Sul Ross State University Department of Public Safety
University Safety Office

Programs

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Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

SUBJECT: Fire Alarm Call Out Procedure

I. PURPOSE

The purpose of this operating instruction is to establish a defined set of procedures for responding to and rectifying fire alarm activations and trouble indications across campus.

II. SCOPE

In order to operate the fire alarm systems properly and maintain the work order of the fire alarm devices, this operating procedure defines the responsibilities of staff with Physical Plant and Residence Life Maintenance staffs and the University Department of Public Safety staff. By following these procedures, the response to fire alarm incidents will become a coordinated effort thereby benefiting all offices involved.

III. DEFINTIONS

Full Alarm – Activation of a smoke detector, fire alarm pull station, sprinkler system flow switch or other device that initiates a fire alarm throughout the building and prompting the building occupant to evacuate.

Non-emergency response – a situation occurring after hours or over the weekend requiring a response that may be deferred until the beginning of normal work hours. Subject work orders will however be coded “E” for emergency.

Resetting the system – The fire alarm system must be reset after activation to place the system into normal operating mode.

Silencing the alarm or system - To deactivate the fire alarm system audio/visual devices.

Trouble Alarm – a trouble alarm indicates a problem with a part of the alarm system that does not significantly impair the operation of the fire alarm system, i.e. back battery supply is weak.

UDPS – University Department of Public Safety

IV. REQUIREMENTS

A. All Buildings Will Always Be Evacuated for Full Alarms.

B. After UDPS has declared the building safe, the alarm may be silenced by the appropriate personnel as outlined below.

C. Prior to resetting the system, the cause of the alarm must be determined. Resetting system includes resetting pull stations as well as resetting the main panel.

D. If the building's heating ventilation and air conditioning (HVAC) system is disabled because of a fire alarm, UDPS must notify Physical Plant.

E. Prior to, and at the completion of maintenance being performed, the Physical Plant staff should notify:

1) UDPS dispatch

2) Physical Plant

3) Appropriate building liaison (hall director, building liaison, etc.)

V. FULL ALARMS

A. Residence Halls:

1) Working Hours: UDPS responds and assesses threat. If no threat, UDPS will silence alarm and reset both system pull stations and alarm panel. Once the panel resets the occupants may reenter the building. If the panel will not reset UDPS re-silences panel and requests Physical Plant to dispatch Physical Plant staff immediately and occupants may reenter the building.

2) Non Working Hours/Weekends: UDPS responds, assesses threat and provides assistance to Residential Living staff as needed. If no threat, UDPS will silence alarm and reset both system pull stations and alarm panel. If the panel will not reset UDPS re-silences panel and occupants may reenter the building. UDPS will document incident and submit a work request to the Physical Plant.

B. All Other Buildings:

1) Working Hours: UDPS responds and assesses threat. If no threat, UDPS will silence alarm and reset both system pull stations and alarm panel. If the panel resets, occupants may reenter the building. If not, UDPS re-silences panel and requests Physical Plant to dispatch Physical Plant staff immediately and occupants may reenter the building.

2) Non Working Hours/Weekends: UDPS responds, assesses threat and provides assistance as needed. If no threat, UDPS will silence alarm and reset both system pull stations and alarm panel. If the panel resets, occupants may reenter the building. If not, UDPS re-silences panel and occupants may reenter the building. UDPS will document incident and submit a work request to the Physical Plant.

VI. TROUBLE ALARMS:

Trouble alarms should be monitored by Physical Plant and UDPS. Physical Plant shall be notified of any fire alarm system showing trouble signals. UDPS shall submit a work request on fire alarm systems showing trouble signals.

Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

State Fire Marshal's Report

(No current report pending).

H.A.E.S. (Have An Exit Strategy) – posters and floor plans placed in hallways of residential halls.

Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

Fire Extinguisher Monthly Evaluation

Visual Inspection:
Is the Extinguisher in its Place?
-If not – where is it?
-Put it back if it can be located
Is the Extinguisher Accessible?
-Remove any objects

Fire Extinguisher Monthly Evaluation
Look for Damage
Check Gauge and Pin
If the Extinguisher is in Good Shape – Date & Initial Tag on the Back
Fire Extinguisher Monthly Evaluation

Contact Physical Plant or UDPS if Extinguisher is:
-Missing
-Discharged
-Damaged

Make a Note of this Information:
-Building Name & Room Number
-Other Helpful Location Information
-Description of Problem with Extinguisher

Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

SUBJECT: Fire Protection

I. PURPOSE

The purpose of this policy is to provide guidance on eliminating common fire hazards.

II. SCOPE

This policy applies to all SRSU employees, students, contactors and visitors.

III. EXCEPTIONS

There are no exceptions

IV. REQUIREMENTS

Candles

Candles are not permitted on the campus unless the following circumstances are met.

- The building does not contain any sleeping facilities.
- The candle is and never has been lit.

Extension cords

Extension cords are for **temporary use only**. They shall not be used to provide continuous power to any electrical equipment. Extension cords that are rated at 14 amps or less shall not be used on University property. Solutions for electrical outlet shortage include:

- Rearrange equipment to place it closer to the electrical outlets.
- Unplug any device that is not needed to conduct state business, i.e. space heaters, cup warmers, radios, clocks, lights, lamps, etc.
- Have Physical Plant survey need for additional electrical outlets.
- Use power strips with integral circuit protection (fuse protection). Power strips must be plugged directly into wall outlet.

Space Heaters

Space heaters cannot be used on campus unless the following circumstances are met:

- The space heater is equipped with a tip over switch that disables the heater if it falls over.
- The space heater is turned off at the end of each business day.
- A three foot area around the heater is kept clear of combustible items, i.e. paper, plastic, trash, etc.

- The heater is not used to dry or warm items by direct contact.
- Space heaters should be plugged directly into the electrical outlet.

Bulletin Boards

Posting on hallway bulletin boards must be kept orderly and limited on the number of paper items displayed. Whenever possible bulletin boards should be enclosed and the flyer and bulletins removed regularly. This will help reduce the amount of combustible materials in the emergency exit corridors.

Door Stops

Doors equipped with door closures shall not be disabled with any devise to keep the door in the open position. These doors and closures are intended to prevent a fire occurring within one area from spreading and affecting another area and/or egress.

Storage

Hallways, stairways, stairway closets and exits must be kept clear of any item, i.e. boxes, furniture, cabinets, equipment, planters, open doors, etc. that may interfere with escape of the building occupants in the event of a fire.

Excessive combustible materials in offices, closets and rooms must be eliminated to reduce the fire load in the building. Large amounts of paper, boxes, files and other combustible items provide fuel that increases the likely hood of rapid spread of fire, heat and smoke. The excessive combustible materials can overcome the capabilities of a sprinkler system and endanger the building occupants and fire fighters. The extent of these materials shall not exceed what is typically found in offices.

Materials shall not be stored within 24” of the room ceiling. Access to and visibility of all emergency equipment, i.e. fire extinguishers, fire alarm pull stations, fire hose cabinets, fire alarm audio/visual devices, safety showers, eye wash stations, fire suppression system pull stations, etc. shall remain at all times.

Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

SUBJECT: Emergency Evacuations and Fire Drills

I. PURPOSE

The purpose of the procedure is to provide guidance on the orderly evacuation of a university building during a drill or emergency.

II. SCOPE

This procedure applies to all university buildings with 500 or more occupants or building with 100 occupants above or below a ground level exit.

III. RESPONSIBILITIES

A. THE UNIVERSITY SAFETY OFFICE

The Safety Coordinator shall be responsible for developing protocols and procedures for building evacuations, the coordination of the fire drills and evaluation of the drills and adequacy of evacuation plans.

B. VICE PRESIDENTS, DEANS, DIRECTORS, DEPARTMENT HEADS

Vice presidents, Deans, Directors and Department Heads shall ensure their employees adhere to the requirements in this procedure.

