MPH).
- A Red Flag Warning has not been issued for the Greeley / UNC area
- Only natural, untreated wood is allowed for burning (unless approved by GFD or EHS)
- The event coordinator may be required to provide a fire watch and Event Manager.
- The event coordinator of the open burning may be responsible for the complete extinguishment and removal of all materials used in the open burning area, otherwise specified by GFD
- A 30-minute watch, after the event, will be required to ensure there is no residual heat left in the material

Note: Open Burning does not include road flares, smudge-pots, and similar devices associated with safety or occupational uses typically considered as open flames.

A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

C. Portable Fire Pit – Wood Burning (Portable Outdoor Fireplace)

Where a portable fire pit – wood burning is permitted, the following safety procedures shall be followed:

- Fuel package is limited to 3 feet in diameter and 2 feet in height
- Keep combustible materials at least 25 feet away from the fire pit
- Fire pit shall be a minimum of 25 feet away from air intake vents, doors, or other similar avenues for smoke to enter a building
- Fire pit shall be at least 25 feet away from a building, vehicle, or vegetation
- Fire pit shall not be left unattended for any length of time (even during the cooling phase)
- The fire pit location will not block access for emergency vehicles to any building, street, or emergency device
- Fire Extinguisher are required at the fire pit area
- Fire pit will not be within 50 feet of any flammable storage area
- Wind speed must be less than 10 MPH for any fire pit – wood burning.
- If a Red Flag Warning has been issued for the Greeley / UNC area, a wood-burning fire pit can NOT be used
- Portable fire pits must be placed on non-combustible materials
- Only burn clean dry wood
- A 30-minute watch, after the fire pit stops burning, will be required to ensure there is no residual heat left in the material
- It is recommended to place water on the fire when the burn is finished

D.

E. Pyrotechnics

Pyrotechnics displays will be coordinated through EHS & GFD authorized under the following conditions:

- A written request is sent to GFD two (2) weeks in advance of the event
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G. Storage

Storage does not constitute a fire hazard. The problem begins when items are stored in an improper manner, in a hazardous location, where other fire hazards are present, or where storage affects the safe evacuation of occupants.

1. General Storage - Any room or building used for the general storage of ordinary combustibles for temporary, long-term, or permanent storage.
 - Combustible materials will be separated from more hazardous materials such as flammables, corrosives, explosives, oxidizers, etc. EHS can assist with evaluations of locations.
 - Stored materials must be kept at least three (3) feet from any heat source. Aisles in any room used for storage shall maintain a minimum of two (2) feet width to allow for evacuation and for firefighters to gain access to the most remote area of the room.
 - Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, fire strobe lights and horns, access to evacuation routes, the exit door, emergency equipment, or entry of emergency personnel.
 - Storage under stairwells serving as a component of the fire exit is not permitted.
 - Doors to storage rooms must remain closed except when entering or leaving the room.
 - Storage is prohibited in electrical rooms.
2. Flammable Storage – It is critical that flammables not only be used properly but also stored safely.
 - Flammables that are required to be stored away from combustibles must be stored in an approved flammable storage cabinet. This cabinet will be labeled and incorporate self-closing doors.
 - Ordinary combustibles must not be stored in flammable storage cabinets.
 - Oily or grease-laden rags must be kept in metal, self-closing containers.
 - Only metal flammable storage cabinets meeting NFPA standards will be used.
3. Hazardous Materials Storage – Hazardous products may produce a substantial amount of toxic vapors as well as react with a fire to create a fast-moving or explosive situation. The storage of such materials must be strictly controlled.
 - Hazardous materials will not be stored within 50 feet of any open flame or heat source.
 - Hazardous materials will be stored in separate cabinets or rooms according to their reactive properties.

H. Corridors, Egress Routes, Exit Doors

In an emergency, one of the most important requirements is to ensure that all occupants can leave the building safely. To accommodate this, corridors, hallways, and exits are designed and constructed to allow people to leave the building in the safest and quickest way possible.

1. Obstructions:

- No corridor

- Fire/smoke-rated doors shall not be blocked open
- The self-closing devices may not be disconnected or rendered inoperable
- If special circumstances require that the door be held open for the movement of equipment or large items, the person responsible for the move will ensure the door is not left open if the building is evacuated.
- "Door chocks" or "foot stops" may not be installed on any fire-rated door.
- Furniture, appliances, etc. may not be used to block the door open.
- Doors that need to be left open for high-traffic areas or visual security may be authorized by FM, EHS, and/or GFD. If authorized, the door will require an automatic magnetic release device installed which will release the door when any emergency alarm device is activated.
- Obstructions that will prohibit fire/smoke-rated doors from closing and latching without human intervention are not permitted.

J. Fire Detection and Alarm Systems

1. Tampering

Installed systems will not be tampered with in any way. Tampering is considered a criminal act. Tampering is considered to be:

- Any intentional or malicious activation of a system when there is no emergency
- The intentional deactivation of a system either by disconnecting, breaking, or removing devices, wiring, etc.
- Falsely reporting the activation of a system.

2. Obstructing

No part of a fire

- Use of smoke-producing devices that could set off smoke detectors
- Steam cleaning or painting operations that could set off detectors
- Use of open flames near any heat or smoke-sensing device;

4. Testing

Only authorized UNC, GFD personnel, or their designated contractor, may conduct testing, maintenance, or repair of systems.

5. Fire Impairment

Whenever it is necessary to disable fire sprinklers, fire suppression, or fire alarm systems, this impairs the proper operation of the system. If a fire system is going to be impaired for any length of time, refer to the UNC Fire Protection System Impairment Procedures.

