Table of Contents
Scope .................................................................................................................................................. 3
Responsibilities .................................................................................................................................. 3
Potential Fire Hazards and their Proper Storage and Handling Procedures .......................... 3
Electrical Fire Hazards ..................................................................................................................... 3
Portable Heaters ................................................................................................................................ 3
Office Fire Hazards ............................................................................................................................ 4
Cutting, Welding, and Open Flame Work .......................................................................................... 4
Flammable and Combustible Material ............................................................................................... 4
    Class A Combustibles .................................................................................................................... 4
    Class B Flammables or Combustibles ........................................................................................... 4
Potential Ignition Sources ................................................................................................................ 5
Housekeeping Practices ..................................................................................................................... 5
Fire Protection Systems ..................................................................................................................... 5
Fire Protection Maintenance and Inspection Frequencies ................................................................. 5
Fire Evacuation Notification and Procedures .................................................................................. 5
Training ............................................................................................................................................. 6
Program Review ............................................................................................................................... 6
Scope
The purpose of the Fire Prevention Plan is to ensure fire prevention is a functional process for eliminating hazards from the workplace in compliance with California Code of Regulations (CCR), Title 8, § 3221. It provides faculty, staff, and students with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

This plan applies to all personnel of the Institute. Outside contractors will be expected to comply with Caltech’s General Construction Guide as well as sound fire prevention techniques and methods during their contracted jobs.

Responsibilities
The Senior Director of Design and Construction is responsible for identifying and managing the installation of fire detection and fire suppression systems for new construction and existing facilities’ renovation projects.

The Senior Director of Facilities Operations is responsible for the following:

a. Inspection and maintenance of fire suppression and detection systems installed to prevent or control ignitions of fires; and
b. Installation, inspection and maintenance of fire extinguishers.

The Director of Buildings and Grounds is responsible for the control of accumulation of combustible waste materials in buildings.

The Division Chairs and Division Operating Officers are responsible for controlling the accumulation of flammable and combustible materials and wastes in their respective laboratories, common and storage areas.

Potential Fire Hazards and their Proper Storage and Handling Procedures

Electrical Fire Hazards
To prevent electrical fires, employees shall:

- Ensure worn wires, plugs, or cords are replaced;
- Never use extension cords as substitutes for permanent wiring;
- Use only approved power strips or surge protectors [i.e., those with the Underwriters Laboratory (UL) or FM Global (FM) label];
- Don’t overload power strips or surge protectors with high drawing current electrical devices;
- Never “gang” or “daisy chain” multiple power strips or surge protectors;
- Never break off a third prong (Ground Pin) on a plug in order to plug it into a two-pronged outlet;
- Always disconnect an electrical plug from an outlet by pulling the plug not the cord;
- Check wiring in hazardous locations where the risk of fire is especially high; and
- Check electrical equipment to ensure that it is either properly grounded or double insulated.

Portable Heaters
Portable electrical heaters shall have tip-over protection that automatically shuts off the unit if it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials shall be maintained at all times. Do not overload power strips or surge protectors with multiple portable heaters.
Office Fire Hazards

- Avoid overloading circuits with office equipment;
- Turn off nonessential electrical equipment at the end of each work day;
- Keep storage areas clear of rubbish; and
- Ensure that power strips or surge protectors are not placed under carpets, rugs, or other walking surfaces.

Cutting, Welding, and Open Flame Work

- Ensure all necessary hot work permits have been obtained and fire watches will be established prior to work;
- Cutting or welding is prohibited in sprinkled areas while sprinkler protection is out of service;
- Cutting and welding are done in designated areas whenever possible by authorized personnel;
- Adequate ventilation is provided;
- Torches, regulators, pressure-reducing valves, and manifolds are United Laboratories (UL) or FM Global (FM) approved;
- Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure relief devices;
- Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors or dusts could develop in confined spaces.

Flammable and Combustible Material

Class A Combustibles

These include common combustible material such as wood, paper, cloth, and some plastics that can act as fuel. To handle Class A combustibles safely:

- Keep trash in receptacles;
- Dispose of waste in a timely manner;
- Keep work areas clean;
- Keep combustibles away from potential ignition sources;
- Store oily rags in metal bins with lids; and
- Do not store excessive amounts of combustibles.

