

Spokane Colleges Administrative Procedure

2.30.05-AE Fire Prevention Plan

Implementing Board Policy [2.30.05](#)

Contact: Environmental Health & Safety, 533-8686, 533-8850

1.0 Purpose

Spokane Colleges is committed to the health and safety of its faculty and staff by maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards and with any special safety concerns identified at the unit level. The purpose of this plan is to protect the health and safety of employees, students, and the environment while complying with the requirements of [WAC 296-24-567](#).

2.0 Scope

This Fire Prevention Plan applies to all college programs/departments, buildings, faculty, employees, and students. It establishes requirements for identifying and controlling fire hazards, safe handling and storage of flammable materials, maintenance of fire protection systems, training, fire drills, and emergency response in compliance with [WAC 296-24-567](#).

3.0 Responsibilities

3.1 Employees and Faculty

- All employees and faculty members should complete the emergency management/building evacuation training as required.
- Conduct operations safely to limit fire risk.
- Report potential fire hazards to supervisors and/or the EH&S office.
- Follow fire emergency procedures.
- Participate in Fire Drills and follow the instructions as advised.

3.2 Supervisors

- Identify potential fire hazards in their areas, including classrooms, labs, storage areas, breakrooms, and offices.
- Ensure flammable materials, chemicals, and combustible supplies are stored properly.
- Maintain clear egress paths and unobstructed fire exits.
- Conduct regular inspections of program equipment for fire safety as applies to their respective programs and departments.
- Ensure that their employees receive appropriate fire safety and emergency management training as required.
- Notify the EH&S office when changes in operations increase the risk of fire or a hazardous condition is discovered.
- Familiarize their staff and employees with the location of exits, alarm pull stations, and fire extinguishers.
- Report unsafe conditions, damaged fire safety equipment, or incidents to EH&S and Facilities immediately.

3.3 Campus Security

- Conduct fire drills on a regular basis
- Respond promptly to fire alarms and coordinate with building Safety & Security Representative and/or local fire authorities.

- Assist with evacuation and ensure all areas are clear during emergencies.
- Maintain records of fire incidents, drills, and emergency responses.
- Assist in developing and updating the fire prevention plan.
- Provide emergency management training for employees and faculty.

3.4 Environmental Health & Safety (EH&S) Office

- Develop, update, and communicate the Fire Prevention Plan campus-wide.
- Provide fire safety training, including fire extinguisher use, for employees and faculty.
- Include fire hazard assessments and audits in their safety inspection
- Coordinate with Facilities and Security to ensure compliance with [WAC 296-24-567](#).

3.5 Facilities / Maintenance

- Inspect, maintain, and test or coordinate the testing of fire protection equipment, including:
 - Fire extinguishers, sprinkler systems, and fixed suppression systems
 - Smoke, heat, and flame detectors
 - Fire alarm systems and emergency backup systems
- Ensure building electrical, heating, and pressurized systems meet safety standards.
- Keep fire exits, corridors, and stairwells clear and properly lit as applicable to them.
- Repair or replace damaged fire safety equipment in a timely manner.

3.6 Human Resources (HR) Office

- Support EH&S in enforcing compliance with safety procedures, including the fire prevention plan, across departments.

4.0 Major workplace fire hazards and their controls

Upon starting a new job, employees must be informed by their supervisors about the specific fire hazards associated with their work. The list below outlines the most common major fire hazards at Spokane Colleges and the measures in place to control them.

- 4.1 **Open flame:** Per [WAC 132Q-94-160](#), candles and other open flames, including lighting and burning of incense, are prohibited in any building owned or operated by Spokane Colleges.
- 4.2 **Smoking:** Smoking is only allowed in designated areas on campus.
- 4.3 **Grilling:** The use of grills on campus is limited to propane-fueled or natural gas units. They should also be at least 10 feet from buildings, overhangs, or combustible materials.
- 4.4 **Ceiling light covers:** In case of using ceiling light covers, they must be fire/heat-resistant, and their installation should be coordinated and approved by Facilities.
- 4.5 **Electrical equipment:** All appliances must be listed as UL (Underwriters Laboratories). Building light bulbs shall not be replaced with higher wattage bulbs than those for which the fixture was designed.

