



TEXAS A&M UNIVERSITY
SAN ANTONIO

Fire & Life Safety Plan

October 26, 2022

Environmental, Health & Safety

Texas A&M University - San Antonio
Fire & Life Safety Plan

October 26, 2022

Approval Document

Signature on File

Assistant Manager- EHS

Date

Signature on File

Risk & Compliance Coordinator

Date

Environmental, Health & Safety Professionals Contact Information

A&M-SA Assistant Manager – EHS

Victor P. Pantusa (210) 784-2822

Victor.Pantusa@tamusa.edu

A&M-SA Risk and Compliance Coordinator

Rita Arredondo (210) 784-2028

Rita.Arredondo@tamusa.edu

ANNUAL REVIEW

Texas A&M University-San Antonio (A&M-San Antonio) will review the Fire & Life Safety Plan annually, update when necessary, and document when the review is accomplished. Annual review of the Plan is the responsibility of Environmental, Health & Safety professional(s).

Record of Changes

Date of Change	Sections or Pages	Description of Change	Change Made by:
11/29/2021		New Document to replace A&M-SA procedures 24.01.01.00.03, <i>Fire and Life Safety</i> and 24.01.01.00.04, <i>Fire Prevention Requirements</i>	Victor Pantusa
10/26/2022	IX.B.7 and IX.C.1.e)	Space heaters must be plugged directly in the wall receptacle and not an extension cord, surge protector, or a power strip.	Rita Arredondo

Texas A&M University-San Antonio
Fire and Life Safety Plan

Table of Contents

- I. INTRODUCTION..... 6
- II. PURPOSE 6
- III. APPLICABLE CODES, STANDARDS AND TAMUS REGULATIONS..... 6
- IV. RESPONSIBILITIES 7
 - A. ENVIRONMENTAL, HEALTH & SAFETY (EHS) PROFESSIONAL/Local AHJ..... 7
 - B. EMERGENCY MANAGEMENT COORDINATOR..... 8
 - C. FACILITEIS & CONSTRUCTION 8
 - D. SSC (FACILITIES SERVICES CONTRACTOR) 8
 - E. HOUSING PROPERTY MANAGER: AMERICAN CAMPUS COMMUNITIES (ACC)..... 9
 - F. FOOD SERVICE VENDOR (CHARTWELLS)..... 9
 - G. FACULTY, STAFF and ADMINISTRATORS:..... 9
- V. EFFECTS of a FIRE 9
- VI. RECOGNIZING FIRE HAZARDS 10
- VII. FIRE PREVENTION REQUIREMENTS 10
- VIII. RESTRICTIONS 11
- IX. PROCEDURES..... 12
 - A. APPLIANCES..... 12
 - B. SPACE HEATERS..... 12
 - C. ELECTRICAL SAFETY 13
 - D. FLAMMABLE / COMBUSTIBLE STORAGE..... 14
 - E. FLAMMABLE and COMBUSTIBLE LIQUIDS and COMPRESSED GASES..... 15
 - F. SMOKING and TOBACCO USE 16
 - G. REMODELING and NEW CONTRUCTION 17
 - H. PYROTECHNICS/OPEN FLAMES 17
 - I. HOLIDAY DECORATIONS 17
 - J. OPEN BURNING..... 18
- X. FIRE PROTECTION..... 18
 - A. FIRE DETECTION and NOTIFICAITON..... 18
 - B. DETECTION DEVICES 18
 - 1. Heat Detectors 19

2.	Smoke Detectors.....	19
3.	Flame Detectors.....	19
C.	MANUAL PULL STATIONS.....	19
D.	BUILDING NOTIFICATION.....	19
E.	FIRE DOORS.....	19
F.	EXIT SIGNAGE.....	20
G.	FIRE MITIGATION.....	20
H.	FIRE EXTINGUISHERS.....	21
I.	FIRE HYDRANTS.....	23
J.	FIRE LANES.....	23
K.	FIRE DRILLS.....	23
XI.	FIRE & LIFE SAFETY INSPECTIONS.....	24
XII.	FIRE RESPONSE.....	25
Appendices		
	Appendix A Definitions.....	28

I. INTRODUCTION

A fire is one of the most devastating disasters a university can face because one can occur on any day at any time; fire knows no season. Since the potential for injury, loss of life or property from a fire or safety related incident is a daily risk for the University, this Plan takes a proactive approach to recognizing and evaluating safety risks and instituting appropriate steps to remove or reduce them.

