

Attachment A

CSU PERMITTING PROGRAM OPERATIONAL PROCEDURES FIRE AND PANIC SAFETY

The following procedures are intended to achieve consistency statewide.

1. GENERAL

a. Coordination:

- i. The CSU Director of Fire Safety (DFS) and Deputy Directors of Fire Safety (DDFS) will coordinate with the appropriate OSFM Division Chief on matters related to the statewide CSU Permitting Program related to fire and panic safety.
- ii. The Lead Designated Campus Fire Marshal (Lead DCFM) will coordinate with the appropriate DDFS and/or the DFS on California Code of Regulations (CCR) Title 19 and Title 24 program activities.

b. Reports:

- i. The Director of Fire Safety will be responsible for providing the appropriate OSFM Division Chief with an annual activity report. This report will be submitted in March of each year detailing the previous calendar year's activities, which shall include the elements described below (see section 2.h) for the Title 24 Program inspections and the Title 19 Program inspections.
- ii. Each Lead DCFM is responsible to provide the annual activity report to the appropriate DDFS by February 1st.

c. Technical Advice:

- i. The OSFM Division Chiefs will be available to provide technical advice to the DDFS and DFS as requested.

d. Forms:

- i. The Lead DCFM and/or DCFM will use agreed upon forms (or electronic reproductions) when conducting plan review and inspection activities.

e. Program Audit:

- i. The Program shall be reviewed on a continuous basis by the Lead DCFM, appropriate DDFS and the DFS to ensure compliance with the MOU, California Building Standards and other regulations of the State Fire Marshal.

2. PLAN REVIEW AND CONSTRUCTION INSPECTIONS

- a. Transition of Responsibility: The MOU calls for a phased implementation of the CSU Designated Campus Fire Marshal (DCFM) program, with the first phase being plan review and approval. This policy identifies those plan review types that are eligible for full review and approval by CSU Designated Campus Fire Marshal (DCFM) staff.
 - i. Overall project plan review and approval shall be the responsibility of the Lead DCFM with the support of DCFM's, third-party plan reviewers and fire safety peer reviewers contracted with the CSU to perform these services.

- ii. Plan review/project types that are eligible for full review/approval by OFS staff:
 - 1) Minor Capital Outlay Projects
 - a) In matters that relate to the interpretation of the State Fire Marshal standards and the California Code of Regulations, OFS will consult with the OSFM.
 - 2) Major capital projects
 - a) In matters that relate to the interpretation of the State Fire Marshal standards and the California Code of Regulations, OFS will consult with the OSFM.
 - 3) Solar photovoltaic array systems on all CSU facilities in compliance with the CSU "Photovoltaic (PV) Installation" policy (FSPL 22-C001). This policy covers four possible configurations:
 - a) Ground-mounted- no use below
 - b) Ground-mounted - parking/use below
 - c) Supported by a structure - no use below
 - d) Supported by a structure - parking/use below
 - 4) Back checks on all major capital projects (projects valued at >\$929,000)
 - a) OSFM to perform initial review and identify in project review comments any items that require OSFM/OFS collaboration on resolution.
 - b) Design team resubmits plans to OFS staff for back check and comment resolution.
 - c) OFS staff to consult with OSFM staff on all items identified in initial comments as requiring collaboration prior to OFS approving and stamping plans.
- iii. Construction/ Renovation/ Repair Construction (CCR Title 24) Inspections.
 - 1) Minor capital projects
 - a) OSFM inspections shall be scheduled by campus Inspectors of Record, until the DCFM has been designated by the SFM to perform these inspections.
 - 2) Major capital projects
 - a) OSFM inspections shall be scheduled by campus Inspectors of Record, until the DCFM has been designated by the SFM to perform these inspections.
 - 3) Public Private Partnership projects that are determined to be under the authority of OSFM.
 - a) For public private partnership projects plan reviewed by the DCFM, the DCFM may elect to perform the construction inspection to confirm the project is code compliant. The DCFM will complete an inspection report in an approved electronic format describing the circumstances and outcome.
 - b) CSU OFS may elect to ask OSFM to perform the construction inspections or enter into agreement with the local fire jurisdiction to perform the construction inspection. In cases where the OSFM agrees to perform the inspection, such inspections shall be scheduled with the campus Inspectors of Record.

