[Major revision: June 2, 2014]

Angelo State University
Operating Policy and Procedure

OP 34.12: **Fire and Life Safety Program**

DATE: June 2, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the university fire and life safety program.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the director of risk and emergency management with recommendations for revision forwarded through the vice president for finance and administration to the president by June 15.

POLICY/PROCEDURE

1. Overview

There are numerous circumstances and events that may pose a potential risk for creating a fire in university facilities and/or endangering lives. For this reason, the Office of Environmental Health, Safety and Risk Management (EHSRM) developed the Fire and Life Safety Program.

2. Responsibilities

a. All university employees are responsible for understanding and complying with the guidance in the fire and life safety program. Faculty, staff, and students shall use the Unsafe Condition Report or call the EHSRM office to report a fire or life safety code violation or other unsafe condition.

b. Departments/Supervisors are responsible for:

(1) adhering to and enforcing fire and life safety standards,

(2) reporting violations of fire and life safety standards, and

(3) developing and implementing emergency action plans.

c. The EHSRM Office is responsible for:

(1) providing oversight of the campus fire and life safety program,

(2) conducting and documenting periodic inspections,

(3) assisting departments with developing emergency action plans,

(4) conducting fire and life safety training,

(5) conducting and documenting fire drills,

(6) responding to unsafe condition reports,

(7) submitting annual Tier II reports to the local emergency planning committee,

(8) coordinating inspections with the State Fire Marshal's Office.

d. University Police Department is responsible for:

(1) monitoring the fire alarm systems 24/7,

(2) responding to and assessing all fire alarms,

(3) ensuring the safe evacuation of facility occupants,

(4) assuming first responder duties until relieved by San Angelo Fire Department, and

(5) maintaining the Campus Fire Safety Log.

e. Facilities Management is responsible for coordinating all annual fire alarm and fire suppression system inspections and maintaining service/maintenance documentation.

f. Housing and Residential Programs staff shall implement emergency action plans in the event of a fire or other life threatening event occurring in a residential facility.

g. The Texas State Fire Marshal's Office is the designated authority having jurisdiction (AHJ) for all fire and life safety matters on Angelo State University property.

3. Notifications and Reports

a. In the event of visible smoke or fire a facility, occupants shall take the following actions:

(1) activate the nearest fire alarm pull station,

(2) evacuate the facility via the nearest exit,

(3) call 9-1-1, and

(4) notify University Police.

b. The department supervisor shall ensure a Fire Alarm Report is submitted within 72 hours of the incident.

c. Employees should submit an unsafe condition report if they observe any of the following conditions:

(1) accumulation of combustible materials or other potential fire hazard,

(2) inoperative or damaged fire or life safety equipment,

(3) a violation of a fire or life safety code, or

(4) blocked egress pathways or facility exits.