THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

Fire and Life Safety Plan

Environmental Health & Safety
9-11-2015

The University has, by this document, accepted several codes and standards to guide us in a fire and life safety program. These National Fire Protection Association codes and standards, UT System rules and Regent rules make up the minimal standard for fire and life safety on our campus.

UTPB Fire and Life Safety Plan

September 11, 2015

_____Signature on file_____ _____

Dr. W. David Watts, President Date

_____Signature on file_____ _September 11, 2015_____

Lail Grant, Safety Coordinator Date

Review and Revision Log

The following alterations have been made to this plan

Nature of revision & page	By	Date

Table of Contents

Emergency Procedures and Contact information 6
- Reporting a fire 6
- Upon Hearing a Building Evacuation Alarm (fire or evacuation) 6
- Evacuating People with Impairments 6

Scope 7
- Application 7
- Review Process 7
- Review participation and leadership 7

Responsibilities 8
- President 8
- Authority Having Jurisdiction (AHJ) 8
- Fire Marshal 8
- Management of External Inspections 9

Policy 9
- Compliance with External Standards 9
- Compliance with Texas Administrative Code 9
- Inspections 10
- Odessa Fire and Rescue and Midland Fire Departments (OFRD & MFD) 10

Annexes
- Annex A - Hot Work Permit Program 11
- Annex B - General Prohibitions 13
- Annex C - Egress and Exiting 14
- Annex D - Material Storage and Furniture Placement 15
- Annex F - Multi-outlet Assemblies (Plug Strips) 17
- Annex G – Electrical Devices (Including Electric Space Heaters) 18
- Annex H - Holiday Decorations 19
- Annex I - Sprinkler System Impairment 20
- Annex J - Commercial Kitchen Equipment 22
- Annex K - Occupancy Limits of Campus Spaces 23
- Annex L - Fixed Clean Agent Suppression Systems 24
- Annex M - Fire Watch Procedures 25
- Annex N – Burn Ban 27
- Annex O – Open Flame Cooking 28
- Annex P – Evacuation Drills 29
- Annex Q – Banned Item in Housing 30

Emergency Procedures and Contact information

Reporting a fire

- Contact the Local Fire department by calling 911 on your cell phone or 9-911 on a university phone.
- Contact UTPB Police Department Dispatch 432-552-2911 from you cell phone or 2911 on a university phone.

Upon Hearing a Building Evacuation Alarm (fire or evacuation)

- Proceed immediately to an exit according the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route.
- If time permits, turn off large equipment like copy machines and close doors behind you. Do not use an elevator.
- **If there is smoke in the area, remain close to the floor.**
- Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.
- If you cannot leave the room:
- Seal the cracks around doors with clothing or other material, soaked with water if possible.
- Hang an object (bed sheet, jacket, shirt, etc.) in the window to gain attention.
- If possible, call 432-552-2911 or 911 and report that you are trapped.
- If all exits are found to be blocked, go to a room as far as possible from the fire, close the door and the follow the above procedures.
- As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

Evacuating People with Impairments

Assisting People with Visual Impairments

- Clearly announce the type of emergency.
- Offer guidance to the person and take their hand.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting People with Hearing Impairments

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or written note.

Assisting People with Mobility Impairments

- Call UTPB PD at 432-552-2911 or 911 if someone is immobile and needs additional assistance evacuating.
- Do not use elevators to move people with disabilities.
- Seek volunteers to assist people with mobility impairments to the nearest enclosed stairway or designated areas for rescue assistance.
- Others should advise emergency personnel of the location of any people left in the building, so that the evacuation can be completed.
- If available, use the stairwell Evacu-Trac chair to transport people with mobility impairments down the stairs. These are typically located in the stairwells on the top floor. Training links are available on the UTPB EH&S website.

Scope

This plan provides an operational outline of the measures and processes UTPB will implement to create and maintain fire and life safety protection for students, faculty, staff, visitors and campus resources.

Application

This plan applies to all UTPB facilities, whether leased or owned, to all buildings and improvements on any land owned by UTPB regardless of management, and to any activities that occur on UTPB land, or in UTPB facilities.