Texas A&M University-San Antonio (A&M-San Antonio) is committed to maintaining a safe environment for all faculty, staff, students and visitors. Compliance with applicable fire and life safety standards is a critical component of that commitment. Specifically, the University is required to comply with the National Fire Protection Association (NFPA) 1 – Fire Code, NFPA 101 – Life Safety Code, other NFPA codes and standards referenced therein and other applicable standards and codes as determined by the Authority Having Jurisdiction (AHJ).

II. PURPOSE

Since most serious fires are preventable, it is our intent to reduce this threat of fire through education on prevention and mitigation.

- A. *Prevention* is the action(s) taken to decrease the likelihood that an event or crisis will occur by eliminating the hazard or vulnerability.
- B. *Mitigation* is the action(s) taken to eliminate or reduce the loss of life and property damage related to an event(s) that cannot be prevented.
- C. *Inspections* are the action(s) taken to identify and correct issues that may result in a fire.

III. APPLICABLE CODES, STANDARDS AND TAMUS REGULATIONS

The Texas State Fire Marshal's Office has adopted the NFPA *Life Safety Code*® and all referenced codes and standards as the primary guide for Fire and Life Safety. It is important to note that this code is not all inclusive, is not a building code, and that other codes and standards may also apply. Some of these include, but are not limited to:

- A. International Building Code (IBC)
- B. International Fire Code (with San Antonio Fire Department Amendments)
- C. International Mechanical Code
- D. Americans with Disabilities Act
- E. Texas Accessibility Standards Act
- F. Texas A&M University System regulation - [24.01.04, Fire and Life Safety](#)

IV. RESPONSIBILITIES

- A. ENVIRONMENTAL, HEALTH & SAFETY (EHS) PROFESSIONAL/Local AHJ
1. Act as the Local AHJ; call upon support from the System Fire Protection Manager as needed to review and approve proposed construction, structural changes, or of building space on the A&M-San Antonio campus, regardless of facility ownership, to address fire and life safety issues as defined by applicable fire code(s).
 2. Support the System Fire Protection Manager as needed to witness acceptance tests of fire safety systems.
 3. Report to the State Fire Marshal's Office any fire taking place on the University property.
 4. Provide training opportunities in fire and life safety for campus constituents.
 5. Monitor that regular inspections of facilities and activities are being completed.
 6. Monitor that preventive maintenance and testing of campus fire life safety systems are being completed (example: smoke/heat detectors).
 7. Partner with the A&M-San Antonio Emergency Management Coordinator and the System Fire Protection Manager as needed to interface with the local fire department to ensure a close working relationship, compatibility of fire safety equipment, adequate campus access for fire department apparatus, and familiarity with campus facilities, campus layout, naming conventions, and coordination of emergency response.
 8. Partner with the A&M-San Antonio Risk Manager and the A&M-San Antonio Emergency Management Coordinator to review and approve both indoor and outdoor pyrotechnic displays and the use of flame effects (as described by, and in accordance with, the [Texas Occupations Code](#)) on campus or at University-sponsored events.

9. Partner with the Emergency Management Coordinator to review and coordinate the approval process with state and local agencies for open burns such as brush or grassland.

10. Review and approve other uses of open fires such as candles.

B. EMERGENCY MANAGEMENT COORDINATOR

1. Partner with the A&M-San Antonio EHS Professional and the System Fire Protection Manager as needed to interface with the local fire department to ensure a close working relationship, compatibility of fire safety equipment, adequate campus access for fire department apparatus, and familiarity with campus facilities, campus layout, naming conventions, and coordination of emergency response.

2. Partner with the A&M-San Antonio Risk Manager and the A&M-San Antonio EHS Professional to review and approve both indoor and outdoor pyrotechnic displays and the use of flame effects (as described by, and in accordance with, the [Texas Occupations Code](#)) on campus or at University-sponsored events.