4.6 Holiday decorations

- Natural trees and resinous greenery are prohibited for use as holiday decorations in all buildings.
- Artificial trees or other decorations must be flame-proof. Lighting on artificial trees and other decorations must be disconnected at night or when the area is expected to be vacant for longer than an hour.

4.7 Heating system and cooking equipment: Never leave cooking appliances unattended; maintain clearances around heat sources. Portable electric heaters should have tip-over protection that automatically shuts off the unit when it is tipped over.**4.8 Other major fire hazards and their controls include:**

- a. Hot work:** Hot work means operations including welding, brazing, torch cutting, grinding, torch soldering, or any other operation that creates heat, sparks, and hot slag that have the potential to ignite flammable and combustible materials in the surrounding area. A permit from the Facilities or their department is required before starting hot work on campus.
- b. Laboratory and shop chemicals:** Employees should follow the [Chemical Hygiene Safety Program](#) and [Chemical Storage Guidelines](#).

4.9 Other Controls:

- a. All employees should review with their supervisor the [SDS sheets](#) for the chemicals they encounter in the workplace. As it relates to this Fire Prevention Plan, specific attention should be paid to Section II - Hazard Identification.
- b. Fire extinguishers are located throughout campus and can be used to control the hazards listed above. However, fire extinguishers should only be used by employees who have been trained to use a fire extinguisher and when the fire is small. Many Spokane Colleges' buildings are also sprinklered; these sprinkler systems can be used to control the hazards listed above.

5.0 Housekeeping

To limit the risk of fires, the departments and programs will take the following precautions:

- 5.1 Avoid storing combustible materials such as paper, cardboard, woods, and cloth on or near power strips, receptacles, or cords, as this increases fire risk.
- 5.2 Make sure doors, hallways, stairs, and other exit routes are free of obstructions.
- 5.3 Use and store flammable materials in well-ventilated areas away from ignition sources.
- 5.4 Use only nonflammable cleaning products.
- 5.5 Turn off electrical equipment when not in use.
- 5.6 Ensure that all gas leaks are immediately reported to Facilities.
- 5.7 Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment.
- 5.8 Avoid the accumulation of sawdust and other combustible dust near ignition sources. These dusts can ignite or even explode when exposed to sparks or open flames.
- 5.9 Hallways are kept clear of obstructions and maintain a width of 44 inches of egress space.

- 5.10 Maintain at least 18 inches of clearance around the sprinkler heads, keeping them free from any obstructions.
- 5.11 Maintain at least 26 inches of clearance around the electrical panels, keeping them free from any obstructions.
- 5.12 Keep incompatible (chemically reactive) substances away from each other. Please refer to the [Chemical Storage Guidelines](#) for more details.

6.0 Maintenance

The following equipment and systems are subject to regular maintenance, inspection, and testing:

Equipment installed to detect fuel leaks, control heating, and control pressurized systems.

- 6.1 Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
- 6.2 Detection systems for smoke, heat, or flame.
- 6.3 Fire alarm systems.
- 6.4 Equipment and systems that could serve as ignition or fire sources.
- 6.5 Emergency backup systems and the equipment they support.

Facilities will conduct and/or coordinate inspections and maintenance for these pieces of equipment unless they are program-specific. In such cases, the department that owns the equipment is responsible for its inspection and maintenance. Departments may also contact Facilities or the EH&S office for additional assistance or to help coordinate inspections or maintenance with an outside contractor.

7.0 Fire Safety Overview

Fire ignition hazards include, but are not limited to, open flames, numerous chemical agents, sparks, and heat-producing equipment or materials. Recognizing and controlling these hazards is critical to preventing fires and protecting campus safety.

Examples of fire ignition hazards include, but are not limited to:

- 7.1 **Faulty electrical systems and equipment:** Defective electrical equipment, including wiring, switches, or short circuits, can produce sparks, arcing, and heat sufficient to ignite nearby materials.
- 7.2 **Unattended portable heating devices:** Space heaters, hot plates, or other heating devices must never be left operating without supervision.
- 7.3 **Combustibles near electrical equipment:** Keep anything that can burn away from electrical equipment.
- 7.4 **Overloaded electrical circuits or multi-plug devices (power strips):** Excessive load can generate extreme heat in cords, wiring, and devices, creating fire and ignition risks.
- 7.5 **Improper use of extension cords with heat-producing appliances:** Coffee makers, kettles, microwaves, and toasters must be plugged directly into wall outlets rather than extension cords.
- 7.6 **Improper storage or handling of chemicals:** Certain chemicals and materials (pyrophoric) can spontaneously ignite with exposure to air. Oxidizers also can cause or contribute to the combustion of other materials if improperly stored or handled. Please refer to [Chemical Storage Guidelines](#) for more details.

