

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Environmental Health and Life Safety
AREA: Fire and Life Safety

Number: 06.03.01

SUBJECT: Fire and Life Safety Code

I. PURPOSE AND SCOPE

The purpose of the Fire and Life Safety Code is to protect the University of Houston, faculty, staff, students, and visitors from injury and/or loss of property or life from fire.

The Fire and Life Safety Code applies to all university entities, including ~~Technology Bridge the Energy Research Park (ERP)~~, regardless of funding source, and to faculty, employees, vendors, students, and contractors while on university property.

II. POLICY STATEMENT

The Texas Legislature requires all state agencies to ~~use follow~~ [NFPA 101, NFPA1, and mandatory references as stated in each ~~and~~code and](#) has given the State Fire Marshal's Office authority for enforcement. In return, the State Fire Marshal's Office recognizes the University of Houston Fire Marshal's Office as the Local Authority Having Jurisdiction to enforce [NFPA 101 Life Safety Code](#) and [NFPA 1 Fire Code](#). The University of Houston hereby adopts the current [NFPA 1 Uniform Fire Code](#) and [NFPA 101 Life Safety Code](#) as the "University of Houston Fire and Life Safety Code."

The University of Houston ~~Department of Campus Safety Public Safety~~ is committed to the preservation of life and property through a comprehensive, viable Fire and Life Safety Code. Fire safety in higher educational facilities warrants special attention. Special efforts must be made to reduce the need for evacuating a building. Higher eEducational facilities must rely on superior construction, fire prevention, early discovery, and extinguishment of incipient fires with prompt, efficient response to all suspected fire emergencies.

The University of Houston Fire Code will emphasize prevention and whenever possible, superior design and construction of facilities. Fire prevention will be accomplished by maintaining compliance with the University's Fire and Life Safety Code and through the establishment of good fire and life safety work habits at the university. The administration of the University of Houston is committed to this Fire and Life Safety Code as a means to prevent the loss of life and, injuries and reduce property losses, which may occur when fire strikes.

III. DEFINITIONS

- A. Authority Having Jurisdiction: The organization, office, or individual responsible for "approving" equipment, an installation, or a procedure regarding compliance with the Fire and Life Safety Code.
- B. Fire Codes: Local, state, or consensus regulations related to fire protection and prevention.
- C. Fire Marshal: An employee of ~~the~~ University of Houston Campus Safety Department of Public Safety, Environmental Health and Life Safety, who has been empowered to manage the fire prevention and protection program. The Fire Marshal is empowered to

act for the Assistant Vice President for ~~Campus Safety, Public Safety and Security~~ (DPS) in all matters related to fire safety and Life Safety.

- D. National Fire Protection Association (NFPA): An international voluntary organization to promote fire protection and establish safeguards against loss of life and property.
- E. Local Authority Having Jurisdiction (LAHJ): Powers granted by the Authority ~~h~~Having ~~j~~Jurisdiction, to the organization, office or individual responsible for “approving” equipment, an installation, or a procedure regarding compliance with the Fire and Life Safety Code.

IV. OBJECTIVES

- A. ~~To P~~revent the number of fire-related incidents, and injuries on the University of Houston campus.
- B. ~~To E~~nsure that proper fire and life safety practices are conducted on campus.
- C. ~~To E~~nsure compliance with sound fire safety practices through a comprehensive inspection program.
- D. ~~To P~~rovide on-going fire safety education to faculty, staff, and students.
- E. ~~To P~~rovide state-of-the-art information from the national code or standard making agencies concerning fire and life safety.
- F. ~~To P~~rovide fire and life safety expertise relevant to the development of evacuation plans.
- G. ~~To E~~nsures that renovation projects and new construction meet national standards of NFPA and practicepractices for fire and life safety through the use of this MAPP.

V. RESPONSIBILITIES

The Department of ~~Campus Safety, Public Safety~~, through the university Fire Marshal, acts as the Local Authority ~~h~~Having ~~j~~Jurisdiction in matters concerning fire and life safety. The EHLS Fire Marshal’s Office is responsible for ~~the~~ implementation of all aspects of the Fire and Life Safety Code, for maintaining compliance with all codes and standards applicable to fire and life safety, and for establishing good fire safety work practices at the university.

- A. University Fire Marshal Responsibilities
 1. ~~To fulfill~~-Fulfills the role of university Fire Marshal and provides ex-officio representation to the appropriate safety committee(s). The Fire Marshal informs the committee in matters concerning fire and life safety and recommends appropriate action as required.
 2. ~~To provide~~-Provides fire safety training in the proper use of portable fire extinguishers, fire safety work practices, and response to suspected fire emergencies.
 3. ~~To provide~~-Provides expertise and assistance in the development of evacuation plans and conducts s evacuation drills as required.