3. Partner with the A&M-San Antonio EHS Professional to review and coordinate the approval process with state and local agencies for open burns such as brush or grassland.

C. FACILITEIS & CONSTRUCTION

1. Review, evaluate and approve facility modifications and significant changes in use of facilities (e.g., changing an office to a laboratory, meeting room, etc.); consult with Local AHJ as needed.

D. SSC (FACILITIES SERVICES CONTRACTOR)

1. Perform preventive maintenance and testing of all campus fire and life safety systems, including fire sprinklers, fire detection and alarm systems, exit systems including marking and hardware, and illumination systems including normal, emergency lighting, and generators.

2. Ensure new construction, renovations and alterations to existing structures (that are under SSC control) conform to applicable State of Texas laws regarding engineering, architecture, accessibility, and fire and life safety.

3. Ensure all structural modifications that could affect fire and life safety are reviewed and approved by Local AHJ.

E. HOUSING PROPERTY MANAGER: AMERICAN CAMPUS COMMUNITIES (ACC)

1. Perform preventive maintenance and testing of all campus fire and life safety systems, including fire sprinklers, fire detection and alarm systems, exit systems including marking and hardware, and illumination systems including normal, emergency lighting, and generators (when applicable) for Esperanza Hall.

2. Ensure new construction, renovations and alterations to Esperanza Hall (that are under ACC control) conform to applicable State of Texas laws regarding engineering, architecture, accessibility, and fire and life safety.

3. Ensure all structural modifications that could affect fire and life safety are reviewed and approved by the Local AHJ.

F. FOOD SERVICE VENDOR (CHARTWELLS)

1. Coordinate preventative maintenance and testing of cafeteria hood systems and repair as needed.

G. FACULTY, STAFF and ADMINISTRATORS:

1. Abide by the requirements/procedures found in this Texas A&M University-San Antonio Fire and Life Safety Plan.

2. Ensure that facility modifications and significant changes in use of facilities (e.g., changing an office to a laboratory, meeting room, etc.) under their responsibility receive prior review and approval by A&M-San Antonio Facilities & Construction Personnel.

3. Report identified deficiencies to the fire and life safety system to the Local AHJ.

V. EFFECTS of a FIRE

A. Most fires emit a high level of extremely toxic smoke which is the cause of most fire deaths. In addition to producing smoke, fire can incapacitate or kill by reducing oxygen levels, either by consuming the oxygen, or by displacing it with other gases.

Within 30 seconds – disorientation occurs
Within 2 minutes – unconsciousness occurs
Within 3 minutes – death occurs

B. Heat is also a respiratory hazard, as superheated gases burn the respiratory tract. When the air is hot enough, one breath can kill.

VI. RECOGNIZING FIRE HAZARDS

Fires can be caused by a variety of hazards including, but not limited to, unprotected or faulty equipment, improper storage of combustible materials, inadequate ventilation, inattention, human error, arson, and failure to follow established safety guidelines. Most fire hazards can be recognized and corrected by knowing and following the procedures contained herein and keeping alert to potentially dangerous situations. Employees should report any and all fire hazards or potentially unsafe conditions to their supervisors immediately. Time is of the essence, so it is crucial that you know how to respond when faced with a fire in order to ensure your safety and the safety of those around you.

VII. FIRE PREVENTION REQUIREMENTS

The potential severity of fire disasters makes fire prevention everyone's responsibility. Following these guidelines can help prevent and mitigate fires:

- A. Plug items directly into the outlet when possible.
- B. Never use extension cords in place of permanent wiring or for extended periods of time.
- C. Use power strips plugged directly into a wall outlet. If an extension cord must be used, it must be UL approved with grounding plug, and should only be used on a short term basis.
- D. Ensure all electrical equipment is UL or FM labeled.
- E. Do not overload circuits as they can easily be a source of ignition.
- F. Do not "daisy chain" (connect together in a linear series) extension cords or power strips.
- G. Turn off or unplug nonessential electrical equipment at the end of each workday.
- H. Keep work and refuse areas clean and free of debris.
- I. Do not leave microwaves unattended while in use.