Review Process

- This plan shall be reviewed every two years.
- This plan shall be reviewed, as necessary, as part of any after-action report or events review which occurs following property damage, personal injury, workers compensation or loss of life due to fire and/or life safety factors.
- This plan shall be reviewed when requested by the Vice President for Business Affairs, and/or the President.

Review participation and leadership

- UTPB Environmental, Health & Safety shall lead the review process.
- Some campus and system departments shall have the option of participating in the review, though they do not have operational responsibilities under the plan. These departments include:
    - UTPB Internal Audit, UTPB Staff Council, UTPB Student Government, UTPB Faculty Senate & UT System Office of Risk Management.

Responsibilities

General Duty

All campus departments, staff, faculty and students have a general duty to create and maintain situations which meet the practical intent of the applicable external standards.

President

Has the responsibility to delegate authority and sufficient resources to reliably maintain a compliant standard of fire and life safety at UTPB.

Authority Having Jurisdiction (AHJ)

In the context of fire and life safety codes, the authority having jurisdiction is an individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Role of the AHJ

The AHJ is responsible for determining compliance with applicable codes and standards relating to fire and life safety. The AHJ may write compliance violations for individuals, departments or for buildings in general.

Primary AHJ

Under Texas statutes, the State Fire Marshal's Office (SFMO), part of the Texas Department of Insurance, is the primary Authority Having Jurisdiction over state properties, including the University of Texas of the Permian Basin (UTPB).

AHJ Designation

SFMO by designation allows the President of the University to appoint the AHJ for the campus. The President has designated the duties of AHJ to the Safety Coordinator of Environmental Health & Safety to be the Authority Having Jurisdiction for all land and property owned, managed and/or leased by the University of Texas of the Permian Basin, unless otherwise established by the State Fire Marshal's office or other governing regulatory body.

Shared AHJ responsibility

In cases where UTPB has leased property, the State Fire Marshal's designee cedes responsibility as the Authority Having Jurisdiction to the local AHJ. The AHJ for UTPB intends to operate in unified command with other AHJs in this situation.

Fire Marshal

The Safety Coordinator serves as the University Fire Marshal.

Oversight

The UTPB Environmental Health & Safety department (EHS) provides primary oversight of this plan. Other campus and system departments provide operational support to this plan.

Management of External Inspections

The AHJ provides primary liaison with the SFMO, insurance carriers and all external audits or inspections of fire code compliance, fire inspections including plan review, after action, construction and EHS provides primary responsibility regarding results of external inspections and testing of fire suppression systems

Policy

It is the policy of The University of Texas of the Permian Basin to comply, in substantive and meaningful ways, with State and University accepted codes and standards and with the requirement of the Authority Having Jurisdiction.

Compliance with External Standards

Laws in the State of Texas require compliance with applicable fire and life safety codes and standards. All codes and standards applicable to a structure are those which were in place at the time of the planning of the building. If there has been a significant alteration of the structure, occupation classification, or other code defined reason the area under alteration will be brought up to the current code at the time of design.

Applicable codes include, but are not limited to:

- NFPA 1 – Fire Code – Requirement of State Fire Marshal
- NFPA 10 – Portable Fire Extinguishers
- NFPA 13 – Installation of Fire Sprinkler Systems
- NFPA 25 – Water-Based Fire Protection Systems
- NFPA 30 – Flammable and Combustible Liquids
- NFPA 45 – Fire Protection in Laboratories
- NFPA 72 – Fire Alarm Systems
- NFPA 101 – Life Safety Code – Requirement of State Fire Marshal

Compliance with Texas Administrative Code

For the purposes of Texas Administrative Code, Title 28, Part 1, Chapter 34, Sections 34.521, 34.524, 34.623, 34.624, 34.721, and 34.722, written notification of system deficiencies shall be mailed to:

UTPB,
4901 E University Blvd.
Environmental Health & Safety
Odessa, TX. 79762

Inspections

Inspections and tours give external stakeholders the opportunity to verify that the University takes its responsibilities seriously. There are three major external stakeholders with vested interests in fire and life safety at UTPB.

State Fire Marshal's Office (SFMO)

- Periodically, the SFMO inspects UTPB facilities for compliance with applicable codes.
- Results of these inspections are action items for the campus as a whole.

Insurance carriers

- Periodically, insurance carriers will tour campus and provide loss prevention and loss control recommendations.
- Results of these tours are action items for the campus as a whole.

