

**11.1.6 FIRE PREVENTION**

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**PURPOSE:**

It is the primary goal at Baylor University to provide employees with a safe and healthful workplace. The Baylor University Fire Prevention Plan has been developed to work in conjunction with university emergency plans and other safety programs. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

**SCOPE:****RESPONSIBILITY:**

Management personnel have the responsibility to see that practices and processes are so engineered, constructed, maintained, and operated to provide the utmost in safe and healthful conditions. Management is directly responsible for ensuring the safety of its employees and the prevention of accidents.

The Department of Risk Management is charged with supporting this effort and providing guidance, consultation, and systems to assist faculty and staff in discharging this responsibility.

Employees are responsible for following recognized safety rules, practices, and procedures. Employees are encouraged to detect hazards and inform their supervisors of these conditions and/or unsafe practices.

The University Fire Marshal is responsible for providing overall guidance and direction in the area of fire prevention.

**A. Fire Safety Reviews****1. Purpose**

The purpose of this section is to ensure that all factors and interactions within Baylor University facilities that have a potential fire or life safety effect, are identified, evaluated, and addressed.

**2. Responsibility**

The University Fire Marshal will work with faculty and staff in reviewing all operations before they are implemented to identify potentially unsafe conditions and/or potential problems which may lead to a potential fire.

Personnel shall work with the University Fire Marshal to identify potential problems and to identify proper operational procedures. Actions to be taken include equipment or procedural changes, development of exposure monitoring strategies, and inclusion of warning statements in procedures.

**3. Procedure**

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Each operation shall be reviewed as appropriate or as significant changes occur. Approval of new operating procedures shall be indicated by a stamp on the front page of each procedure signed and dated by the University Fire Marshal.

A fire and life safety review will also be applied to the proposed installation and modification of buildings, equipment, mechanical and electric systems, utilities, fire protection systems, ground, etc.

Plans and/or specifications on designated projects shall be submitted to the University Fire Marshal for review prior to project implementation. Recommendations will be submitted with the final plans and/or specifications to the applicable manager for review. If the manager finds that the final plans and/or specifications do not meet the recommendations of the University Fire Marshal, he shall return the final plans and/or specifications to the originator for modifications or a justification of deviations

**B. Inspections**

This procedure provides for the inspection and correction of unsafe physical conditions, poor housekeeping, and spot check for unsafe practices.

**1. Responsibility**

Each area supervisor/manager is responsible for ensuring the timely completion of periodic inspections and correction of problems. The actual inspection may be delegated to a subordinate.

**2. Frequency**

The frequency of specific inspections is as follows:

|                         |                   |
|-------------------------|-------------------|
| Facility                | Monthly           |
| Emergency Equipment     | Monthly           |
| Maintenance             | Monthly           |
| Office                  | Quarterly         |
| Fire Protection Systems | Monthly, Annually |

The University Fire Marshal will conduct a periodic inspection with responsible managers in their area of responsibility.

**C. Safety Committee**

**1. Purpose**

The purpose of the fire safety committee is to encourage teamwork in addressing safety concerns and promoting safety ideas.

**2. Procedure**

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The safety committee will meet quarterly for approximately one and one half hour. Ideas and concerns presented at the meeting should be discussed, agreed upon and corrective actions taken. If a corrective action requires a maintenance work request, it should be written immediately.

The fire safety committee chair will keep minutes of each meeting. The minutes will include the names of those present, items and concerns presented at the meeting, action taken, and any items not resolved.

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