

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

REVISION 09/30/2026

FIRE PREVENTION PLAN

PURPOSE

The purpose of The Citadel Fire Prevention Plan is to establish procedures, responsibilities, and controls for identifying, controlling, and reducing fire hazards across campus facilities and operations.

This plan is intended to prevent fires by identifying major fire hazards; establishing proper handling and storage procedures for hazardous, flammable, and combustible materials; controlling potential ignition and fuel sources; identifying the fire protection equipment necessary for major hazards; controlling combustible waste; maintaining safeguards on heat-producing equipment; and providing employees with the information needed for their protection.

This Fire Prevention Plan is designed to meet the applicable requirements of 29 CFR 1910.39 and other OSHA standards that apply to specific campus hazards and operations. Compliance with this written plan also depends on affected departments and employees implementing it effectively.

SCOPE

This program applies to The Citadel departments, employees, facilities, work areas, and operations where workplace fire hazards may exist. The Citadel may also apply portions of this plan to students, visitors, contractors, and other persons as an institutional safety requirement, even when OSHA requirements apply specifically to employees.

- Academic and administrative buildings.
- Barracks and residential facilities.
- Facilities & Engineering shops and operations.
- Boiler plant and mechanical operations.
- Vehicle maintenance and grounds operations.
- Laboratories and academic work areas.
- Kitchens and food-service areas.
- Warehouses and storage areas.
- Fuel, chemical, and compressed-gas storage areas.
- Construction, renovation, and contractor work areas.
- Special events, temporary installations, and temporary work areas.

REGULATORY REFERENCES

- 29 CFR 1910.39 - Fire Prevention Plans.
- 29 CFR 1910.38 - Emergency Action Plans, when applicable.
- 29 CFR 1910.157 - Portable Fire Extinguishers.
- 29 CFR 1910.106 - Flammable Liquids.
- 29 CFR 1910.1200 - Hazard Communication.
- 29 CFR 1910.252 - General Requirements for Welding, Cutting, and Brazing.
- 29 CFR 1910 Subpart L - Fire Protection, as applicable.
- Applicable OSHA electrical, laboratory, compressed-gas, hazardous-material, and process-specific standards.
- Applicable South Carolina fire, building, and occupational safety requirements and adopted codes.
- The Citadel policies, procedures, permits, and emergency plans.

A Fire Prevention Plan is required by 29 CFR 1910.39 when another OSHA standard requires one. The Citadel maintains this campus plan as an institutional fire-prevention framework and to satisfy 1910.39 where applicable.

PLAN AVAILABILITY

This written Fire Prevention Plan shall be maintained by the Department of Environmental Health & Safety (EHS), kept available in the workplace through approved campus access methods, and made available to employees for review. Affected departments shall ensure employees know how to access the plan and any department-specific procedures necessary to protect them.

DEFINITIONS

Combustible Material - A material capable of igniting and burning when exposed to an appropriate ignition source.

Fire Hazard - A condition, material, process, or activity that can cause or contribute to a fire.

Fire Watch - An individual assigned to monitor an area for fire during or after an operation such as hot work or during certain fire-protection system impairments.

Flammable Material - A material that can readily ignite under specified conditions.

Fuel Source - Any combustible or flammable solid, liquid, or gas that can contribute to a fire.

Hot Work - Work involving open flames or producing heat, sparks, or other ignition sources, including welding, cutting, brazing, soldering, grinding, torch-applied roofing, and similar operations.

Ignition Source - A source of sufficient energy to ignite combustible or flammable material, including open flames, sparks, electrical arcs, hot surfaces, smoking materials, static electricity, and heat-producing equipment.

Incipient-Stage Fire - A fire in its initial or beginning stage that can be controlled or extinguished with portable fire extinguishers or similar equipment without protective clothing or breathing apparatus.

Impairment - A condition in which a fire alarm, sprinkler, fire pump, standpipe, suppression, detection, or other fire-protection system is out of service or cannot fully perform its intended function.

Major Fire Hazard - A significant fire hazard associated with materials, equipment, processes, or operations that could initiate or materially contribute to a fire.