- J. Minimize combustible storage.
- K. Store flammable/combustible materials in approved containers, and away from heat or ignition sources.
- L. Store rags that contain flammable liquids only in approved containers.
- M. Use flammable/combustible materials in well-ventilated areas only.
- N. Do not use an open flame near flammable or combustible materials.
- O. Dispose of flammable/combustible materials according to established safety guidelines. Contact safety@tamusa.edu for assistance.
- P. Keep all equipment and machinery clean and in good working order.
- Q. Allow machinery to cool before filling gas tanks.
- R. Report any detection of propane gas to the A&M-San Antonio Police Department Dispatch emergency number at (210)784-1911 or report using the SafeZoneApp.

VIII. RESTRICTIONS

- A. Candles, incense burners, oil lamps or other personal items that have open flames or that smolder, are prohibited in work areas (individual or group), conference rooms, restrooms, etc. in all campus buildings. This restriction applies to such items regardless of whether the item has been lit or not. Exceptions may be requested of the Local AHJ.
- B. This Plan does not apply to candles, flame effects, or pyrotechnics used for banquets, ceremonies, science demonstrations, theatrical productions, indoor fireworks or other entertainment. This Plan does not apply to such devices used in the course and scope of University sponsored research or activities necessary to conduct business operations provided approval has been given by respective organization's vice president, Emergency Management Coordinator and Local AHJ.
- C. Personal coffee makers, percolators and hot plates are allowed, but must be UL or FM labeled and have an automatic shut-off timer.

IX. PROCEDURES

A. APPLIANCES

An appliance can be defined as any instrument or piece of equipment or device designed for a particular use and powered by electricity. (i.e. computers, copy machines, refrigerators, freezers, space heaters etc.) Use the following guidelines when using appliances on campus.

1. Always use appliances that are UL or FM labeled.
2. Adequate space should be given around appliances to allow for air circulation.
3. Clothes dryers should have the lint removed after each load and excess buildup of lint around the dryer should be cleaned regularly.
4. Large appliances such as refrigerators and freezers should be plugged directly into wall outlets.
5. Inspect the electrical connection of appliances to ensure a good connection with the receptacle.
6. Frequently inspect the condition of appliances. If appliances begin to spark or produce an electrical smell, turn power off immediately and discontinue using the appliance. Depending upon emergency status, report to either the emergency number (210)784-1911 or non-emergency number (210)784-1900; coordinate disposal with Environmental, Health & Safety Professional.

B. SPACE HEATERS

Personal space heaters are allowed and general guidelines to remember when using space heaters are:

1. Always use appliances that are UL or FM labeled.
2. Space heaters must not be left on unattended, even if you are just going to step out for a moment.
3. Space heater must be equipped with an automatic shut off feature or tip-over protection.

4. Space heaters should be unplugged when not in use.
5. A minimum of 36" should be maintained from any combustible materials
6. Adequate space should be provided around space heaters to allow for air circulation.
7. Space heater must be plugged directly into wall receptacle. Do not plug space heaters into an extension cord, surge protector, or power strip since the space heater can overheat the extension cord, surge protector, or power strip, and potentially cause a fire.
8. If heater begins to spark or produce an electrical smell, turn power off immediately and discontinue using the appliance, depending upon emergency status, report to either the emergency number (210)784-1911 or non-emergency number (210)784-1900; coordinate disposal of the space heater with Environmental, Health & Safety Professional.

C. ELECTRICAL SAFETY

1. Extension Cord and Power-Strip Use. Many times it is necessary to use extension cords or power strips (surge protectors) to reach a work area or to provide additional outlets. It is important not to overload outlets, protect cords, and follow the manufacturer's recommendation. Additionally, the following guidelines should be used while utilizing these items:
 - a) Extension cords are for temporary use (defined as an 8-hour work day or less)
 - b) Unplug and properly store cords when not in use
 - c) Install permanent code compliant wiring for long term use
 - d) Extension cords or power strips must be plugged directly into a wall receptacle – daisy chaining (connecting together in a linear series) is not permitted

e) Extension cords may be used for portable equipment with the exception of space heaters.

f) Extension cords and power strips should be examined regularly for damage and removed from service if damage is found

g) Extension cords and power strips should be UL or FM labeled.

h) Extension cords shall not be run above ceiling or under carpet or other similar materials

2. Electrical Panel Access

Keep electrical panel access free of obstructions. A working space of not less than 30 inches wide (or width of equipment), 36 inches deep and 78 inches high shall be provided in front of electrical service equipment. No storage shall be permitted within this designated work space.