Internal inspections

- UTPB will perform internal inspections as required to maintain compliance with external standards and conformance with expectations of external agencies.
- These inspections may also be performed by contracted competent persons or companies.

Odessa Fire and Rescue and Midland Fire Departments (OFRD & MFD)

It is the vision of The University of Texas of the Permian Basin to operate in Unified Command with OFRD, MFD and any other AHJ where UTPB operates, leases or owns space, or places assets for any extended period.

It is the policy of The University of Texas of the Permian Basin to provide emergency access to campus for OFRD & MFD fire response and Emergency Medical Services assets.

It is the practice of The University of Texas of the Permian Basin to facilitate building familiarization tours for OFRD & MFD engines, EMS and their HAZMAT teams.

Annex A - Hot Work Permit Program

A Hot Work Permit must be acquired from the Office of Environmental Health & Safety prior to performing any cutting, welding, or other related hot work at any of the UTPB campuses and/or satellite locations. This applies to all hot work, whether performed by UTPB personnel and/or independent contractors. (Exception: routine laboratory work involving use of Bunsen burners, loop sterilization and/or other approved means of heat are exempt from this program.) The hot works room at the Visual Art Studio Building has slightly differing program as this room is dedicated to this type of work.

1. Hot Work is defined as follows:

    a. the use of any gas, electric arc, or flammable liquid, or any combination thereof, in the performance of welding or cutting

    b. Any work utilizing a torch or other flame producing device, i.e. for heating and removing paint and floor tiles, heating and soldering pipes, etc.

    c. use of a tool or equipment that may produce sparks; i.e. a grinder used to cut, de- burr, or polish metal

2. All hot work shall be performed in accordance with applicable OSHA requirements, NFPA 51B Standards, Uniform Fire Code, and other requirements established by the University of Texas System (UTS).

3. The University Fire Marshal and his/her designees operate the Hot Work Program. This program description refers to this group as the Fire Prevention Team.

4. Fire extinguisher(s) shall be on-site at all times during the performance of hot work, and shall be kept well maintained and fully charged. Fire extinguishers used for fire protection during hot work shall have a current annual inspection tag.

5. The Hot Work permit is a online UTPB EH&S webpage under fire & life safety.

    a. The personnel conducting the hot work will be given the original copy, which must be kept at the location of the hot work. When all hot work is complete, this copy must be signed by the individual responsible for the work and returned to EH&S.

    b. The EH&S will retain the other copies of this form.

6. Procedure for issuance of a Hot Work Permit:

    a. For UTPB performed work, the Facilities personnel assigned to perform the work, or his supervisor, shall fill out and deliver the request in person or by email, provide details for the hot work; i.e. location, scheduling, and type of work.

b. For work being performed by a contractor, the Physical Plant contact/oversight shall contact EH&S and provide details for the hot work; i.e. location, scheduling, and type of work.

c. The EH&S will inspect the work area following the checklist included on the permit form. Additional safety requirements will be added if warranted, based on the site-specific conditions.

d. UTPB personnel and contractors are responsible for requesting hot work permits in advance so as to provide EH&S sufficient time to schedule the inspection of the site and issue the permit. Typically this is considered to be 24 hour advanced notice.

7. Permit Validity

    a. Hot Work permits will specify the location for which it is issued and may not be moved to another location without approval from EH&S.

    b. Projects involving more than one level of an occupied building may require multiple permits, i.e. one for each level. This will be determined during the inspection of the site.

    c. Permits for most maintenance work will be issued for the one or two days that the work will entail.

    d. Long-term construction and maintenance projects

        i. For new and/or unoccupied buildings, permits may be issued for the duration of the project; however, all long-duration permits become invalid once UTPB personnel move into and occupy any portion of the building. A new permit must then be requested and issued.

        ii. For existing occupied buildings, including tie-ins associated with a new building, permits may be issued for a maximum duration of 30 days. If the work is not complete, a new permit must then be requested and issued.

8. Compliance with all requirements established in this document shall be the responsibility of all personnel (UTPB and contractors) performing hot work at any UTPB facility.