RESPONSIBILITIES

Department of Environmental Health & Safety / Fire Marshal

- Administer and maintain the campus Fire Prevention Plan.
- Assist departments in identifying and evaluating fire hazards and required controls.
- Coordinate or conduct fire and life-safety inspections as appropriate.
- Provide or coordinate required fire-prevention information and training.
- Administer the campus Hot Work Permit process and issue Hot Work Permits as required.
- Assist with fire-protection system impairment procedures and required fire-watch controls.
- Maintain applicable fire-prevention program documentation.
- Review this plan periodically and revise it when necessary.
- Coordinate fire-prevention activities with Public Safety, Facilities & Engineering, campus departments, contractors, and emergency responders.

Facilities & Engineering

- Maintain building equipment and systems intended to prevent or control fires within assigned responsibilities.
- Maintain safeguards installed on heat-producing equipment to prevent accidental ignition of combustible materials.
- Correct identified electrical, mechanical, heating, and facility-related fire hazards.
- Maintain required access and clearances around electrical and mechanical equipment.
- Ensure Hot Work Permits are obtained from EHS before covered hot work begins.
- Coordinate planned and unplanned fire-protection system impairments and restoration.
- Maintain applicable inspection, testing, repair, and maintenance records.

Department Managers and Supervisors

- Identify and control fuel-source and ignition hazards associated with departmental operations.
- Ensure hazardous, flammable, and combustible materials are properly handled and stored.
- Maintain adequate housekeeping and control combustible waste accumulation.
- Ensure employees receive required fire-prevention information and training.

- Ensure fire protection equipment, exits, electrical panels, and emergency equipment are not obstructed.
- Report and correct fire hazards within their authority and elevate unresolved hazards to EHS or Facilities & Engineering.

Employees

- Follow applicable fire-prevention procedures and training.
- Maintain good housekeeping and proper material storage.
- Keep exit routes, electrical equipment, and fire-protection equipment accessible.
- Report unsafe electrical equipment, damaged batteries, uncontrolled ignition sources, and fire-protection deficiencies.
- Do not tamper with or disable fire-protection or detection equipment.
- Follow campus emergency procedures when a fire or fire alarm occurs.

Contractors

- Comply with applicable OSHA, fire-code, contract, and Citadel fire-prevention requirements.
- Maintain work areas to minimize fire hazards and combustible waste.
- Control ignition sources, hazardous materials, and combustible materials.
- Obtain an EHS Hot Work Permit before performing covered hot work on campus.
- Protect fire-protection systems from damage or unauthorized impairment.
- Immediately report fires, fire-protection system impairments, or significant fire hazards to the designated Citadel representative.

IDENTIFICATION OF MAJOR FIRE HAZARDS

Fire hazards shall be evaluated based on the operations, materials, equipment, and processes present in each work area. Appendix A provides the campus Major Fire Hazard and Fire Protection Equipment Matrix required to support this plan.

- Ordinary combustibles, including paper, cardboard, wood, furniture, textiles, and packaging.
- Flammable and combustible liquids, fuels, lubricants, paints, solvents, adhesives, and cleaning chemicals.
- Flammable gases and compressed gas cylinders.
- Laboratory chemicals and specialized laboratory processes.
- Cooking oils, grease, and commercial cooking equipment.
- Electrical equipment, temporary wiring, electrical distribution equipment, and battery-charging operations.
- Heat-producing equipment, boilers, furnaces, dryers, kilns, heaters, and hot surfaces.
- Hot-work operations.
- Vehicles and powered equipment.
- Lithium-ion batteries and battery-powered equipment.
- Construction and renovation materials and temporary operations.
- Any combustible metals or other special hazards identified through departmental hazard assessment.

HAZARDOUS MATERIALS AND FLAMMABLE OR COMBUSTIBLE LIQUIDS

Hazardous materials and flammable or combustible liquids shall be handled and stored in accordance with applicable OSHA requirements, manufacturers' instructions, Safety Data Sheets, The Citadel Hazard Communication Program, and applicable fire codes.