C. FACULTY

Faculty is responsible for the safety of students in their class. Faculty shall take these measures before a drill or emergency:

- Review the evacuation plans posted in the hallway.
- Indentify the quickest emergency escape route; this will be the primary escape route.
- Indentify a secondary route in case the primary route is inaccessible.
- Identify a location outside and away from the building where the class can meet and ensure all students are accounted for.
- Review this information with each class.

When the fire alarm sounds faculty shall:

- Take the class roster and immediately guide the students safely out of the building.
- Assemble the students at the predetermined accountability site.
- Account for students using the class roster.
- Report the student status to the building liaison or department head.
- Do not re-enter the building until clearance has been given.

D. STAFF

Staff personnel are usually responsible for their personal safety. Staff shall take these measures beforea drill or emergency:

- Review the evacuation plans posted in the hallway.
- Indentify the quickest emergency escape route; this will be the primary escape route.
- Indentify a secondary route in case the primary route is inaccessible.
- Indentify a location outside and away from the building when the department staff can meet and ensure all staff members are accounted for.

When the fire alarm sounds staff personnel shall:

- Immediately leave the building.
- Assemble in the predetermined accountability site.
- Notify department head/contact.
- Department heads/contact shall account for all personnel to ensure no one is left in building.
- Notify building liaison of the status of personnel.
- Do not re-enter the building until clearance has been given.

E. BUILDING LIAISON

The Building Liaison shall work with the Safety Coordinator to plan, schedule, conduct, and evaluate fire drills in their buildings.

The Building Liaison shall gather head counts from the Department heads and / or Faculty members and report this information to the Safety Coordinator during a drill or to a Public Safety Officer during an emergency.

F. FIRE DRILL REPORT

Fire drills shall be documented on the attached report or a similar report.

Sul Ross State University Department of Public Safety
Fire Drill Report (form)

Building Name:_____

TIME EVACUATION STARTED:_____ENDED:_____TOTAL TIME:_____

Type of Drill: Obstructed:_____ Unobstructed_____

Number of Participants (approximately):_____

	Yes	No
Did occupants immediately begin to evacuate the building when alarm sounded?	[ ]	[ ]
Did building staff check restrooms and confined areas?	[ ]	[ ]
Was building staff aware of handicapped person(s) and provide assistance?	[ ]	[ ]
Were doors closed to contain smoke/fire?	[ ]	[ ]
Did everyone evacuate the building?	[ ]	[ ]
Did everyone remain outside the building and wait for further instructions?	[ ]	[ ]
Are building staff knowledgeable in their assigned duties?	[ ]	[ ]
Was the drill conducted in an orderly manner?	[ ]	[ ]

Drill Rating: Excellent [ ] Good [ ] Poor [ ]

Comments:

_____.

Observed/Rated BY:_____

Building Liaison/Person in Charge:_____

Date of Drill:_____

Sul Ross State University Department of Public Safety
UNIVERSITY SAFETY OFFICE

SUBJECT: Fire Protection System Impairment Procedure

I. PURPOSE

There are times when it is necessary to disable sprinkler, fire suppression and or fire alarm systems on campus. The probability of a fire or explosion causing major damage is increased whenever a system, alarm or device is impaired. The longer the protection is impaired the greater the probability becomes. Therefore, it is necessary to minimize the duration and scope of any impairment or provide for an alternate protection system. The purpose of the procedure is to provide guidance on when and how these systems and their components are to be disabled and re-enabled.

II. SCOPE

This procedure applies to all sprinkler systems, fire suppression systems and fire alarm systems and their components. This includes planned or emergency outages of the system or devices.

III. RESPONSIBILITIES

A Fire Protection System Impairment permit wil not be required for routing maintenance and system inspections.

IV. DEFINITIONS

Fire Protection System – includes sprinkler system, standpipe systems, fire pumps, fire alarm systems, and fire suppression systems.

Impairment – An impairment of any fire protection system or equipment occurs when that protection system, alarm or detection device is removed from service either partially or completely.