- b. CSU and OSFM shall regularly interact to further the purpose of this MOU. CSU and OSFM will identify the lead fire and panic safety program contacts in the spirit of cooperation, peer mentoring and mutual goals.
- c. Maintenance of Project Records: Each campus DCFM is required to retain all fire and panic safety project records, including record documents, for the life of the facility according to University policy.
- d. Transmittal Forms, Approval Letters and Other Documents: Each DCFM will maintain project files with all pertinent documentation related to a project. This information will be made available to the OSFM upon request. Examples of these documents include, but are not limited to:
 - i. Fire Safety Correction Notices and/or inspection reports.
 - ii. Final Clearance letters.
 - iii. Plan Review Transmittals.
 - iv. Copies of correspondence specific to projects and/or inspections, including any requested and approved AMMRs.
- e. Approval Stamp: Each page of an approved plan will be stamped by the reviewing Lead DCFM, or DCFM with a stamp approved by OSFM. Each CSU campus is responsible for procuring the stamp. The approved OSFM stamp shall only be used for the approval of buildings on CSU campuses and/or property administered by The Trustees of the California State University.
- f. Construction Inspections: DCFM's will inspect construction projects as applicable. The DCFM will complete an inspection report in an approved electronic format describing the circumstances and outcome.
- g. Reports: The Lead DCFM will submit to the appropriate DDFS the Annual Activity Report of Title 24 activities by February 1st. It shall contain the following information:
 - i. Facility name,
 - ii. Occupancy classification,
 - iii. Square footage,
 - iv. Status of projects under review or construction,
 - v. Include a list of correspondence such as requests for alternate means of construction or formal appeals,
 - vi. Project cost.

3. EXISTING FACILITY INSPECTIONS (CCR Title 19 inspections)

OSFM to maintain responsibility pending CSU program development.

4. SPECIAL EVENTS

OSFM to maintain responsibility pending CSU program development.

5. FIRES, EXPLOSIONS, AND OTHER EMERGENCIES

The OSFM Duty Officer Notification Procedures will be immediately initiated when any of the following occur on properties owned or leased by The Trustees of the California State University:

- a. A major or significant incident is defined as a significant event, which demands a response beyond the routine,
 - i. All fires, explosions or any major disasters/incidents,
 - ii. Any incident that involves a significant fire or panic related injury or death,
 - iii. Any significant media event related to public safety,
 - iv. Activation of a fire suppression system due to a system malfunction or failure.
- b. All available incident reports will be maintained by the CSU facility and made available to the OSFM upon request.
- c. The OSFM Duty Officer will be immediately notified of an incident on the 24-hour number: (916) 323-7390.

6. POST-INCIDENT RE-OCCUPANCY PLANS

Re-occupancy plans for buildings damaged by fires, earthquake, civil unrest or explosions will be submitted on an approved OSFM electronic form to the appropriate OSFM Division Chief. Re-occupancy plans should address the areas affected by the incident as well as the unaffected areas of the facility. At a minimum the re-occupancy plans should include the following:

- a. A physical description of the building including type of construction, height, area, and occupancy classification,
- b. Floor diagrams that identify the affected area and location of exits and demolition/construction barriers,
- c. The status of fire alarm, fire suppression, air handling equipment, and emergency power systems. At least 10% of fire alarm devices and the fire alarm control panel will be tested before re-occupancy into unaffected areas. 100% of fire alarm devices, air handling, and emergency power systems in affected areas will be tested at 100% when repairs are complete,
- d. An estimated time for repairs and anticipated date of re-occupancy.

Revised version of Attachment A dated 5/17/2024.


 Chief Danial Berlant, State Fire Marshal

5/17/24
 Date


 Paul Gannoe, Assistant Vice Chancellor, The California State University

5/17/24
 Date