

Fire and Life Safety

Original Implementation: July 16, 2013

Last Revision: July 23, 2019

Purpose

The purpose of this policy is to 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.

General

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, and SFA'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.

EHSRM Responsibilities

The director of EHSRM (or designee) has primary responsibility to administer and oversee compliance with the university's fire and life safety program. Duties of EHSRM include:

- a) Inspecting university buildings and property for fire safety hazards, risks, 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) Recommending preventative and corrective action and working with university departments to assure appropriate action is taken;
- c) Establishing and coordinating fire safety training programs (ex: fire drills) to comply with regulatory requirements or upon request of department heads;
- d) Serving as the official university contact with state and local fire marshals and other state agencies regarding fire safety;
- e) Preparing mandated reports and compiling and disseminating data related to the fire safety

- program;
- f) Communicating local, state, and national fire safety requirements to university officials;
 - g) Maintaining records related to the fire safety program in accordance with the record retention schedule of the university and the state of Texas;
 - h) Serving as an advisor for the university departments on fire safety issues;
 - i) Serving as the Authority Having Jurisdiction (AHJ) for fire safety codes and standards;
 - j) Investigating all fires occurring on university property;
 - k) 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
 - l) Approving waivers of university fire and life safety policies and procedures.

Waivers

The 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.

Policy Compliance

It is imperative that SFA employees comply with 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 SFA 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.

Cross Reference: Health and Safety (13.10); Risk Management (13.19); National Fire Protection Association; Texas State Fire Marshal

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Environmental Health, Safety, and Risk Management

Forms: None

Board Committee Assignment: Building and Grounds