V. RESPONSIBILITIES

A. THE UNIVERSITY SAFEY OFFICE

It is the responsibility of the Physical Plant to develop and maintain this procedure and to train the appropriate personnel on how to use this procedure. All Fire Protection Impairments must be approved and signed by Physical Plant Director/Assistant Director before the system is disabled. The Physical Plant shall notify the University Department of Public Safety when necessary.

B. SUPERVISORS

Supervisors are responsible for ensuring the employees they supervise follow this procedure.

C. EMPLOYEES

Employees shall follow this procedure whenever it is necessary to disable a fire protection system. The employee shall notify Physical Plant Director/Assistant Director before work begins.

VI. REQUIREMENTS

When hot work (welding, cutting, brazing or other spark producing work) must be done inside a building with a fire alarm system, steps must be taken to ensure the fire alarm system is not activated by the hot work. It may be necessary to impair a fire protection system to prevent accidental activation. The Physical Plant Director and/or Assistant Director should be notified before the work begins.

The contractor or University employee performing the hot work or the project coordinator shall make arrangements with Physical Plant personnel to ensure the system is not activated.

Before the building's fire protection system is disabled. Physical Plant and the University Department of Public Safety must be notified.

The Fire Protection System shall be enabled immediately upon completion of the work or before the end of the work day or before the contractor or University employee leaves the jobsite.

Once the Fire Protection System is placed in service it shall be tested to ensure proper operation.

Fire alarm systems shall not be left disabled overnight without consent from the Physical Plant Director/Assistant Director.

A protection system may become impaired for a number of reasons, such as maintenance, renovation, construction, equipment failure or just forgetting to activate the system or device. To assure that the impairment is properly handled the precautions shall be taken when possible:

- Limit the number, scope and duration of impairment(s).
- Notify University Department of Public Safety
- at start and finish.
- Shut down any hazardous processes.
- Relocate combustibles away from the area.
- Stop any hot work if possible to decrease the probability of a fire.
- Supplement manual fire protection with extra extinguishers.
- Provide a continuous fire watch.
- Complete impairment work in a timely manner.

- Restore protection system upon completion of work.
- Verify, by testing, that the protection system is operational.
- Start repairs on the impaired system as soon as the area is secured.
- Isolate the area where the situation or condition is causing the impairment. If possible, keep the remaining protection system in service. This may require temporary connections (e.g., cross-feed of sprinkler systems by using 2 ½ inch hose and coupling) or bypassing the system.
- A necessary parts and materials are available before work is started.

IV. RESTORATION

After completing the work, it is important to assure that the fire protection had been properly restored. Steps to take in order to assure the protection has been restored are as follows:

1. Open all valves that were secured during the impairment. Remove Fire Protection Equipment Out of Service Tags, if any, once valves are confirmed to be open. Verify that the system is properly lined up and valves are open by conducting a drain test. (Note: If during the test the pressure drops below normal, the system may have a restriction or a partially closed valve.)
2. Lock valves in their proper position.
3. Place all alarms or detection devices back into service.
4. Restore any fire protection equipment to “automatic” that was secured or placed in “manual”.
5. Verify that portable extinguishers are in place and are fully charged.
6. Notify the Physical Plant and the University Department of Public Safety that the fire protection has been restored and that the alarms are back in service.

Sul Ross State University Department of Public Safety
Fire and Life Safety Inspection Form