D. FLAMMABLE / COMBUSTIBLE STORAGE

1. One of the most common violations of general fire safety practices is that of improper or excessive storage of combustible material. By storing excess combustible materials improperly, employees not only increase the potential for having a fire, they increase the potential severity of a fire.

2. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

a) Class A Combustibles include materials that can act as fuel such as wood, paper, cloth, rubber, and plastics. Water is an approved fire extinguishing agent for Class A combustibles.

b) Class B Combustibles include flammable and combustible liquids (gasoline, oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. Do not use water to extinguish Class B Combustible fires. Water can cause the burning liquid to spread, making the fire worse.

Note: All fire extinguishers on campus are ABC, multipurpose extinguishers that can be used on all fires.

3. Improper storage of these materials greatly increases the risk of both the fire event and its severity. To reduce the hazards associated with these substances:

- a) Store flammables in approved containers. Amounts over 1 gallon should be stored in flammable storage safety cabinets.
- b) Do not store combustible materials in exit corridors, exit stairways, electrical rooms or mechanical rooms. Storage prohibited in exit stairs unless separated by fire resistive construction from stair enclosure.
- c) When stacking combustible materials, leave at least 18 inches between the top of the stack and sprinklers in rooms with sprinklers and 24 inches in rooms without sprinklers.

E. FLAMMABLE and COMBUSTIBLE LIQUIDS and COMPRESSED GASES

1. Definitions:

- a) Flash Point - The lowest temperature at which vapors above a volatile combustible substance will ignite in air when exposed to a spark or flame
- b) Flammable Liquid - Any liquid that has a closed cup flash point below 100 degrees Fahrenheit.
- c) Combustible Liquid – Any liquid that has a closed cup flash point at or above 100 degrees Fahrenheit.
- d) Compressed Gas - A material, or mixture, that
 - (1) Is a gas at 68 degrees Fahrenheit or less at an absolute pressure of 14.7 psi, and

(2) Has a boiling point of 68 degrees Fahrenheit or less at an absolute pressure of 14.7 psi and that is liquefied, non-liquefied, or in solution, except those gases that have no other health or physical hazard properties are not considered to be compressed gases until the pressure in the packaging exceeds an absolute pressure of 40.6 psi at 68 degrees Fahrenheit.

2. Flammable Liquids are further classified as Class I, Class IA, IB and IC liquids. Combustible liquids are further classified as Class II, Class III, Class IIIA and Class IIIB liquids. You can identify if you are working with flammable or combustible materials by referencing the flash point on the product label or safety data sheet.

3. When working with these materials, precautions should be taken to prevent the ignition of flammable vapors by sources such as the following: open flames, hot surfaces, radiant heat, cutting and welding, sparks, static electricity. Make sure you are in a well ventilated and/or exhausted area to allow dangerous vapors to dissipate or escape the area. Only acceptable containers that meet the requirements set forth in the Flammable and Combustible Liquids Code published by the National Fire Protection Association (NFPA) should be used with flammable and combustible liquids. The allowable size of these containers is dependent upon the class of liquid and the container type and is specified in the Flammable and Combustible Liquids Code (NFPA 30). Flammable and combustible liquids should be stored inside a flammable liquids storage cabinet with an aggregate amount of liquid stored in an individual storage cabinet not to exceed 120 gallons.

4. The following guidelines should be used while utilizing compressed gas cylinders:

- a) Secure upright properly with a chain or strap
- b) Compressed gas cylinder valves protected from physical damage by means of protective caps, collars or some other protective device
- c) Labeling should include the name of the material and the hazard identification via NFPA 704 placard or the proper DOT shipping label.
- d) Located such that it has protection from vehicle damage by the use of guard posts or bollards/barricades.
- e) "NO SMOKING" signs posted near the area where hazardous materials are used or stored.