- Containers shall remain in good condition, properly labeled, and closed when not in use.
- Incompatible materials shall be segregated.
- Approved storage cabinets, safety cans, or storage rooms shall be used where required.
- Quantities in work areas shall be limited to amounts permitted for the occupancy and operation.
- Flammable and combustible liquids shall be kept away from ignition sources and shall not be stored in exits, stairways, or exit-access routes.
- Leaks and spills shall be addressed promptly under applicable spill-response procedures.
- Transfer and dispensing shall be conducted using equipment and controls appropriate for the material and hazard.

IGNITION SOURCE CONTROL

Potential ignition sources shall be identified and controlled. Combustible and flammable materials shall be kept at an appropriate distance from ignition sources or protected by an approved method.

- Open flames and smoking materials.
- Welding, cutting, brazing, soldering, grinding, and other hot work.
- Electrical arcs and defective electrical equipment.
- Hot surfaces, boilers, furnaces, and cooking equipment.
- Motors, temporary wiring, battery charging, and static electricity.
- Portable heaters and other heat-producing devices.
- Laboratory equipment and experiments involving heat, flame, or reactive materials.

Defective equipment that could pose an ignition hazard shall be removed from service or repaired by qualified personnel.

ELECTRICAL FIRE PREVENTION

Electrical equipment shall be installed, used, and maintained in accordance with applicable OSHA and electrical safety requirements.

- Damaged cords, plugs, receptacles, and electrical equipment shall not be used.
- Protective devices shall not be bypassed.
- Extension cords shall not be used as a substitute for permanent wiring.
- Electrical outlets and circuits shall not be overloaded.
- Unauthorized electrical equipment shall not be used.
- Required working space around electrical panels and disconnects shall remain clear and accessible.
- Combustible storage shall not be placed where it creates a fire hazard adjacent to electrical equipment.
- Only qualified personnel shall repair permanent wiring or electrical distribution equipment.

HOT WORK

All covered hot work performed on The Citadel campus requires a Hot Work Permit issued by the Department of Environmental Health & Safety before the work begins, unless EHS has formally designated an approved permanent hot-work area, in which case a separate permit is not required under campus procedure.

Hot work includes welding, cutting, brazing, soldering, grinding, torch work, torch-applied roofing, and other operations that can produce flames, sparks, or sufficient heat to ignite combustible material.

- The work area shall be inspected before authorization.
- Combustible and flammable materials shall be removed or adequately protected.
- Openings and penetrations that could transmit sparks, slag, or heat shall be protected.
- Appropriate portable fire-extinguishing equipment shall be immediately available.
- A fire watch shall be provided when required by the permit, the work conditions, or applicable standards.
- Fire protection systems shall remain operational unless an approved impairment procedure and temporary safeguards are in place.
- Hot work shall not be performed in an uncontrolled flammable or explosive atmosphere.
- The fire watch shall remain in place for the period specified by the permit and applicable requirements after hot work is completed.
- A Hot Work Permit may be suspended or canceled whenever conditions change, or required controls are not maintained.

COMBUSTIBLE WASTE AND HOUSEKEEPING

Accumulations of flammable and combustible waste shall be controlled to minimize fire hazards.

- Combustible waste shall be removed at appropriate intervals and shall not be allowed to accumulate excessively.
- Cardboard, paper, wood, packaging, and similar materials shall be maintained in an orderly manner.
- Oily or solvent-contaminated materials shall be placed in approved containers when required.
- Mechanical rooms, electrical rooms, boiler rooms, and utility spaces shall be kept free of unnecessary combustible storage.

- Exit routes, stairways, corridors, and fire-protection equipment shall remain unobstructed.
- Combustible waste shall be disposed of in accordance with applicable waste-management procedures.

HEAT-PRODUCING EQUIPMENT

Safeguards installed on heat-producing equipment to prevent accidental ignition of combustible materials shall be regularly maintained. Heat-producing equipment shall be installed, operated, inspected, and maintained in accordance with the manufacturer's requirements and applicable safety standards.