K. Parking, Fire Lanes, and Emergency Access

In the event of a fire emergency, emergency responders must have access to the building or location of the emergency. Fire lanes and emergency access routes have been provided for this purpose.

Fire Lanes – Fire lanes (normally marked in red on the curb) must not be blocked at any time.

Parking – Vehicles must not park on sidewalks, or in front of any facility in such a way that it will prevent emergency responders from reaching the building. Parking is prohibited inside any building unless reviewed and approved by EHS.

Emergency Access – Fire hydrants, fire department connections, or other emergency equipment must not be obstructed at any time. Parking is prohibited within 25 feet of a fire hydrant or other fire department connection.

L. Decorations

Interior decorations are a common factor in the spread of fire. Decorations used during the holiday seasons are always a large concern. It is necessary to ensure that all decorations used will meet the requirements of safety and fire resistance.

1. Electrical

The use of miniature or LED lights is encouraged as they are more energy-efficient and remain cooler than other lights. The following should be reviewed:

- Do not piggy-back extension cords and power strips, or exceed the power capacities of outlets
- Electrical decorations or cords must not be laid or taped across floors in such a way that they may cause a tripping hazard or interfere in any way with an evacuation
- Electrical cords are prohibited from going through ceiling tiles, walls, or doorways

- Electrical decorations shall be turned off at the end of each day
- Electrical decorations or cords that are damaged, worn, showing signs of overheating, etc., must be removed from service and repaired or replaced
- Electrical wiring and lighting shall be UL-listed.

2. Holiday Trees

Live trees are prohibited in all Residence Halls, but are allowed in other selected campus buildings as long as the following guidelines are followed:

- a. Natural cut trees shall have the trunk bottoms cut off at least 0.5 inches above the original cut and placed in a support device.
- b. Support devices shall:
 - Hold the tree securely, in the upright position, avoiding any tripping hazards.
 - Be capable of containing a minimum 2-day water supply
 - Water level shall be maintained above the fresh cut and shall be checked a minimum of once daily.
- c. The tree shall be removed from the building whenever the needles begin falling off.
- d. Trees shall be kept a distance from heat vents, open flames, or heat-producing devices that are at least equal to the height of the tree.

Artificial decorative trees must be

- Food truck/trailer exhausts shall be directed away from mobile cooking vehicles, other vehicles, buildings, structures, exits, and air intakes
- Fuel supplies must be properly stored, away from combustible and heat-producing appliances
- Electrical extension cords shall be in good condition and shall not cause a tripping hazard.

O. Fog Machines

Electrocution and fire are the two main hazard possibilities from using a fog machine improperly. The following guidelines shall be followed:

- 1) Dry ice machines are prohibited from being used on campus
- 2) If using the fog machine inside, contact Environmental Health and Safety (UNC) a minimum of 72 hours before the event, to review fire alarm systems in the area of the fog machine use (the fog can activate a building fire alarm).
- 3) Follow the manufacturer's instruction guidelines
- 4) Fog machine products should be used exactly as the manufacturer directs and should not be altered in any way such as by adding dyes, fragrances, or additional chemicals
- 5) Do not leave the fog machine unattended
- 6) Fog machines must be placed on a flat surface
- 7) Never place anything flammable around the unit when in use
- 8) Proper ventilation is required if used inside. Machines should be

VIII. Fire Extinguishers

The number of recorded disastrous fires has been reduced over the years due to the increased awareness, knowledge of, and use of fire extinguishers. A fire extinguisher, used properly on a fire at its earliest stage could lessen the chance of injury to people and property damage.

A.

E. Maintenance

FM will conduct periodic maintenance and testing of all fire extinguishers. This includes:

- Annual inspection
- Hydrostatic testing periodically (5-12 year cycles)
- Repair of damaged extinguishers
- Recharging of extinguishers
- Replacement of unusable extinguishers

F. Misuse of Extinguishers

The following will be considered tampering/vandalism:

- Discharging an extinguisher for any reason other than extinguishment of a fire;
- Damaging any part of the extinguisher intentionally or accidentally through carelessness.

G. Reporting Discharged or Damaged Extinguishers

Never put an extinguisher back in its place after extinguishing a fire. If an extinguisher has been discharged (even for only a few seconds), if the seal has been broken, or if it is damaged in any way, report the extinguisher's location to FM

IX. Fire Suppression Systems

Fire Suppression Systems on campus are unique, as they are designed for individual departments' operational requirements to protect specific types of equipment, which in most cases is an alternative to using a fire sprinkler system. However, some areas have double fire suppression protection with the installation of two fire suppression systems (fire sprinkler system with a suppression system).

It is the responsibility of Facilities Management for the installation, maintenance, and any other outside contract work needed

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XI. Contractors

Contractors hired by any UNC department are required to comply with the policies and procedures of this institution. Where applicable: unless the contractor has its own approved safety program that equals or exceeds UNC's program, all contractors will ensure that their employees are aware of this safety program, and the fire reporting and evacuation procedures of the facility in which they are working. In all cases, the more restrictive code or standard shall apply. UNC departments hiring outside contractors should ensure the contractors are made aware of the contents and requirements of this document.

XII. Training

The best way to avoid a fire is to be knowledgeable of fire hazards and how to prevent them. Specific training for processes of facilities will be provided by the EHS Department upon request (training may include; general fire safety, fire extinguishers, hot work, etc.).

All training records must include the dates of training sessions, contents or a summary of the training session, name(s) of person conducting the training, and names of persons attending the training session. All training records will be maintained by the EHS department for a minimum of 3 years.

FIRE / SAFETY DRILL REPORT

Date:

Building:

Location: