

FIRE PREVENTION

PURPOSE:

It is the primary goal at Baylor University, to provide employees with a safe workplace. The Baylor University Fire Prevention Plan has been developed to work in conjunction with University emergency plans and other safety programs. Fire prevention measures implemented by Baylor University reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.

SCOPE:**RESPONSIBILITY:**

Practicing fire safety is every employee's responsibility but management personnel have the responsibility to insure 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 Baylor University Department of Public Safety 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 formulated safety rules, practices, and procedures. Employees are encouraged to detect hazards and inform their supervisors of these conditions and/or unsafe practices.

The Baylor University Fire Safety and Emergency Management Specialist 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 Baylor University Fire Safety and Emergency Management Specialist will work with faculty and staff in reviewing event request or special needs before they are implemented to identify potential unsafe conditions and/or potential problems which may lead to a potential fire.

Personnel shall work with the Baylor University Fire Safety and Emergency Management Specialist 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.

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B. Inspections

This procedure provides for the inspection and correction of unsafe physical conditions, poor housekeeping, and spot check for unsafe practices in all Baylor owned properties.

1. Responsibility

Each individual or department is responsible for ensuring the timely completion of problems found during inspections performed by Baylor University Fire Safety and Emergency Management Specialist.