Class B Flammables or Combustibles

These include flammable and combustible liquids (oils, greases, and lacquers), flammable gases, and flammable aerosols. To handle Class B flammables and combustibles safely:

- Use only approved pumps to dispense liquids from tanks, barrels, drums, or similar containers;
- Do not dispense flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire, and either the container or nozzle is grounded;
- Store, handle, and use Class B flammables only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks;
- Five gallons or more of a Class B flammable must be stored in a flammable liquid storage cabinet equipped with a self-closing mechanism;
- Always store materials such as oxidizers and organic peroxides in an area separate from flammable liquids and gases;
- Do not use, handle, or store Class B flammables or combustibles near exits or stairwells;
- Do not weld, cut, grind, or use unsafe electrical equipment near Class B flammables; and
- Do not generate heat or allow an open flame near Class B flammables.
**Potential Ignition Sources**

<table>
<thead>
<tr>
<th>Ignition Source</th>
<th>Control Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazing and Welding</td>
<td>- Control procedures are outlined in Caltech’s <a href="#">Hot Work Permit Program</a>.</td>
</tr>
<tr>
<td>Electrical</td>
<td>- Control procedures are outlined in Caltech’s <a href="#">Electrical Safety Program for Campus Facilities</a>.</td>
</tr>
</tbody>
</table>
| Natural Gas | - Building natural gas meters have seismic shutoff devices installed on them and Maintenance staff has been instructed on shut off locations for natural gas meters.  
- The Central Utility Plant has manual shut-off valves for natural gas feeds to the Co-Gen and the Boilers. |
| Smoking | - Adopted and posted signage for Pasadena Municipal Code (PMC) 8.78.070 and 8.78.072 |

**Housekeeping Practices**
The following practices are used to control accumulations of flammable and combustible materials and wastes at the Institute:

<table>
<thead>
<tr>
<th>Type of Fire Hazard</th>
<th>Fire Prevention Practices</th>
</tr>
</thead>
</table>
| Flammable and Combustible Liquids | - Laboratory Fire Prevention Practices are outlined in the [Chemical Hygiene Plan](#).  
- Inspections are conducted under the [Injury and Illness Prevention Program](#). |
| Flammable Gases | - Laboratory Fire Prevention Practices are outlined in the [Chemical Hygiene Plan](#).  
- Inspections are conducted under the [Injury and Illness Prevention Program](#). |
| Paper | - Office trashcans are emptied twice a week. |
| Plastic | - Recycling cans are emptied on a weekly basis. |

**Fire Protection Systems**

**Fire Protection Maintenance and Inspection Frequencies**
The Senior Director of Facilities Operations is responsible for the annual, semi-annual, and five year testing of the Institute’s fire suppression and detection systems. These systems include:

- Fire sprinkler systems including wet, dry, pre-action, deluge, and Gaseous extinguishing agents;
- Heat, smoke, and infrared detection systems.

The Senior Director of Facilities Operations is also responsible for the monthly fire extinguisher inspections and the annual servicing of fire extinguishers.

**Fire Evacuation Notification and Procedures**
In the event of a fire, the building fire detection system will activate and put the building into alarm. Upon hearing the alarm, building occupants will evacuate and proceed to the buildings’ Emergency Assembly Area to await further instructions.

If the building does not have a fire detection system, employees should evacuate the building, notify Security at extension 5000, and proceed to the Emergency Assembly Area and await further instructions.
Training
Supervisors will ensure that their employees have been trained about fire hazards associated with the materials and processes in this Fire Prevention Plan, and document this training in the Integrated Work Management System (IWMS). Employee training will include the following:

- The elements of this Fire Prevention Plan;
- Good housekeeping practices;
- Proper response and notification in the event of a fire; and
- Evacuation procedures.

Program Review
This program shall be reviewed annually or sooner if necessary to maintain compliance with California Code of Regulations (CCR), Title 8, § 3221.