4. ~~To review~~ Reviews all plans and specifications for renovation projects and new construction for fire and life safety concerns and NFPA codes.
5. ~~To serve~~ Serves as the Local ~~a~~ Authority ~~h~~ Having ~~j~~ Jurisdiction in all fire and life safety issues.
6. ~~To i~~ Inspects all university facilities (owned and leased) for fire and life safety concerns and ~~to~~ provides code reference to violations and corrective action follow-up in those areas requiring attention.
7. ~~To inspect~~ Inspects and maintains all fire extinguishers with the exception of specialty -on—extinguishers on university property.
8. ~~To inspect~~ Inspects and maintains all fire hoses on university property.
9. ~~To advise~~ Advises departments, colleges, agencies, and other university entities as to the requirements relevant to fixed extinguishing systems which are part of their operations.
10. ~~To observe or assist~~ Observes Facilities Maintenance groups in the periodic maintenance testing of all fire pumps, sprinkler systems, smoke and heat detectors, fire alarm systems, and fire hydrants.
11. ~~To serve~~ Serves as the university liaison to the Houston Fire Department and the State Fire Marshal's Office.
12. ~~To provide -general~~ Provides general evacuation procedures and assists colleges and departments in the development of more specific procedures.
13. ~~To serve~~ Serves as the university liaison in working with the insurance carriers' engineering representatives in fire protection matters.
14. ~~To issue~~ Issues permits for welding and cutting and dust production operations on campus.
15. ~~To issue~~ Issues permits for the use of temporary open flame devices.
16. ~~To issue~~ Issues permits for ~~commercial~~ tent installations on tent(s) larger than 10'X10' on campus.
17. ~~To issue~~ Issues permits for the temporary impairment of fire protection systems.
18. ~~To issue~~ Issues permits for the installation of fire protection systems.
19. ~~To issue~~ Issues permits for ~~the~~ renovation and new construction as a building permit.
20. ~~To investigate~~ Investigates the cause and origin of all fires which occur on university property and reports all fires to the State Fire Marshal's Office in a timely manner.
21. Observes all fire drills on campus and addresses any concerns witnessed by faculty, staff, students, and visitors.

- 22. ~~Issues a~~ Certificates of Occupancy for any all renovation projects and new construction in with regards to fire and life safety.
- 23. ~~Conducts inspections on of~~ renovation projects and new construction for fire code compliance.
- 24. ~~Witnesses~~ all tests concerning fire sprinkler systems, fire alarm systems, new water lines and any new construction, renovations or repairs that has a responsibility to a NFPA standard.
- 25. ~~Assists with Environmental Health and Life Safety (EHLS) Lab personnel with inspections of laboratories that contain flammable and combustible chemicals in accordance with NFPA 45.~~

~~B.~~ Facilities, Planning and Construction Management Responsibilities

- 1. ~~Ensures~~ that all construction plans, specification documents, contractors, and construction projects adhere to all codes adopted by the State Fire Marshal and adhere to all University of Houston Master Specifications as they pertain to fire and general life safety.
- 2. ~~Provides~~ plans and specifications concerning renovation projects and new construction concerns to the UH Fire Marshal for review, comment, and approval of fire and life safety.
- 2-3. ~~To maintain all sections of the Master Construction Specifications that deals with any fire code or standards. The Fire Marshal's Office shall be consulted before any changes are made to the Master Construction Specifications with regards to fire-related equipment, or any standards that has a fire concern.~~

~~C.~~ Facilities Maintenance Responsibilities

- 14. ~~To e~~ Ensures ~~fire protection equipment/systems are maintained and the~~ maintenance work is documented either by Facilities Maintenance personnel or by an outside vendor.
- 25. ~~To p~~ Provides ~~the university Fire Marshal copies of all documents related to maintenance of fire-related equipment/systems.~~
- 36. ~~To e~~ Ensures ~~Facilities Maintenance staff is appropriately trained to:~~
 - a. ~~Assist the Fire Department in case of fire; and~~
 - b. ~~Perform required preventative maintenance on fire equipment/systems.~~
 - c. Maintain buildings that comply with fire code requirements.
 - d. Correct any fire code violation found in a building within a reasonable time period.

~~D-C.~~ Unit Management Responsibilities

- 1. ~~Ensures~~ employees are provided the necessary training and instruction in maintaining documentation.
- 2. ~~Enforces~~ all University of Houston policies and procedures.

- 3. Takes appropriate action on all reported fire and life safety complaints. If the complaint cannot be resolved in the department, forwards the complaint to the EHLS Fire Marshal's Office.
- 4. Auxiliary groups including, but not limited to, Student Housing and Residential Life, the Student Center, the Hilton Hotel, and the Athletics Department shall participate in university programs established for the maintenance of fire protection equipment. Contracted services must be pre-approved by EHLS Fire Marshal's Office. Documentation of contracted services and work performed must be provided to the EHLS Fire Marshal's Office.