F. SMOKING and TOBACCO USE

The A&M-San Antonio campus is non-smoking and tobacco free. Smoking (cigars, cigarettes, electronic cigarettes, etc.) and smokeless tobacco (chewing tobacco, “dip”, electronic cigarettes, vaping etc.) are prohibited. For additional information, refer to A&M-San Antonio Rule [34.05.99.01, *Smoking and Tobacco Use*](#).

G. REMODELING and NEW CONSTRUCTION

All proposed construction, structural changes, or changes in the use, or any change effecting egress from a space within a building on the A&M-San Antonio campus, regardless of facility ownership, must be reviewed, evaluated and approved by the A&M-San Antonio Facilities & Construction Personnel (consult with Local AHJ as needed or System Fire Protection Manager in order to address fire and life safety issues.

H. PYROTECHNICS/OPEN FLAMES

1. The use of pyrotechnics or open flames on the A&M-SA Campus is regulated and requires a permission through the Local AHJ prior to any performance or use. The use of consumer fireworks on campus is prohibited.

2. For further information on the use of pyrotechnics or open flames or to obtain approval process, contact EHS at department email safety@tamusa.edu.

I. HOLIDAY DECORATIONS

Holiday decorations can sometimes be fire hazards. Following the listed guidelines can improve fire safety during the holidays:

1. No live Christmas trees in any University building. Use an artificial tree that is fire resistant.

2. Do not place trees or holiday decorations where they may block emergency egress.

3. Use only decorations that are fire retardant.

4. Use only FM or UL labeled electrical decorations.
5. Never obstruct fire alarm devices
6. Any combustible decorations such as curtains or drapes must be of a fire resistant material
7. Never hang anything from fire sprinkler piping or heads
8. Practice good housekeeping by minimizing paper and other combustible decorations.
9. Avoid using extension cords. If you must use one, use a heavy gauge cord with a grounding plug. Place it in plain view, making sure it is not a tripping hazard.
10. Never staple or tack light strings
11. Decorations should not be placed in exit corridors or stairways
12. Do not use candles or other decorations with open flames.

J. OPEN BURNING

Open burning is not currently supported at A&M-San Antonio. Please contact the A&M-San Antonio Environmental, Health & Safety professional if there is a request for open burning.

X. FIRE PROTECTION

A. FIRE DETECTION and NOTIFICATION

All occupied buildings on the A&M-San Antonio campus have automatic fire detection/notification systems installed in them. These systems are monitored by an off campus monitoring company. These systems utilize several different types of detection devices including heat, flame, and smoke detectors, relays from suppression/extinguishing systems, and manual pull stations to activate the notification portion of the system.

B. DETECTION DEVICES

1. Heat Detectors

Heat detectors respond to the convected energy in hot smoke and fire gases (i.e., heat). Heat detectors are normally located in laboratories, mechanical rooms, storage areas, break rooms, and areas that could produce high levels of dust, steam, or other airborne particles.

2. Smoke Detectors

Smoke detectors respond to the solid and liquid aerosols produced by a fire (i.e., smoke). Since smoke detectors cannot distinguish between smoke particles and other particles such as steam, building occupants must be aware of detector locations and be considerate when working around them. Smoke detectors are normally found in exit corridors, office areas, assembly areas, and sleeping areas.

3. Flame Detectors

Flame detectors respond to the presence of a flame. Flame detectors may be found in specific areas where a fire will develop rapidly and the hazard is greater than what is expected in normal locations within buildings such as chemical storage rooms. These devices are most commonly used in conjunction with a fire extinguishing system.

C. MANUAL PULL STATIONS

Manual pull stations, when activated, will initiate the buildings fire alarm notification system. Pull stations are generally located near exit stairways, near building exits, or in long corridors. Occupants should be familiar with the location of these devices should one need to initiate a building evacuation.

D. BUILDING NOTIFICATION

The building notification system may consist of horns, bells, speakers, strobes, or a combination of these devices.

E. FIRE DOORS

1. Fire doors serve as a barrier to limit the spread of fire and restrict the movement of smoke. Unless these doors are held open and released by the building fire alarm system, fire doors should remain closed at all times. Do not tamper with fire doors or block them with equipment, potted plants, furniture, etc.