Building name:_____

Inspector:_____ Date:_____

1. OUTSIDE
— Fire Department connection blocked (weeds, bike racks, shrubs, brushes)
— Post indicator valve closed, missing wrench
— Fire hydrant – damaged threads, obstructed, needs no parking zone
— Building exit(s) blocked
— Ramp(s) blocked
— Other_____
2. EXITS
— Evacuation routes not posted or practiced
— Storage in exit corridors/exit stairways must be removed
— Exit doors locked during working hours
— Exits not properly marked
— Exit lights not working properly, need to be repaired/replaced
— Floor designation missing in stairwells (buildings over 4 floors)
— Other_____
3. ELECTRICAL
— Electrical cord(s) present tripping hazard
— Extension cords used as permanent wiring
— Extension cords cracked, broken insulation, missing ground
— Cover plates missing
— Panel Boxes not shut or missing cover
— Exposed wiring visible
— Breakers locked in ON position
— Generator not accessible
— Access to electrical panel not per NFPS (>30)
— Emergency lighting not functioning properly
— Other_____
4. STORAGE OF MATERIALS
— Storage within 18” of sprinkler heads
— Storage within 24” of ceilings
— Storage in mechanical rooms/electrical closets
— Flammable liquids not stored in flammable liquid storage cabinet
— Storage of combustible materials near open flame/heat source
— Other_____
5. FIRE DETECTION EQUIPMENT
— Fire alarm panel not accessible to emergency personnel
— Fire alarm panel not working properly
— Pull alarms blocked/damaged
— Smoke/heat detectors damaged/obstructed

— Fire alarm panel obstructed
— Other_____

6. FIRE SUPPRESSION EQUIPMENT
— Fire extinguishers damaged
— Fire extinguishers blocked
— Fire hose cabinet blocked/damaged
— Sprinkler valves not accessible
— Post indicator valve not locked in on position
— Fire department connection caps not in place
— Fire department connection designation incorrect
— Fire department connection not clear/obstructed
— Hood and duct extinguishing system not in working order
— Hood and duct extinguishing system grease laden/ in need of cleaning
— Other_____

7. ELEVATORS
— Emergency phones not in place/operable
— Floor landings not marked
— Floor indicator lights not operable
— Braille marking not in place
— Elevator rooms not clear and free from storage
— Fire department recall not working per ANSI 17.1
— No access to elevator keys for emergency personnel
— Other_____

8. FIRE AND SMOKE SPREAD
— Ceiling tiles missing/not in place
— Fire stop needed in walls, floors, ceilings
— Fire doors have been violated
— Other_____

9. HAZARD CONTROL
— Belt guards not in place
— High pressure cylinders not secured
— Oil on floors
— Other - slip or trip hazard
— Evidence of smoking in building
— General housekeeping needed
— Other_____

10. LAST TESTING DATES
— Hydrants
— Fire hose
— Fire extinguishers
— Sprinklers
— Standpipes
— Fire alarm system
— Elevators
— Fixed extinguishing systems
— Emergency generators

Fire Log - Statistics:

From 4/28/14 – 9/30/17

Time, date, location, and incident: 4/28/14 at 12:36 pm – Fire at Industrial Technology/Art Annex's junk pile (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $0.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 3/10/15 at 10:53 pm – Fire at Marshal Auditorium (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at approximately $1,000.00 (three stage curtains and floor tile) **Cause of fire:** Unintentional
Time, date, location, and incident: 5/6/15 at 9:55 am – Vehicle fire at Big Bend of the Museum parking lot (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $2,000.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 5/6/16 at 9:00pm –Flame observed in back of dryer in third floor laundry room of Lobo Village 2 (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $0.00 **Cause of fire:** Unintentional-possible lint from dryer
Time, date, location, and incident: 7/14/16 at 3:07pm – Dumpster fire due to sawdust heating up at Gallego Center/Tennis Courts parking lot (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $0.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 10/3/16 at 8:00pm – Electrical fire inside manhole cover at Rec Sports Field of Jackson Field (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $220.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 2/15/17 at 8:10pm – Possible fire due to smoke of overloaded washing machine at third floor laundry room of Lobo Village 2 (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None

Value of damaged property: estimated at $0.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 2/14/17 at 6:15am – Burnt out air compressor causing smoke in the basement mechanical room of the Francois Fine Arts Building (400 North Harrison). **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $0.00 **Cause of fire:** Unintentional
Time, date, location, and incident: 3/8/17 at 7:03am – Washing machine emitting smoke at the 3rd floor laundry room of Lobo Village 2 (400 North Harrison) **Number of Deaths:** None **Number of Injuries:** None **Value of damaged property:** estimated at $0.00 **Cause of fire:** Unintentional