- Boilers, furnaces, water heaters, and HVAC equipment.
- Commercial cooking appliances.
- Laboratory heating equipment and kilns.
- Dryers and heat lamps.
- Portable heaters and other temporary heating devices.

Portable heaters are not permitted in any academic building, barracks, classroom, or personal office unless the Department of Environmental Health & Safety has granted specific authorization.

LABORATORIES

Laboratories may present elevated fire hazards involving chemicals, compressed gases, electrical equipment, heat-producing equipment, reactions, and specialized processes.

- Maintain current chemical inventories and applicable Safety Data Sheets.
- Follow the Chemical Hygiene Plan and laboratory-specific procedures.
- Store flammable materials in approved locations and containers.
- Control open flames, hot plates, burners, and other ignition sources.
- Secure and properly store compressed-gas cylinders.
- Maintain fire-protection and emergency equipment appropriate to laboratory hazards.
- Keep exits and emergency equipment accessible.
- Limit unnecessary quantities of combustible and flammable materials.
- Evaluate unusual experiments or processes for fire hazards before work begins.

KITCHENS AND COOKING OPERATIONS

- Cooking equipment shall be maintained in safe operating condition.
- Commercial kitchen exhaust and suppression systems shall be inspected and maintained as required.
- Grease accumulation shall be controlled.
- Combustible materials shall be kept away from heat-producing appliances.
- Required Class K and other appropriate extinguishing equipment shall remain readily accessible.
- Damaged or impaired kitchen fire-protection systems shall be reported and corrected promptly.
- Only approved cooking equipment shall be used in locations where campus policy permits cooking.

FACILITIES AND MAINTENANCE OPERATIONS

Facilities & Engineering shops and maintenance operations shall control fire hazards associated with fuels, flammable liquids, compressed gases, welding and cutting, electrical work, battery charging, paints and solvents, oily waste, combustible storage, and heat-producing equipment.

Shop-specific hazard assessments shall identify additional fire-prevention controls and the required fire-protection equipment.

COMBUSTIBLE STORAGE

Combustible materials shall be stored in an orderly manner and must not block or interfere with exits, exit access, fire extinguishers, fire alarm equipment, sprinkler discharge, electrical panels, fire department connections, standpipes, valves, or other fire-protection equipment.

Mechanical rooms, electrical rooms, stairwells, and designated exit routes shall not be used for unauthorized storage of combustibles.

FIRE PROTECTION SYSTEMS AND EQUIPMENT

Fire-protection equipment appropriate for campus building and operational hazards may include automatic sprinkler systems, fire alarms, smoke and heat detection, portable fire extinguishers, fire pumps, standpipes, fire department connections, kitchen hood suppression systems, specialized suppression systems, and emergency notification systems.

Fire-protection equipment shall not be tampered with, covered, obstructed, disabled, modified, or taken out of service without authorization. Deficiencies and impairments shall be reported promptly, and corrective actions initiated.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be approved, properly selected and distributed for the hazards present, mounted or located so they are readily accessible, visually inspected monthly, maintained annually, and hydrostatically tested at intervals required by the fire code.

No employee is required to fight a fire. Employee use of extinguishers shall comply with The Citadel Emergency Response/Emergency Action Plan and the following requirements:

- If extinguishers are provided for employee use, employees covered by that use policy shall receive education on the general principles of extinguisher use and hazards of incipient-stage firefighting upon initial employment and at least annually thereafter.
- Employees specifically designated to use firefighting equipment as part of an emergency action plan shall receive training on the appropriate equipment upon initial assignment and at least annually thereafter.
- Only an incipient-stage fire shall be considered for employee extinguisher use.
- An employee shall maintain a safe exit path and shall evacuate immediately if smoke, heat, fire growth, hazardous materials, or other conditions make firefighting unsafe.
- The alarm shall be activated, and emergency reporting procedures initiated before or while extinguisher use is attempted, when feasible and safe.

FIRE PROTECTION SYSTEM IMPAIRMENTS

Planned or unplanned impairment of a fire alarm, sprinkler, fire pump, standpipe, suppression, detection, or other fire-protection system shall be reported and managed in accordance with established campus impairment procedures.