Annex B - General Prohibitions

1. Except as authorized in writing by UTPB Environmental Health & Safety, the following items are prohibited in campus buildings and on campus grounds, including at special events:
    a. Candles with or without wicks and other open flames, including charcoal cooking,
    b. Fuel in an container including propane cylinders, lighter fluid,
    c. Upright, upward facing halogen lamps (halogen torchieres), and
2. Charcoal cooking meeting the following specifications is authorized:
    a. When scheduled through Housing at the location of the Parker Ranch House. Housing to provide all fuel and lighter fluid.
    b. When operating in accordance with the established standard operating procedure by EHS.
3. Propane cylinders meeting the following specifications are authorized:
    a. Cylinders of less than two pounds net fuel weight, including propane, butane, and MAPP gas.
    b. Cylinders of less than 21 pounds will be under the direct control of Physical Plant and will be secured when not in use.
    c. Contract food service will also have proper storage for propane cylinders.
4. Pyrotechnics meeting the following specifications are authorized:
    a. When inspected by the AHJ and the SFMO or designee, joint agreement to permit is required. AHJ must have 96 hours notification minimally to consider the possibility of pyrotechnics.
    b. All Pyrotechnic displays must have a licensed in the specialty as require by the SFMO.
        i. Pyrotechnic Special Effects Operator's License
        ii. Flame Effects Operator's License
    c. The licensed operator must personally oversee the entire setup and operation of the effect(s).

Annex C - Egress and Exiting

1. All campus facilities shall conform to access to egress, means of egress and exiting requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101).

2. In addition to more detailed requirements in specific situations as determined by NFPA 101, the following general rules apply in all UTPB facilities:

    a. At no time shall path of travel between their location in an area and the door leaving that areas contain obstructions that reduce the width of that path less than 36” wide.

    b. At no time shall any hallway serving as an exit path contain obstructions that reduce the width of that path less than 44” or the width of doors in the direction of exit, whichever is greater.

    c. Hallways serving as exit paths may contain obstructions that reduce the width of that path below 44” only with written authorization of the Environmental Health & Safety Department.

3. Campus constituents shall not obstruct, whether by action or inaction, means of egress.

    a. If an obstruction is required by construction or other reason call EH&S for approval and required signage.

4. Building occupants shall prevent the accumulation of and ensure the prompt removal of, dangerous conditions in exit paths, such as obstructions, slip hazards, trip hazards, and hazardous materials. Failure to abide by this policy may result in removal of the obstructions at the expense of the occupants.

5. Occupants may not block doors serving as means of egress. Blocking other doors requires written authorization from the Environmental Health & Safety Department.

6. Physical Plant shall maintain exit signage, doors, door hardware, and exit door security devices.

7. At no time shall exit paths contain hazardous materials in storage.

Annex D - Material Storage and Furniture Placement

All storage of materials in campus facilities shall conform to the requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101).

In addition to more detailed requirements in specific situations as determined by NFPA 101, the following general rules apply in all UTPB facilities:

1. No occupant shall store material or other obstructions within 18” of the plane of automatic fire sprinklers, such that the storage would interfere with the action of the sprinkler head(s).
2. Furniture and artwork may attach directly to walls in such a way as to allow sprinkler system activation without obstruction.
3. No occupant shall hang materials from fixed fire suppression pipe, including sprinklers, smoke detector or other fire detection device.
4. No occupant shall store materials such that they obstruct audio and/or visual fire alarm devices.
5. No occupant shall store materials or place furniture such that it obstructs access to portable fire extinguishers.
6. No occupant shall use a mechanical room for storage without written authorization from EH&S.
7. No occupant shall story any material in a stairwell.
8. No occupant shall store materials or place furniture within 36” in front of any electrical service panel.
9. No occupant shall store materials or place furniture in such a way as to block access to egress, means of egress, exit, or fire protection controls.

Annex E - Extension Cords and Temporary Power

1. All use of temporary power and extension cords shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).

2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTPB facilities for all campus users of extension cords and multi-plug adapters (extension cords with multiple outlets, cube taps, un-fused multi-outlet assemblies, etc):

    a. Verify that cords and adapters have a valid UL listing or FM approval.

    b. Ensure that the current draw of the electrical devices does not exceed the ampacity (current rating) of the cords and adapters.

    c. Protect the cords and adapters from environmental damage by placing them away from traffic and on top of rugs and carpets.

    d. Remove cords and adapters from service when the outer insulation gets damaged.

    e. Do not repair extension cords and adapters.

    f. “Home made” extension cords or multi outlet fixtures are not acceptable for use.

    g. Use only three-prong grounded extension cords and adapters.

    h. Prevent the use of extension cords and multi-plug adapters with fused multi-outlet assemblies (fused power strips), except as provided in Annex F.

    i. Daisy chaining extension cord and / or multi outlet assemblies.

