FIRE SAFETY RESPONSIBILITIES

At California State University, Fullerton, the overall responsibility for ensuring the campus has an effective fire safety program rests with the Vice President for Administration as a representative of the University President. Specific responsibilities for various aspects of this program fall within various departments within the Vice President for Administration Division. Auxiliary and self funded groups have responsibility for their own fire safety program.

Facilities Planning and Management

Facilities Operations
- Manage the inspection and testing of fire systems.
- Provide maintenance and certification of campus fire systems.
- Inspect, test, and reporting fire system problems to appropriate departments (EHS, University Police).
- Quarterly inspect Post Indicator Valves, main drains.
- Semi-annually inspect exit signs and emergency lighting; repair as necessary.
- Conduct annual flow testing of sprinklers, cleaning, and testing of smoke detectors, activation of roll down fire doors.
- Annual testing of fire alarm pull stations.
- Manage the five-year testing of University fire protection systems. Make corrections as necessary to obtain 5-year certification.
- Correction of fire code compliance items (i.e. non-working pull stations, alarms, sprinkler systems, etc.).
- Notify EH&S and University Police when campus buildings are not within fire code compliance or when a fire watch is necessary (i.e. inactive fire alarms, fire suppression, etc.).
- Upgrade fire detection, sprinkler, and alarm systems.
- Design of campus fire detection, sprinkler, and alarm systems with input from other responsible units.
- Develop fire suppression, detection, and alarm system specifications.

Capital Project Management
- Ensure fire code compliance for new and renovated building projects.
- Ensure contractor compliance with the campus standards for building fire systems.
- Liaison with the State Fire Marshal for the inspection of construction projects.
- Coordinate follow-up and response to construction related State Fire Marshal Correction Notices.
University Police

- Monitor fire detection and fire suppression alarms through University Police Dispatch fire alarm central receiver.
- Monitor and call for service on the University Police central fire alarm receiver.
- First responder to fire alarms.
- Coordinate emergency evacuation exercises.
- Assist in design of fire detection and alarm system standards.
- Conduct building Fire Watches, as necessary, in unoccupied buildings.
- Conduct semi-annual emergency evacuation drills.

Environmental Health and Safety

- Conduct fire code compliance inspections. Report finding to Facilities for correction.
- Conduct follow-up inspections of code compliance items to ensure correction.
- Liaison with State and city fire marshal on university fire safety issues.
- Accompany State Fire Marshal on Title 19 inspections.
- Coordinate follow-up and response to Title 19 State Fire Marshal Correction Notices.
- Fire safety education and training.
- Assist with emergency evacuation/fire alarm test exercises.
- Assist in the design of fire detection and alarm system standards.
- Respond to and follow up on all fire incidents.
- Develop and publish university fire safety policies.
- Manage fire extinguisher maintenance contract.

Student Housing

- Provide fire safety education for student residents and housing staff.
- Conduct monthly in house code compliance inspections.
- Coordinate quarterly emergency evacuation exercises for housing units.
- Follow-up and correction of fire safety deficiencies in housing units.

Auxiliary Facilities

- Provide maintenance and certification of fire alarm/suppression equipment in Foundation facilities.
- Coordinate semi-annual emergency evacuation drills with Public Safety

Titan Student Union

- Provide maintenance and certification of fire alarm/suppression equipment Titan Student Union facilities.
- Coordinate semi-annual emergency evacuation drills with Public Safety.

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