- 7.7 **Improper handling of flammable liquids:** Open containers of flammable liquids generate volatile vapors that will travel and may accumulate in other areas. If these vapors reach an open flame or spark, ignition and an explosion will occur.

In any area where hazardous conditions, such as the use, storage, or dispensing of flammable or combustible materials, are present, special fire safety precautions must be taken. All potential or suspected fire hazards or concerns shall be immediately reported to your supervisor and Facilities by submitting a work order. If it is an immediate fire hazard, notify the EHS office at 509-533-8686 or 509-533-8850.

8.0 Fire Drill

- 8.1 **Frequency:** Fire drills will be conducted at least once annually for all campus buildings, with additional drills as needed.
- 8.2 **Coordination:** Drills will be organized by Campus Security (Emergency Management) with cooperation from Facilities, building administrator, and Safety and Security Representatives (SSR).
- 8.3 **Notification:** Drills may be announced in advance to allow employees to practice and review evacuation procedures.
- 8.4 **Procedure:**
- Activate the building's fire alarm system.
 - Require all occupants to follow evacuation routes to designated assembly areas.
 - Account for all personnel and report results to Incident Commander .
 - Identify and correct any evacuation issues.
- 8.5 **Documentation:** The campus security (Emergency Management) will keep records of drill dates, times, participation levels, and any deficiencies found.
- 8.6 **Evaluation:** Drill results will be reviewed to improve procedures and training.

9.0 Respond to a Fire

Please refer to the [Emergency Immediate Actions Guide, Fire Section](#) (the flipchart you can find in each room).

10.0 Disposal of Flammable & Combustible Waste Materials

Employees should follow the [Dangerous Waste Management](#) procedure, which discusses safe management and disposal of hazardous materials, specifically flammable and ignitable wastes that are capable of causing or intensifying a fire through routine handling and storage.

11.0 Training

- 11.1 Individuals designated to use fire extinguishers, including but not limited to Building Safety Representatives (BSR), Safety, Security Representatives (SSR), BEAT team members, and other building-designed personnel, must complete initial fire extinguisher training and participate in annual refresher training.
- 11.2 All faculty, staff, and students should be trained on the building evacuation procedure.
- 11.3 All training will be documented with records maintained in the employee's personnel file and copies forwarded to the Human Resources office.

- 11.4 Facilities and the Head Start Department keep their own training records.
- 11.5 The supervisors will ensure that their personnel are informed of the location and availability of emergency equipment such as fire alarm, fire extinguisher, evacuation routes, etc.

12.0 Plan review and update

12.1 Quarterly Emergency Response Review

- Safety and Security Representatives (SSRs) will review emergency response actions with employees and students at the beginning of each academic quarter. This review will include, at a minimum:
 - Evacuation routes for the building or area.
 - Evacuation assembly areas designated for their location.
 - Locations of safety equipment (e.g., fire extinguishers, pull stations, AEDs, and first aid kits) within their respective areas.
 - This recurring review ensures that all building occupants are familiar with evacuation procedures and the placement of critical safety resources, reinforcing Spokane Colleges' commitment to fire prevention and life safety.

12.2 Annual Review:

This plan will be reviewed annually or after any significant changes on campus, and updates will be communicated to all faculty and staff.

13.0 Related Information

- 13.1 [Spokane Colleges Hazardous Waste Disposal](#)
- 13.2 [Spokane Colleges Emergency Management Plans](#)
- 13.3 [Spokane Colleges Hazard Communication Program](#)
- 13.4 [Spokane Colleges Emergency Immediate Actions Guide](#)
- 13.5 [Chemical Hygiene Safety Program](#)
- 13.6 [Chemical Storage Guidelines](#)
- 13.7 [Online SDS](#)
- 13.8 [FEMA Workplace Fire Safety](#)
- 13.9 [WAC 296-24-567](#)
- 13.10 [OSHA Fire Prevention Plan](#)
- 13.11 [NFPA Fire Extinguisher Placement Guide](#)