3. A licensed electrician, approved by the University, must supervise any temporary power installation.

4. Refer to Annex H for temporary power for holiday decorations.

5. Exceptions to this policy must have written authorization from Environmental Health & Safety.

Annex F - Multi-outlet Assemblies (Plug Strips)

1. All use of multi-outlet assemblies (plug strips) shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).

2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTPB facilities for all campus users of plug strips:

    a. Plug strips must carry a UL listing or FM approval compatible with the type of service they will provide.

    b. Plug strips must have fuse or breaker protection to protect building electric service from overload.

    c. Plug strips must connect directly to walls, and electrical devices must connect directly to plug strips.

Annex G – Electrical Devices (Including Electric Space Heaters)

1. All use of electrical devices shall comply with requirements of current edition of the National Fire Protection Association, Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).
2. Personal electric space heaters are not allowed at UTPB.
3. University owned electrical space heaters may be allowed in emergency situations.
4. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTPB facilities for all electrical devices:
    a. Electrical devices shall be UL listed, FM approved, or tested by a nationally recognized testing laboratory under a UL Standard for the purpose they serve at UTPB.
    b. Cords of electrical devices shall be in good condition, free from damage to exterior insulation.
    c. Electrical devices shall be grounded or double-insulated.
    d. Use of electrical devices shall conform to manufacturer's instructions.
    e. Power draw of electrical devices shall not exceed 80% of circuit capacity – generally 15 amps on a standard circuit.
5. Electrical devices with heating elements shall include an automatic shut-off.
6. Student Housing, Physical Plant and EH&S may purchase electric space heaters for use in emergency use only. Electric space heaters shall have tip-over detection, protected heating elements, automatic shut-off, and UL Listing and/or FM Approval.

Annex H - Holiday Decorations

1. All use of holiday decorations shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).

2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTPB facilities for all holiday decorations:

    a. Holiday decorations shall not obstruct access to egress, means of egress or exits (see Annex C).

    b. Building occupants shall not store or install holiday decorations such that they obstruct fire protection systems (see Annex D).

    c. Building occupants shall not install holiday decorations more than five weeks in advance of the holiday.

    d. Building occupants shall remove holiday decorations no more than two weeks following the holiday.

3. Electrical holiday decorations shall have current UL listing or FM approval, and shall be installed and used in accordance with manufacturer's instructions.

4. Live (potted) coniferous holiday decorations require written authorization from the Environmental Health, Safety Department.

5. Cut trees for holiday decorations are not acceptable due to the inherent fire risk they pose.

Annex I - Sprinkler System Impairment

In the case of impairment to the sprinkler system requires several actions must be taken by Environmental Health & Safety to protect the occupants and the structure. Typically impairments are caused by system leakage, interruption of water supply, frozen or rupture piping and equipment failure. They also can be divided into Planned and Emergency Impairments.

The UTPB fire Marshal is the Impairment Coordinator.

Planed impairments require five working days of advance notice to EH&S to include the expected extent and duration of the impairment.

Emergency Impairments require whoever finds the sprinkler system non-functional to contact EH&S immediately.

NFPA 1 Fire Code 2012 ed. has the following program which will be used in both emergency and a pre planed impairments. The difference is that under emergency situation these following steps will occur with notification fire departments and then working through the other requirements. Also efforts to minimize potential injury and property damage.

NFPA 1, 2015, 13.3.3.6.5 Preplanned Impairment Programs

Before authorization is given, the impairment coordinator shall be responsible for verifying that the following procedures have been implemented:

(1) The extent and expected duration of the impairment have been determined.

(2) The areas or buildings involved have been inspected and the increased risks determined.

(3) Recommendations have been submitted to management or the property owner or designated representative.

