

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.6.3	Page 1 of 5	Effective Date: 05/13/15
DIVISION:	General Administration	
SUBJECT:	Fire Safety	
AUTHORITY:	NFPA National Fire Codes (1990) and 29 CFR 1910.38(b)	
PROPOSED BY:	<i>Original Signed by Tom Hooker</i>	
TITLE:	Director, Governance, Risk, and Compliance	Date: 05/13/15
RECOMMENDED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor/Chief Financial Officer	Date: 05/13/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 05/13/15

STATUS: Approved by EMC 05/13/15

HISTORICAL STATUS: Proposed 04/2015

POLICY

Compliance

PERTINENT INFORMATION

In accordance with NFPA National Fire Codes (1990) and 29 CFR 1910.38(b), Occupational Safety and Health Administration, Texas State Technical College (TSTC) provides, to the fullest extent possible, an environment for employees, students and visitors free of unsafe fire hazards.

- A. Automated fire and smoke detection electronic fire alarm systems that meet the State Fire Marshall Code shall be installed in all newly constructed TSTC buildings, as well as in all buildings which undergo major modifications or renovations to meet the State Fire Marshall Code. All student-housing, to include single-family and duplex housing, will have functional smoke detector/alarms that will be tested semi-annually by the supporting campus facilities/physical plant.

- B. Buildings without electronic fire alarm systems must rely on word-of-mouth, or pull station alarms by those who first discover a fire. In such an event, the Fire Department should be notified by calling 911; subsequently, the Campus Police Department and Additional Duty Safety Officer or Safety Coordinator should be notified immediately as soon as everyone has safely evacuated the building.
- C. All administrative, classroom and student-apartment buildings shall be equipped with type ABC portable fire extinguishers and must comply with NFPA regulations. Housing units equipped with fire extinguishers will comply with housing regulations. Employees and students may attempt to extinguish a fire using a fire extinguisher, providing they have received the proper training in the operation of the fire extinguisher, and as long as they do not put themselves in danger. Fire extinguishers will be inspected monthly by qualified TSTC personnel and inspected annually by professionally licensed inspectors and such inspections will be reported on fire extinguisher tags.

PROCEDURES

CALL 911

- A. Fires will be reported either by installed smoke and fire detection systems both audio and visual alarms, pull station audio alarms, word of mouth, or by telephone to the Fire Department, Campus PD, Safety Coordinator, Physical Plant Director, and Campus Administration.
- B. Employees should only attempt to extinguish the fire if it ~~that~~ is confined to a small area and they have been trained and are competent and without putting their lives in danger.
- C. The building will be evacuated in accordance with posted "Emergency Evacuation of Buildings" diagrams. Evacuees will muster at a common location and account for all individuals who were in the building.
- D. The Fire Department will respond to the fire alarm and take necessary action to extinguish the fire.
- E. TSTC Police Departments will assist Fire Department personnel at the scene of a fire, as required, for crowd and/or traffic control. The Physical plant and or police department will assist the fire fighters with identifying the contents of the building and giving safe access into the building, and to control crowds and traffic as well.
- F. The Campus Administration will be notified of the fire and the fire's status immediately. Campus administration will activate the emergency response team and or the emergency notification system as deemed necessary.
- G. When the fire is extinguished, the Fire Department will notify the Campus Police or

Campus Safety Coordinator when it is safe to reenter a building.

- H. If a fire alarm was activated but the Fire Department was not called- in nor a fire was identified, Campus PD/Safety Officer will give the “ all clear” signal so every one may return into the building.
- I. A subsequent fire investigation will be conducted by the Fire Department, the Campus PD, and the Campus Safety Coordinator to determine the cause and the extent of the damage. No salvage operation, clean up or demolition will be authorized until the investigation is completed.

DELEGATION OF AUTHORITY

The ultimate responsibility for establishing and maintaining TSTC Fire Safety rests with the Chancellor; however, responsibility for the overall administration of TSTC Fire Safety has been delegated to the TSTC Enterprise Risk Management (ERM) Team, Additional Duty Safety Officers, and Campus Safety Coordinators.

Primary responsibility for providing and maintaining a healthy and safe work environment on a day-to-day basis exists at the operational department level. In this way, TSTC effectively fulfills the basic requirement of applicable laws and regulations associated with fire safety.

Every individual who participates in activities within TSTC, at any level, has the responsibility to actively participate in helping to promote a safe environment. Specific responsibilities of all faculty and staff are directly proportional to their operational authority. The implied moral obligation of each individual and for the safety of oneself and for others is both obvious and unavoidable.

RESPONSIBILITIES

- A. Campus Safety Coordinator:
 - 1. Responsible for training employees in fire prevention.
 - 2. Responsible for managing and/or training all employees in use of hand-held fire extinguisher.
 - 3. Responsible for instructing all employees relative to the fire alarm system(s) in their buildings.
 - 4. Responsible for managing and reviewing the evacuation procedures for each building.
 - 5. Coordinate fire drills and conduct after-action meetings to evaluate building evacuation.
 - 6. Provide a map of the campus to the Fire Department identifying the location of the Fire Hydrants and the external fire hoses connections.
 - 7. Provide building evacuation route maps to the Fire Department clearly identifying the storage location of chemicals, paints, oil, etc.

8. Provide a PDF of the MSDS's/SDS's to the Fire Department.
- B. Additional Duty Safety Officers are responsible for:
1. Notify Campus PD whenever a fire alarm is activated
 2. Assist Safety Coordinator with training employees in fire prevention.
 3. Assist Safety Coordinator with training employees in their designated area on the Emergency Evacuation plan.
 4. Ensuring that all personnel are evacuated from the building in case of an emergency.
 5. Conducting a head count of employees in his/her designated area.
- C. Employees are responsible for:
1. Notifying the Fire Department by calling 911 and Campus Police when a fire is discovered.
 2. Attempting to extinguish a fire that is confined to a small area with a portable fire extinguisher if they are trained and qualified and if is safe to do so.
 3. Evacuating the building in accordance with posted evacuation diagram.
 4. Returning to the building only after the Campus Police personnel notify the department head and/or supervisory personnel that it is safe to re-enter a building.

EMPLOYEE EDUCATION AND TRAINING PROGRAM

Ref: RMTSA Vol. III, Section Two, Chapter 6, Subchapter 6.6 (Fire Safety), revised November 2003.

- A. An education and training program must include, as appropriate:
1. Fire Safety Procedures – Detailed safety rules and procedures regarding employee actions to prevent fires and control fire hazards (i.e. operation of fire extinguishers).
 2. Fire Prevention Engineering Controls – Compliance with National Fire Protection Association standards; automatic detection and suppression systems; separation of potential fuel materials from ignition sources, etc.
 3. Coordination – Coordinate with the State Fire Marshal's Office, State Commission on Fire Protection, and/or local public fire and safety officials to ensure adequate participation in life safety training, programs, and fire inspections.
 4. Fire Emergency Response Planning – Develop a proactive, emergency response plan that includes emergency, evacuation procedures and fire drills.
 5. Fire Safety Inspections – Include fire safety inspections in the overall safety inspection program.

PERFORMANCE STANDARDS

1. TSTC ensures that serviceable fire extinguishers and evacuation diagrams are present

in all buildings on each campus.

2. TSTC continues to install fire alarms and fire suppression systems within all buildings on each campus.
3. TSTC ensures that fire extinguishers, fire alarms, and fire suppression systems are inspected annually.
4. TSTC ensures that employees receive adequate fire-safety training to include implementing fire extinguishers and building evacuation.
5. Fire-related incidents are promptly reported and addressed by management and the Safety Committee Team.