- Notify EHS, Public Safety, Facilities & Engineering, affected occupants, and outside authorities as required.
- Implement fire watch, patrols, temporary detection, hot-work restrictions, ignition-source controls, or other temporary measures when necessary.
- Document fire-watch activities when required.
- Restore impaired systems to normal service as soon as practicable and confirm restoration to affected stakeholders.

FIRE ALARM AND DETECTION SYSTEMS

Employees shall not disable, cover, obstruct, modify, or tamper with fire alarm or detection equipment. Malfunctions of pull stations, detectors, notification appliances, panels, monitoring systems, or communication pathways shall be reported promptly.

Facilities & Engineering, Public Safety, EHS, and other responsible departments shall coordinate responses to fire alarm and detection system deficiencies under established campus procedures.

MEANS OF EGRESS

Exit routes shall be maintained to ensure prompt and safe evacuation. Employees shall not block exit doors, corridors, stairwells, exit pathways, exit signs, or emergency lighting, or obstruct the required emergency use of exit doors.

Exit routes shall be maintained in accordance with applicable OSHA exit-route requirements and with adopted fire and building codes.

CONTRACTORS, CONSTRUCTION, AND TEMPORARY OPERATIONS

Construction, renovation, and contractor activities may introduce temporary fire hazards. Responsible project managers and contractors shall control temporary electrical installations, hot work, combustible construction materials, flammable liquids, temporary heating, compressed gases, waste accumulation, and impairments to fire-protection systems.

Contractors and subcontractors shall obtain an EHS Hot Work Permit before any covered hot work begins. Temporary operations shall not compromise required means of egress or fire-protection systems without authorization and appropriate safeguards.

SMOKING AND OPEN FLAMES

The Citadel campus, including The Citadel Beach House, is smoke-free in accordance with campus policy. Smoking is not permitted on campus property.

Candles, burners, torches, ceremonial flames, or similar open-flame devices are prohibited unless specifically authorized by EHS for an approved activity and operated under the conditions established by that authorization. Hot work remains subject to the separate EHS Hot Work Permit requirement.

LITHIUM-ION BATTERIES AND CHARGING EQUIPMENT

- Rechargeable battery-powered equipment shall be used and charged in accordance with manufacturer instructions.
- Batteries exhibiting swelling, excessive heat, physical damage, leaking, smoke, unusual odor, or other signs of failure shall be removed from use and reported.
- Damaged lithium-ion batteries shall not continue to be charged or used.
- Charging equipment shall be compatible with the battery/equipment and shall not be located where it creates an unnecessary fire or egress hazard.
- Large battery systems, energy-storage systems, or unusual battery hazards shall receive a site-specific fire-safety evaluation.

FIRE PREVENTION DURING SPECIAL EVENTS

Departments responsible for special events shall evaluate fire hazards associated with temporary decorations, electrical equipment, cooking, tents, temporary structures, open flames, special effects, large occupant loads, temporary seating, and vendors.

Required approvals and permits shall be obtained from EHS before conducting activities involving elevated fire hazards.

EMPLOYEE INFORMATION AND TRAINING

Upon initial assignment to a job, employees shall be informed of the fire hazards to which they are exposed. The portions of this Fire Prevention Plan necessary for employee self-protection shall be reviewed with affected employees.

- Recognition and reporting of workplace fire hazards.
- Control of ignition sources and combustible materials.
- Proper handling and storage of hazardous, flammable, and combustible materials.
- Housekeeping and combustible-waste control.
- Department-specific fire hazards and required fire-protection equipment.
- Hot Work Permit requirements for employees who perform or supervise hot work.
- Fire alarm, evacuation, and emergency-reporting expectations under the applicable Emergency Response/Emergency Action Plan.
- Portable fire extinguisher education or designated-user training when applicable under 29 CFR 1910.157.