(4) Where a required fire protection system is out of service for more than 10 hours in a 24-hour period, the impairment coordinator shall arrange for one of the following:

(a) Evacuation of the building or portion of the building affected by the system out of service

(b) An approved fire watch

(c) Establishment of a temporary water supply

(d) Establishment and implementation of an approved program to eliminate potential ignition sources and limit the amount of fuel available to the fire

(5) The fire department has been notified.

(6) The insurance carrier, the alarm company, property owner or designated representative, and other AHJs have been notified.

(7) The supervisors in the areas to be affected have been notified.

(8) A tag impairment system has been implemented. *(See 13.3.3.6.3.)*

(9) All necessary tools and materials have been assembled on the impairment site. [**25:**15.5.2]

13.3.3.6.7 Restoring Systems to Service. When all impaired equipment is restored to normal working order, the impairment coordinator shall verify that the following procedures have been implemented:

(1) Any necessary inspections and tests have been conducted to verify that affected systems are operational. The appropriate chapter of NFPA 25 shall be consulted for guidance on the type of inspection and test required.

(2) Supervisors have been advised that protection is restored.

(3) The fire department has been advised that protection is restored.

(4) The property owner or designated representative, insurance carrier, alarm company, and other AHJs have been advised that protection is restored.

(5) The impairment tag has been removed. [**25:**15.7]

Annex J - Commercial Kitchen Equipment

In Development

Annex K - Occupancy Limits of Campus Spaces

1. Occupants shall occupy all campus spaces in a manner consistent with the NFPA Life Safety Code (NFPA 101).

2. Assembly spaces

    a. Assembly spaces at UTPB are any areas where 50 or more occupants gather for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses.

    b. Assembly spaces with over 49 occupants require at least two separated means of egress. UTPB policy prohibits the use of space for assembly that lack a second, adequately separate, means of egress.

    c. The Environmental Health & Safety Department shall determine maximum numbers of occupants in UTPB assembly spaces.

    d. Event managers (a person responsible for the operation of the location, event, or occasion) shall ensure that events adhere to posted limitations on number of occupants in assembly spaces.

    e. Where limitations on numbers of occupants are not posted, event managers shall adhere to occupant limits from other sources, including Events Management guidelines.

3. Business spaces

    a. Business spaces are any spaces where 49 or fewer occupants gather for any purpose, or where 50 or more occupants gather for purposes other than deliberation, worship, entertainment, eating, drinking, awaiting transportation, or similar.

    b. Classrooms with 49 or fewer occupants are business spaces.

    c. The Environmental Health & Safety Department shall determine maximum numbers of occupants in UTPB assembly spaces.

4. Residential spaces

    a. Residential spaces are those locations where students live in on-campus housing.

    b. UTPB policy requires students in residential spaces to conform to egress and exiting requirements of Annex C of this Plan when occupying residential spaces.

Annex L - Fixed Clean Agent Suppression Systems

1. Certain spaces at UTPB have clean agent protection in lieu of fire sprinkler protection.
2. UTPB Environmental Health & Safety has primary responsibility for the maintenance, upkeep, and inspection of these systems. As such, UTPB policy prohibits the disabling of these systems except, under the supervision of EH&S personnel.
3. System impairments
    a. Impairment of clean agent systems requires licensed contractors.
    b. EH&S requires five working days notice of a scheduled impairment.
    c. EH&S may require alternate scheduling depending on availability of staff and contractors.
    d. Impairments for purposes other than scheduled maintenance (i.e. construction projects / renovations) require a funded account source. EH&S will process invoices related to impairments.

Annex M - Fire Watch Procedures

1. Definition and Purpose of Fire Watch

    a. The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. (NFPA 101)

    b. A fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. Such individuals should be specially trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes. (NFPA 101)

2. Requirements

    a. Fire Watches shall occur during certain impairments of fire protection systems

        i. Impairments of fire protection systems include disabling systems for installation, testing, maintenance, repair, or demolition.

        ii. Impairments which exceed four hours within a 24 hour period shall include a Fire Watch.

    b. Fire watches shall reflect all applicable codes and standards and take into account applicable factors, including, but not limited to:

        i. Type of system impairment

        ii. Extent of system impairment

        iii. Determination if the impaired system is required by code.

        iv. Availability of additional fire protection systems

        v. Building size

        vi. Events

        vii. Occupancy load

    c. The person coordinating the impairment shall make preparations before work begins to provide a fire watch if the four hour time limit is exceeded.

