

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Public Safety**  
**AREA: Fire and Life Safety**

**Number: 07.02.01**

<b>SUBJECT: Fire and Life Safety Code</b>
---

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, regardless of funding source, and to faculty, employees, vendors, students, and contractors while on university property.

II. POLICY STATEMENT

The University of Houston hereby adopts the current NFPA 1 Uniform Fire Code, with modifications, and NFPA 101 Life Safety Code as the “University of Houston Fire and Life Safety Code.”

The University of Houston is committed to the preservation of life and property through a comprehensive, viable Fire and Life Safety Code. Fire safety in educational facilities warrants special attention. Special efforts must be made to reduce the need for evacuating a building. Educational 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 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 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 who has been empowered to manage the Fire Prevention and Protection Program. The Fire Marshal is empowered to act for the Executive Director, Public Safety (DPS) in all matters related to fire safety.
- D. National Fire Protection Association (NFPA): An international voluntary organization to promote fire protection and establish safeguards against loss of life and property.

#### IV. OBJECTIVES

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

#### V. RESPONSIBILITIES

The Department of Public Safety, through the University Fire Marshal, acts as the Authority Having Jurisdiction in matters concerning fire and life safety. The Fire Marshal's Office of DPS 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 the role of University Fire Marshal and provide 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 fire safety training in the proper use of portable fire extinguishers, fire safety work practices, and response to suspected fire emergencies.
3. To provide expertise and assistance in the development of evacuation plans and conduct evacuation drills as required.
4. To review plans and specifications concerning renovation projects and new construction for fire and life safety concerns.
5. To serve as the Authority Having Jurisdiction in all fire and life safety issues.
6. To inspect all university facilities for fire and life safety concerns and provide code reference to violations and corrective action follow-up in those areas requiring attention.
7. To inspect and maintain all fire extinguishers on university property.
8. To inspect and maintain all fire hose on university property.
9. To advise departments, colleges, agencies, and other university entities as to the requirements relevant to fixed extinguishing systems which are part of their operation.
10. To observe or assist Facilities Maintenance groups in the testing all fire pumps, sprinkler systems, smoke and heat detectors, fire alarm systems, and fire hydrants, and to document test results.
11. To serve as the university liaison to the Houston Fire Department and the State Fire Marshal's Office.
12. To provide general evacuation procedures and assist colleges and departments in the development of more specific procedures.
13. To serve as the university liaison in working with the insurance carriers' engineering representative in fire protection matters.

14. To issue permits for welding and cutting and dust production operations on campus.
15. To issue permits for the use of temporary open flame devices.
16. To investigate the cause and origin of all fires which occur on university property.

**B. Facilities Maintenance Responsibilities**

1. To ensure fire protection equipment/systems are maintained and the maintenance work is documented either by Facilities Maintenance personnel or by an outside vendor.
2. To provide the University Fire Marshal copies of all documents related to maintenance of fire related equipment/systems.
3. To ensure Facilities Maintenance staff are appropriately trained to:
  - a. Assist the Fire Department in case of fire; and
  - b. Perform required preventative maintenance on fire equipment/systems.

**C. Unit Management Responsibilities**

1. Ensure employees are provided the necessary training and maintenance of documentation.
2. Enforce all University of Houston policies and procedures.
3. Take appropriate action on all reported fire and life safety complaints. If the complaint cannot be resolved in the department, forward the complaint to DPS Fire Marshal's Office.
4. Auxiliary groups including, but not limited to, Residential Life and Housing, the University 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 DPS Fire Marshal's Office. Documentation of contracted services and work performed must be provided to DPS Fire Marshal's Office.

**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 DPS Fire Marshal's Office at ext. 3-1635.

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Executive Director, Department of Public Safety

Review: Every three years, on or before June 1

**VI. APPROVAL**

John Rudley

Vice President for Administration and Finance

Jay Gogue

President

Effective Date November 30, 2006

**VII. REFERENCES**

NFPA 1 Uniform Fire Code, most recent edition as applicable

NFPA 101 Life Safety Code, most recent edition as applicable

Index Terms: Authority Having Jurisdiction  
Fire Codes  
Fire Marshal  
National Fire Protection Association