

**HSC OP:** 75.16, **TTUHSC Fire and Life Safety Policy**

**PURPOSE:** The purpose of this HSC OP is to define and outline fire and life safety program requirements to assure the safety of building occupants and protect TTUHSC facilities and property.

1. Definitions
2. TTUHSC Fire and Life Safety Authority Having Jurisdiction
3. Fire Prevention
4. Fire alarm response at TTUHSC facilities
5. Monitoring and reporting requirements for fire events
6. Fire and Life Safety Training
7. Fire Drill requirements for employees and students
8. Required fire alarm system maintenance

**REVIEW:** This HSC OP will be reviewed by June 15 of each even numbered year (ENY) by the HSC Fire Marshal, the Senior Director of Safety Services, and the Texas Tech Police Department, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services by July 30.

**POLICY/ PROCEDURE:**

1. **Definitions:**

- a. **Authority Having Jurisdiction:** The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure relating to fire or life safety.
- b. **Employee Training:** Basic employee training on proper response to fire alarms, fire drills and fire extinguisher usage at TTUHSC facilities.
- c. **Fire Alarm Monitoring:** Constant attention to the status of TTUHSC fire alarm systems, and code acceptable emergency response utilizing either employee based or contracted services.
- d. **Fire Alarm Response:** The proper and required response to fire alarm system activation is the prompt and orderly evacuation of all occupants from the areas of the building that are in alarm.
- e. **Fire Drill Response:** Evacuation of faculty staff and students from the building during a planned drill without interrupting direct patient care, elevator travel or critical need laboratory work.
- f. **Non-Ambulatory Building Occupants:** Building occupants who, due to the nature of their injury or illness, are incapable of taking action for self-preservation under emergency conditions without the assistance of others.
- g. **Required Maintenance:** Code required maintenance and inspection for essential systems and components necessary for occupant and facility protection from fire and similar emergencies.

2. **TTUHSC Authority Having Jurisdiction:**

The TTUHSC Fire Marshal is the official contact and authority having jurisdiction for TTUHSC regarding fire and life safety issues, in addition to serving as the designated representative of the State Fire Marshal's Office. The TTUHSC Fire Marshal is responsible for the application, interpretation and enforcement of codes adopted by the TTU Board of Regents. Communication

3. **Fire Prevention**

- a. Fire prevention begins with identifying fire hazards. All faculty, staff, students, volunteers, and visitors have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on our campus.
- b. **Identification of Common Fire Hazards**

<b>Scrap, Waste Materials, Dust, and Trash</b>	Accumulation of these items increases the risk of fire. Under the right conditions, the buildup of dust from wood, plastic, or certain metal operations can lead to fire or explosion.
<b>Improper Use, Storage, Dispensing or Disposal of Flammable and Combustible Liquids</b>	Flammable and Combustible Liquids can be a prime source of fire and explosion.
<b>Use of Extension Cords and Multiple Plug Adapters</b>	Extension cords and multiple plug adapters may <u>ONLY</u> be used for temporary operations. Overloaded circuits, damaged wiring, and defective switches can all lead to electrical fires. The Fire Code prohibits "daisy chaining" power strips together.
<b>Hot Work Hazards</b>	Any operation invol( )TjW 0 14edole8 ( and m)ag adapteripso( po

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