



## **Fire and Life Safety**

### **Purpose**

The purpose of this policy is to ensure the safety of Stephen F. Austin State University (SFASU) students, faculty, staff, and visitors and to maintain compliance with the codes and standards adopted by the state Fire Marshal as authorized in Texas Administrative Code Title 28, Section 34.303 and Texas Government Code Section 417.008, as well as, aid in protecting the physical, human, and fiscal resources of the university. The Department of Environmental Health, Safety, and Risk Management (EHSRM) has the primary responsibility to establish and enforce procedures that ensure university compliance with fire and life safety guidelines.

### **Persons Affected**

This policy applies to all employees, students, contractors, vendors, visitors, and volunteers on or utilizing property owned or leased by SFASU.

### **Definitions**

**Authority Having Jurisdiction:** an individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, installation, or procedures.

**Building Used for Campus Purposes:** a building or space within a building that is used by Stephen F. Austin State University for education, research, auxiliary enterprises, business functions, or such other related purposes and uses for the furtherance and fulfillment of the missions of Stephen F. Austin State University and that is intended for human occupancy.

**Life Safety Assessment:** the process to determine a building's compliance with the edition of the NFPA 101 or, when applicable, NFPA 101A, and NFPA 1, as adopted and enforced by the Texas State Fire Marshal's Office of the Texas Department of Insurance at the time of building acquisition or conversion.

### **Policy**

Fire prevention is an important component of the university's fire safety program and being proactive against any potential fire and life safety hazards offers the greatest protection against injury or property loss. The university's fire and life safety program is designed to prevent or reduce property loss and injury from fire and explosions arising from storage, handling, and use of flammable and combustible substances, materials, and devices. The fire and life safety procedures available on the EHSRM website (<https://www.sfasu.edu/safety>) are essential in promoting fire and life safety and enhancing university compliance with applicable codes and regulations.

The university's fire and life safety program will comply with the NFPA 1 Fire Code, NFPA 101 Life Safety Code, the University of Texas System policies and SFASU's fire and life safety procedures while cooperating with the local fire department to ensure fire and life safety procedures comply with local requirements. Compliance with state and local requirements for



accessibility to facilities, compatibility of equipment, adequacy of fire suppression water supplies and hydrants is necessary for the safety of responding firefighters and preservation of state property.

### **Policy Compliance**

It is imperative that SFASU employees comply with University of Texas System policies, federal, state, and local environmental health, safety, and risk management legislation, and relevant government fire and life safety codes and regulations. In addition, it is essential that employees observe industry best practices and comply with SFASU safety policies, and procedures. Non-compliance can result in sanctions against the university, as well as posing serious risks to students, employees, visitors, and university property. Disciplinary action may be taken against university students and employees who do not comply with this policy and associated regulations. Offending materials and substances may be confiscated permanently for further protection of the surrounding environment.

### **Procedures**

#### **EHSRM Responsibilities:**

- A. Inspecting university buildings and property for fire safety hazards, risk, or in response to a notice of a possible violation. In carrying out this duty, the EHSRM safety officer or representative shall have the authority to enter any university building, structure, room, office or laboratory (university employees may accompany the EHSRM safety officer on an inspection of their area);
- B. Completing risk assessments to identify and mitigate potential hazards related to fire and life safety which are in compliance with UTS 174 "Environmental Health and Safety;"
- C. Completing Life Safety Assessments in compliance with Section 4 through 11 of UTS 135 "Fire and Life Safety;"
- D. Recommending preventative and corrective action and working with university departments to assure appropriate action is taken;
- E. Establishing and coordinating fire safety training programs (ex: fire drills) to comply with regulatory requirements or upon request of department heads;
- F. Serving as the official university contact with state and local fire marshals and other state agencies regarding fire safety;
- G. Preparing mandated reports and compiling and disseminating data related to the fire safety program;
- H. Communicating local, state, and national fire safety requirements to university officials;
- I. Maintaining records related to the fire safety program in accordance with the record retention schedule of the university and the state of Texas;
- J. Serving as an advisor for the university departments on fire safety issues;
- K. Serving as the Authority Having Jurisdiction (AHJ) for fire safety codes and standards;
- L. Investigating all fires occurring on university property;



- M. Working closely with the local fire department, police department, and other emergency response agencies to assure they are informed about the campus so as to be prepared in case of an emergency; and
- N. Approving waivers of university fire and life safety policies and procedures.

### **Waivers**

The executive director of EHSRM is responsible for granting waivers to university fire and safety policies and procedures. Waivers may be granted on a case-by-case basis or as a blanket approval which applies to a specific type of event, function, or use.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

UTS 174 Environmental Health and Safety  
UTS 135 Fire and Life Safety

SFA HOP 05-510 Health and Safety  
SFA HOP 05-515 Risk Management

National Fire Protection Association  
Texas State Fire Marshal  
SFASU Fire and Life Safety Procedure Manual

### **Responsible Executive**

Senior Vice President for Organizational Effectiveness

### **Forms**

None

### **Revision History**

September 1, 2023 (original)  
July 1, 2025

Non-Educational Policy