E.D. Individual Responsibilities

- 1. All employees will acquaint themselves with policies and procedures related to fire protection and prevention.
- 2. All students, faculty, employees, visitors, vendors, and contractors will abide by the University of Houston fire safety policies and procedures and the university Fire and Life Safety Code.
- 3. Employees and students should report suspected code violations or other unsafe conditions to their immediate supervisor; if not possible, please notify the EHLS Fire Marshal's Office at 713-743-~~4635~~ 5858.

VI. REVIEW AND RESPONSIBILITY

Responsible Parties: University of Houston Fire Marshal
Assistant Vice President for Campus Safety

Review: Every three years on or before September 1

VII. APPROVAL

Jim McShan
~~Interim-Senior~~ Vice President for Administration and Finance

Renu Khator
 President

Date of President's Approval: August 4, 2015

VIII. REFERENCES

NFPA 1 Uniform Fire Code, and mandated references, most recent edition as applicable
NFPA 101 Life Safety Code, and mandated references, most recent edition as applicable

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/02/1999	Initial version (MAPP number was 06.02.02, and MAPP title was Fire Prevention Code)
2	11/30/2006	Applied revised MAPP template to meet current documentation standards. Changed MAPP number from 06.02.02 to 07.02.01. Changed MAPP title from Fire Prevention Code to Fire and Life Safety Code. Changed Fire Prevention Code to Fire and Life Safety Code throughout text. Changed references from NFPA 1 Fire Prevention Code to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code throughout text. Changed Safety Risk Management (SRM) and Manager of Fire and Physical Safety to Department of Public Safety and Fire Marshal's Office throughout text. Changed Facilities Management to Facilities Maintenance throughout text. Changed DPS Fire Marshall's Office phone number in Section V.D.3. Changed the responsible party from AVP for Administration to Executive Director, Department of Public Safety. Added NFPA 1 Uniform Fire Code and NFPA Life Safety Code to Section VII
3	12/01/2010	Applied revised MAPP template to meet current documentation standards. Added hyperlinks to references. Changed the Executive Director, Department of Public Safety to AVP for Public Safety and Security throughout text. Added Section V.A.16 through 18 on commercial tent installation, temporary impairment of fire protections systems, and installation of fire protection systems. Changed review period from every three years on or before June 1 st to every three years on or before September 1 st . Removed Index terms from Section VII

Revision Number	Approved Date	Description of Changes
4	08/04/2015	Applied revised MAPP template and added new Revision Log. Changed Section responsibility from Public Safety to Environmental Health and Life Safety. Changed MAPP number from 07.02.01 to 06.03.01. Updated Section I to include ERP rental buildings. Updated Section II on specific information regarding the Texas Legislature, the State Fire Marshal's Office, and the University of Houston Fire Marshal's office as the Local Authority Having Jurisdiction. Added Environmental Health and Life Safety to Section III.C definition of Fire Marshal. Added Section III.E on Local Authority Having Jurisdiction. Removed documentation of test results from Section V.A.10. Added Section V.A.19 on permits for renovation and new construction as a building permit. Added Section V.B to address Facilities Planning and Construction activities involving the UH Fire Marshal. Added reporting all fires to the Fire Marshal's Office in a timely manner to Section V.C.20. Changed Residential Life and Student Housing to Student Housing and Residential Life in Section V.C.4. Changed responsible party from AVP for Public Safety and Security to UH Fire Marshal
<u>5</u>	<u>TBD</u>	<u>Updated titles and links as applicable. Changed ERP to Technology Bridge in Section 1. Added NFPA1 as a mandatory reference to follow in Section II. Changed title NFPA1 Uniform Fire Code to NFPA1 Fire Code throughout text. Changed Department of Public Safety to Campus Safety throughout text. Added Section V.A.21 through Section V.A.25 on different Fire Marshal responsibilities. Changed title of Section V.B to Facilities, Construction Management Responsibilities, and removed Section V.C. Facilities Maintenance Responsibilities. Added Section V.B.3 for Facilities to maintain all sections of the Master Construction Specifications which deal with fire code or standards; Facilities will notify the Fire Marshal's Office if an changes are made to the document in terms of fire-related equipment or fire concern standards. Added Section V.B.6.c and Section V.B.6.d for Facilities maintaining buildings that comply with fire requirements, and for Facilities to correct any fire code violations found in a building within a reasonable time period. Changed the Fire Marshal's Office phone number from 713-743-1635 to 713-743-5858 in Section V.D.3. Added the Assistant Vice President. For Campus Safety as Responsible Party</u>