REPORTING FIRE HAZARDS AND FIRE INCIDENTS

Employees shall promptly report recognized fire hazards, including damaged electrical equipment, improper storage of combustibles, blocked exits, missing or damaged extinguishers, alarm or sprinkler deficiencies, leaks of flammable materials, improper chemical storage, unauthorized hot work, damaged lithium-ion batteries, unsafe heating equipment, and fire-door deficiencies.

All fires, including those extinguished before emergency responders arrive, shall be reported to the Department of Public Safety in accordance with campus emergency procedures. Fire incidents shall be evaluated as appropriate to identify causes, contributing conditions, damaged equipment, required system restoration, corrective actions, and measures to prevent recurrence.

FIRE PREVENTION INSPECTIONS

EHS and other responsible departments may conduct periodic inspections to identify fire and life-safety hazards. Inspection items may include exit routes, fire doors, portable extinguishers, alarm and sprinkler equipment, electrical hazards, hazardous-material storage, combustible storage, housekeeping, hot-work controls, heat-producing equipment, mechanical and electrical rooms, and emergency access.

Identified deficiencies shall be assigned for corrective action and tracked as appropriate.

RESPONSIBLE PERSONNEL REQUIRED BY 29 CFR 1910.39

OSHA requires the Fire Prevention Plan to identify the names or job titles of employees responsible for maintaining equipment that prevents or controls ignition or fires, and the names or job titles of employees responsible for controlling fuel-source hazards. The following job titles are assigned to those responsibilities; Appendix B shall be updated if titles or assignments change.

Job Title / Position	Primary Fire-Prevention Responsibility
Director of Environmental Health & Safety / Campus Fire Marshal	Program administration; fire-hazard evaluation; hot-work authorization; fire/life-safety coordination; program review.
Facilities & Engineering Director or Designee	Maintenance and repair of assigned building systems, fire-protection systems, electrical/mechanical systems, and safeguards on heat-producing equipment.
Facilities & Engineering Shop Supervisors	Control of departmental ignition and fuel-source hazards; shop housekeeping; maintenance work practices; corrective actions.
Department Managers / Supervisors	Control of fuel sources, combustible materials, housekeeping, and department-specific fire hazards.
Laboratory Supervisor / Principal Investigator / Responsible Laboratory Manager	Control of laboratory chemical, fuel-source, ignition, compressed-gas, and process-specific fire hazards.
Food Service Manager / Responsible Dining Supervisor	Control of cooking, grease, combustible, and related kitchen fire hazards and reporting of suppression-system deficiencies.
Project Manager / Contracting Department Representative	Coordination of contractor fire hazards, temporary operations, hot work, impairments, and required approvals.

EMERGENCY RESPONSE AND EVACUATION INTERFACE

This Fire Prevention Plan primarily addresses the prevention and control of fire hazards. Emergency notification, evacuation, employee accountability, rescue/medical duties, and emergency response are governed by The Citadel Emergency Response Plan and by applicable Emergency Action Plan procedures developed to satisfy 29 CFR 1910.38, where required.

At a minimum, employees who discover a fire shall activate the building fire alarm or otherwise initiate emergency notification, call 9-1-1 from a safe location, notify Public Safety at (843) 953-5114 when safe to do so, evacuate immediately via the nearest safe route, proceed to the designated assembly/accountability location, and remain outside until authorized to re-enter.

- Employees shall not delay evacuation to collect personal belongings.
- Elevators shall not be used for fire evacuation unless specifically designed, approved, and directed for that purpose.
- Employees shall not re-enter or conduct building sweeps unless assigned, trained, and authorized under an emergency plan.
- Persons requiring evacuation assistance shall follow building-specific accessible evacuation procedures; employees shall not undertake rescue actions that place themselves at unreasonable risk.
- Only trained and authorized employees may attempt extinguisher use, and only on an incipient-stage fire when a safe exit is maintained.

PROGRAM REVIEW

EHS shall review this Fire Prevention Plan at least annually as an institutional requirement and revise it as necessary. Review shall also occur when significant new fire hazards are introduced, facilities or processes change, applicable requirements change, fire incidents or inspections identify deficiencies, or departmental responsibilities change materially.

