FIRE EVENT REPORTING

All fires and fire alarms must be reported as directed below

Fire reporting requirements exist for the following:

- the Director for Facilities Operations and Maintenance; and
- the Director / Manager for Safety Services

inclusive of Abilene, Amarillo, Midland/Odessa, and Lubbock facilities.

Fire reporting requirements for Dallas are the responsibility of the School of Pharmacy.

Fire reporting for Lubbock HSC facilities (3601 4th Street) is the responsibility of Facilities Operations Environmental Control (FOEC).

This redundancy ensures that the HSC Fire Marshal is made aware of any fire-related problem in a timely manner. Accurate and prompt reporting of fire-related events is necessary to meet the requirements of the State Fire Marshal, and for proper fire prevention and fire protection planning.

All three categories of the following Fire Events must be reported through the online Fire Reporting system located at: **https://app4.ttuhsc.edu/safety/forms/Fire.aspx**

1. Fire alarms (Any fire alarm system activation).
2. Overheating events (No actual fire but noticeable smoke or odor due to heating)
3. **Fires that cause facility damage or injury to persons.**
   Phone contact is required to the Director or Facilities Operations and Maintenance and to the Safety Services office (see phone numbers below). In addition to the phone reports, an online report utilizing the web link listed below is required no later than one business day after the occurrence.
   https://app4.ttuhsc.edu/safety/forms/Fire.aspx

Please call the Fire Marshal at 806-743-2597 with any comments or questions.

Safety Services Phone Numbers	
Abilene/Dallas	**325-696-0549**
Amarillo	**806-414-9929**
Lubbock	