3. Notification

a. The person coordinating the impairment shall notify the following campus departments prior to initiation of fire watch procedures

    i. EH&S

    ii. Campus Police

    iii. Impairments which exceed 24 hours require notification to our insurance carriers via UTS Office of Risk Management. EH&S will provide this notification.

b. The person coordinating the impairment shall provide notifications thirty minutes prior to the commencement of the Fire Watch

4. Procedure

    a. The person coordinating the impairment shall ensure that:

        i. EH&S receive completed Fire Watchman Information Forms

        ii. A completed Fire Watchman Information Form remains at the job site

        iii. Fire Watchmen have other appropriate tools for fire watch

    b. The fire watch shall begin on the first minute of the fifth hour of the impairment

    c. Fire watches shall use the UTPB approved Fire Watch Procedures and Forms

    d. Fire watchmen shall

        i. Inspect each space in the affected building once per hour

        ii. Complete a Daily Fire Watch Form

5. Reporting

    a. The person coordinating the impairment shall ensure that EH&S receives completed Daily Fire Watch Forms

Annex N – Burn Ban

As UTPB is located in the semi-arid Trans Pecos area of Texas, drought is common place. With a drought the native grasses and plant typically go dormant or die back creating a great deal of dry fuel. To lessen the chance of a wildfire, Texas counties may from time to time issue a burn ban which prescribes what can and can no longer be burned in that county.

Typically a burn ban will not affect the normal operations of the university including

- Kiln firing at Visual Arts.
- University use of grills, smokers… at Parker Ranch House, or at other locations. (additional protection will be required per AHJ)

UTPB will always follow the burn ban of the county that our buildings are located. Also to lessen our exposure we will take the following steps.

- Where possible all native grasses will be mowed to below 4” in height.
- All drainage ditches will also be mowed.
- Parking is only allowed on surfaces design for that purpose.
- Exterior hot works will have further restrictions imposed per the best judgment of the AHJ.

Annex O – Open Flame Cooking

All grills, BBQ pits, smokers and open flame cooking has been banned with in housing with the exception of the built in grill at the Parker Ranch House.

Propane grills can be reserved for on campus events through Physical Plant. All cooks using the grill will be required to take the online fire extinguisher training and have a fire extinguisher near (5') of the grill.

Note. If you are serving food you must meet all health codes and have a temporary health permit to be able to hold your event.

If there is a burn ban in place the AHJ will have to inspect your cookout event location and may alter or add requirements as needed.

Annex P – Evacuation Drills

Evacuation drills are required in several areas.

- Housing evacuation drills are required twice yearly.
- Child Care evacuation drills are required monthly.
- STEM Academy K-12 grade are required to hold emergency drills monthly.
- Academic buildings are required to hold a drill annually

Standard procedures are that we hold unannounced fire drills in the Child Care and STEM Academy. This is not to be misconstrued with unplanned. The drills will be planed and special circumstances may be included that will test the procedures and reactions of the students, faculty and child care providers. Possible confounds could include

- Removing students from the evacuation to simulate a lost student.
- Using a fog machine to create “smoke” to avoid.

Housing evacuation drills will be set for a day but only during a time range. An example would be Thursday from 10 am - 4 pm.

Everyone is required to evacuate during a drill. People who have mobility or visual disabilities may step into a stairwell and move out of the flow of traffic. Students failing to evacuate will be referred to a disciplinary process. Employees will be disciplined via their department. Further failing to evacuate a building during a fire alarm can result in fines or arrest for violating federal law.

Emergency drills may include

- Lock down
- Shelter in place
- Or other drills as specified by EH&S or UT Police.

Annex Q – Banned Item in Housing

The following item have been banned in Housing. This list is agreed upon by EH&S and Housing.

- Bar-B-Q, pits, grills or smokers. Fuels or lighter fluids
- No candles, with or without wicks or potpourri
- Decoration limitations
    - No contact paper or wall paper
    - All vents must be maintained free of obstruction
    - Smoke Detectors
    - All materials must be flame resistant
    - Nothing can be hung from a fire sprinkler
- Explosives, Hazardous chemicals