Revisions affecting employee protection shall be communicated to affected employees.

RECORDKEEPING

Fire-prevention records shall be maintained in accordance with applicable regulatory and institutional requirements. Records may include fire-protection system inspection and maintenance documentation, portable extinguisher records, employee training, fire-watch records, Hot Work Permits, fire inspections, corrective actions, fire incident reports, contractor documentation, and system impairment documentation.

29 CFR 1910.39 does not establish a general record-retention period for all Fire Prevention Plan records; retention shall follow the applicable underlying standard, code, contract, or institutional schedule.

ENFORCEMENT AND CORRECTIVE ACTION

Unsafe conditions or practices that violate this plan shall be corrected as soon as practicable. Conditions that pose an imminent fire or life-safety hazard may require immediate cessation of work, removal of equipment from service, evacuation or restriction of an area, implementation of a fire watch, removal or isolation of hazardous materials, shutdown of unsafe equipment, or other temporary protective measures.

Hot work conducted without the required EHS Hot Work Permit shall be stopped until the required authorization and safeguards are in place.

APPENDIX A - MAJOR FIRE HAZARD AND FIRE PROTECTION EQUIPMENT MATRIX

This matrix documents the major fire hazards identified by the campus program and the general type of fire-protection equipment necessary to control each hazard. Departments shall supplement this matrix when unique hazards or equipment are present.

Major Fire Hazard	Typical Campus Locations / Sources	Primary Prevention / Control	Fire Protection Equipment
Ordinary combustibles (Class A)	Offices, classrooms, storage, shops, barracks, paper/cardboard/wood/textile	Housekeeping; control storage; maintain separation from ignition sources; maintain egress	Automatic sprinklers where installed; approved Class A or ABC portable extinguishers as applicable.
Flammable/combustible liquids (Class B)	Shops, labs, vehicle maintenance, fuels, solvents, paints, adhesives	Approved storage/containers; quantity control; ignition-source control; spill control; ventilation where required	Approved Class B or ABC portable extinguishers; fixed suppression/sprinklers where installed or required.
Energized electrical equipment (Class C)	Electrical rooms, panels, labs, offices, shops, temporary equipment	Electrical inspection/maintenance; prevent overloads; maintain clearances; remove defective equipment	Approved nonconductive Class C-rated extinguishers (typically ABC or CO ₂ as appropriate); building fire-protection systems.
Commercial cooking oils and grease (Class K)	Dining and commercial kitchen operations	Grease control; equipment maintenance; hood/duct cleaning; ignition control	Class K portable extinguisher; listed commercial kitchen hood suppression system; building sprinkler as applicable.
Combustible metals, if present (Class D)	Specialized labs, shops, or processes	Material-specific storage, housekeeping, and ignition control; prohibit incompatible extinguishing agents	Class D extinguishing agent specifically listed for the metal involved.
Hot work	Maintenance, construction, shops, roofs, mechanical spaces	EHS Hot Work Permit; remove/protect combustibles; fire watch; control sparks/slag; maintain suppression systems	Portable extinguisher appropriate to surrounding hazards; fire watch; building fire-protection systems.
Laboratory chemicals / reactive processes	Teaching and research laboratories	Chemical Hygiene Plan; compatibility/storage; quantity control; process review; ignition control	Select extinguishing equipment for the specific materials: ABC/BC, CO ₂ , Class D, or specialized systems as appropriate.
Compressed flammable gases	Labs, shops, maintenance, temporary operations	Secure cylinders; leak prevention; separation; ventilation; ignition-source control; close valves when not in use	Building sprinkler/suppression where installed; extinguishers appropriate to associated fuel and surrounding materials; emergency isolation when safe.
Heat-producing equipment	Boilers, furnaces, dryers, kilns, heaters, kitchens, laboratories	Maintain safeguards; clearances; preventive maintenance; housekeeping	Building sprinkler/suppression as applicable; portable extinguishers appropriate to the surrounding fuel hazard.
Lithium-ion batteries/charging	Offices, tools, vehicles, labs, equipment charging areas	Manufacturer-approved charging; inspect for damage; isolate failed batteries; site-specific review for large systems	Building fire-protection systems and extinguishers appropriate to surrounding materials; specialized controls for larger battery systems as required.

