Purpose

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire and life safety hazards; creating a public fire safety education and training program; and directing the maintenance of fire and life safety systems in all Portland State University (PSU) leased and owned spaces. All faculty, staff, administrators, students, and contractors are expected to follow the procedures outlined in this plan to ensure that all personnel living on or working at this institution are protected.

Authority

Oregon Administrative Rules, Title 437-002-0043, Section 2.E
Applicable OSHA, IFC and NFPA standards

Responsibility

The Fire Prevention Manager and Environmental Health & Safety (EHS) Department are responsible for the accumulation and proper disposal of flammable and hazardous waste materials.

PSU Fire Prevention Manager
503-725-4325

PSU EHS
503-725-4328

The Fire Prevention Manager and Facilities Maintenance Staff are responsible for maintenance of installed fire and life safety systems.

PSU Fire Prevention Manager
503-725-4325

PSU Facilities Maintenance
503-725-2349
Identification of Common Fire Hazards

The following is a list potential fire hazards and their associated work areas (this list is not all-inclusive):

<table>
<thead>
<tr>
<th>Work Areas</th>
<th>Fire Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices/classrooms</td>
<td>Paper, plastic, electrical cords and equipment</td>
</tr>
<tr>
<td>Labs</td>
<td>Various hazardous materials</td>
</tr>
<tr>
<td>Storage rooms</td>
<td>Paper, cardboard, plastic, flammable liquids</td>
</tr>
<tr>
<td>Break rooms/residence halls</td>
<td>Paper, plastic, electrical appliances</td>
</tr>
</tbody>
</table>

Potential Electrical Hazards

Extension cords are for temporary use only; use of a UL-rated surge protector is preferred, and must be in good working condition. Cords that are missing the grounding prong, are spliced together, or that are missing the protective sheath must not be used. Heat producing devices and appliances that draw high electricity must be plugged directly into a wall outlet. Regularly inspect appliances and electrical cords, and properly dispose of damaged/broken items.

General Housekeeping Practices

Flammables (including bulk paper, books, rags, clothing, flammable liquids, trash) must not be placed or stored near heaters or vents, electrical appliances, or other potential sources of ignition. Regularly empty waste and recycling containers.

Heat sources such as hot plates or electric coffee pots must be placed only on non-combustible surfaces, and away from flammable materials.

Contact the Fire Prevention Office for information on the safe use of portable space heaters on campus.

Store items in appropriate closet or designated storage areas. Flammable/combustible liquids must be stored only in approved flammable storage containers or cabinets. Storage in stairwells and hallways is strictly prohibited.

The use of open flames is strictly prohibited.

Due to the significant fire risk and the sensitivity of fire/smoke detection devices throughout campus buildings, candles, lanterns, oil lamps, and other devices using an open flame are prohibited, unless prior approval has been granted by EHS. Open flames fueled by propane tanks are strictly prohibited in university buildings.

Food service areas (to include spaces hosting catered events) and designated laboratory spaces are exempt from this rule, so long as warmers/burners are in a controlled setting and under the direct supervision of a responsible person for that activity.
Open flames (continued)

Individuals wishing to apply for a variance to the policy must submit a request to EHS and include:

- the name of the individual responsible for the use of the open flame device,
- the layout of the venue,
- location where the open flame devices will be used,
- approximate length of the open flame,
- location(s) of fire extinguishers and other fire safety precautions.

Final approval for any requested variance may rest upon a decision from the City of Portland’s Fire Marshal’s Office.

Fire Control Features

The following fire control measures are installed or available:

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Fire Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most PSU Buildings</td>
<td>Installed and monitored sprinkler and fire alarm systems</td>
</tr>
</tbody>
</table>

**Fire Extinguisher Locations:** PSU common use spaces, Type ABC and water
PSU Commercial kitchens, Class K and ABC

Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire and life safety systems are as follows:

<table>
<thead>
<tr>
<th>Fire Control Systems</th>
<th>Frequency</th>
<th>Service Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinkler System</td>
<td>Annual</td>
<td>PSU Facilities Staff or Contractor</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Annual</td>
<td>PSU Facilities Staff or Contractor</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>Annual</td>
<td>PSU Facilities Staff or Contractor</td>
</tr>
</tbody>
</table>

Fire Alarm and Suppression Systems

Fire alarm and/or suppression systems have been installed in PSU buildings, and are tested at regular frequencies and are also checked during annual evacuation drills. Occupants are encouraged to contact the Fire Prevention Manager or the PSU Work Order Center if any discrepancies are noted with fire and life safety systems.

Employee Response to Fire Emergencies

Employees’ response to a fire emergency is primarily to evacuate the building promptly and report to the assembly area for the building. Any PSU employee or student who has
received extinguisher training, and feels comfortable and confident using a fire extinguisher may attempt to extinguish small fires, but only after sounding an alarm to alert other employees to evacuate the affected area. Employees and students are reminded that their primary responsibility is promptly and safely evacuate the building and report to the assigned assembly area. Visit the EHS/Fire Prevention to find the assembly areas for each PSU building:

https://www.pdx.edu/environmental-health-safety/building-evacuation-assembly-areas

Training

All PSU employees and students have the right to know the types of fire hazards present on this campus. Upon initial assignment, employees should be briefed on PSU’s Fire Prevention Plan, who maintains the plan, and what actions should be taken in the event of a fire emergency. The Fire Prevention Office is located in the University Services Building, Room 204, ext. 5-4325. Please contact this office for any fire related training requests, or for assistance with any fire and life safety concerns.

This plan is also available on the EHS website