APPENDIX B - RESPONSIBLE PERSONNEL / JOB TITLE MATRIX

Update this appendix when organizational titles or assignments change. Names may be added locally, but job titles should remain sufficient to identify responsible positions.

Responsibility	Job Title / Position	Current Name (Optional)	Department
Fire Prevention Plan administration/fire hazard coordination	Director of Environmental Health & Safety / Campus Fire Marshal		Environmental Health & Safety
Fire protection systems and heat-producing equipment safeguards	Director of Environmental Health & Safety / Campus Fire Marshal		Facilities & Engineering
Shop fuel-source and ignition-hazard control	Applicable Shop Supervisor		Facilities & Engineering
Department fuel-source and combustible-material control	Department Manager / Supervisor		Affected Department
Laboratory fuel-source and ignition-hazard control	Laboratory Supervisor/Responsible Laboratory Manager		Academic Department
Kitchen/cooking hazard control	Food Service Manager / Responsible Dining Supervisor		Dining / Food Service
Contractor/construction fire-hazard coordination	Project Manager / Contracting Department Representative		Project / Contracting Department

APPENDIX C - ANNUAL FIRE PREVENTION PLAN REVIEW

Review Item	Complete	Notes / Corrective Action
Major fire-hazard list reviewed	☐	
Hazard-to-fire-protection-equipment matrix reviewed	☐	
Hazardous-material and flammable-liquid controls reviewed	☐	
Ignition-source controls reviewed	☐	
Hot Work Permit program reviewed	☐	
Combustible-waste / housekeeping controls reviewed	☐	
Heat-producing equipment safeguards reviewed	☐	
Responsible job titles verified	☐	
Portable extinguisher use and training policy reviewed	☐	
Fire-protection system impairment procedures reviewed	☐	
Laboratory, kitchen, shop, battery, and special-event hazards reviewed	☐	
Fire incidents / near misses reviewed	☐	
Inspection findings and corrective actions reviewed	☐	
Emergency Response / EAP coordination reviewed	☐	
Employee information/training materials reviewed	☐	
Program revisions completed and communicated	☐	

Field	Information
Review Date	
Reviewed By	
Revision Number / Changes Made	
Next Review Due	

APPENDIX D - DEPARTMENT FIRE PREVENTION INSPECTION CHECKLIST

Departments may use this checklist to supplement formal EHS/fire-life-safety inspections and document routine workplace fire-prevention observations.

Inspection Item	Satisfactory	Corrective Action / Responsible Party
Exit routes, corridors, and stairs clear	☐	
Exit doors and emergency egress unobstructed	☐	
Fire extinguishers accessible and not damaged/discharged	☐	
Fire alarm pull stations/notification devices unobstructed	☐	
Sprinkler heads/valves / FDCs unobstructed	☐	
Electrical panels/disconnects have required access	☐	
No damaged cords, plugs, or overloaded electrical devices	☐	
Flammable/combustible liquids stored appropriately	☐	
Compressed gas cylinders secured and stored appropriately	☐	
Combustible storage/waste controlled	☐	
Mechanical/electrical rooms free of unauthorized storage	☐	
Heat-producing equipment has appropriate clearances	☐	
Portable heaters, if permitted, used safely	☐	
Lithium-ion batteries/charging equipment show no signs of damage	☐	
Hot work has current EHS permit where required	☐	
Fire doors not blocked or improperly held open	☐	
Known fire-protection impairments properly managed	☐	

DOCUMENT CONTROL

Field	Information
Program Owner	Department of Environmental Health & Safety
Primary OSHA Standard	29 CFR 1910.39 - Fire Prevention Plans
Related OSHA Standards	29 CFR 1910.38; 1910.106; 1910.157; 1910.252; 1910 Subpart L, as applicable
Revision	09/30/2026
Effective Date	_____
Approved By	_____
Approval Date	_____
Next Review Date	_____