2. Fire doors are normally located in stairwells, corridors, and other areas required by Fire Code. The door, door frame, locking mechanism, and closure are rated between 20 minutes and three hours. A fire door rating indicates how long the door assembly can withstand heat and a water hose stream. All fire doors will have a label affixed to the door indicating the manufacturer, rating, serial # of the door and other information. It is important to not remove, paint, or in any way damage or destroy the label.

a) For your safety and to maintain the integrity of fire doors there are several important items to remember:

(1) Know which doors are fire doors and keep them closed to protect building occupants and exit paths from fire and smoke, unless these fire doors are held open and released by the building fire alarm system.

(2) Never block a fire door with a non-approved closure device such as a door stop, blocks of wood, or potted plant.

(3) For fire doors with approved closure devices, make sure that nothing around the door can impede the closure.

(4) Never alter a fire door or assembly in any way. Simple alterations such as changing a lock or installing a window can lessen or completely void the fire rating of the door.

(5) Doors to offices, laboratories, and classrooms help act as smoke barriers regardless of their fire rating. These doors should be kept closed whenever the room is unoccupied.

(6) A closed door is the best way to protect your path to safety from the spread of smoke and fire.

F. EXIT SIGNAGE

Exit signage must illuminate during activation of the test button during normal or back-up power and must direct towards the escape route.

G. FIRE MITIGATION

1. Ensure fire extinguishers are checked on a monthly basis and inspected annually by a qualified fire extinguisher inspection, service and repair supplier. Fire extinguishers must be fully charged and current to be effective. If you see one in your area where the needle is no longer within the “green” range or has expired, please contact the Facilities Services Department to report.
2. Ensure that stacked items are 18 inches away from the sprinkler head if the room or area is protected by a fire suppression system (sprinklers).
3. Do not block fire pull stations or fire extinguishers.
4. Do not hang decorations, signs, and other items on or near a sprinkler head.
5. Do not prop open or block a fire door with such items as doorstops, blocks of wood or potted plants. Keep fire doors closed at all times, unless these doors are held open and released by the building fire alarm system. Fire doors serve as barriers to limit the spread of fire and restrict the movement of smoke. For fire doors with approved closure devices, make sure that nothing around the door can impede the closure. Never alter a fire door in any way because such simple alterations as changing a lock or installing a window can lessen the fire rating of the door.
6. Do not allow rooms to be occupied beyond the maximum capacity.

H. FIRE EXTINGUISHERS

1. All fire extinguishers are checked monthly by Facilities Services Contractor and annually by a contracted fire protection company who also completes the 6-year hydrostatic test. Do not attempt to use a fire extinguisher unless you have been trained to do so. While operating instructions are on the label, the time to learn about its use is not during an actual fire.
2. Fire extinguishers, when used properly, play a vital role in containing and/or extinguishing small fires. Portable fire extinguishers are designed to be used on small, contained fires, by properly trained individuals. Lives could be saved, and property damage reduced, when fire extinguishers are used correctly.

3. Know the location of the closest extinguisher. A quick response is crucial to effectively put out a fire. You should not have to travel any farther than 75 feet to get to an extinguisher. This distance may be reduced in labs and other high hazard areas.

4. There are five classifications for fires. These are:

a) Class A: Fires involving ordinary combustibles, such as paper, wood, plastic, cloth, and trash.

b) Class B: Fires that involve flammable or combustible liquids, such as gasoline, solvents, oil, paint, and thinners.

c) Class C: Fires that involve energized electrical equipment or appliances.

d) Class D: Fires involving flammable metals, such as magnesium and sodium.

e) Class K: Fires that involve cooking media, such as vegetable oils

f) There are fire extinguishers designed for each type of fire. Some extinguishers can be used on more than one type of fire.

(1) Class A extinguishers are to be used only on Class A fires. This extinguisher contains only water and compressed air and is not to be used on B, C, D, or K fires.

(2) Carbon Dioxide extinguishers are recommended for Class B and C fires. Halon or other similar type fire extinguishers are also rated to be used on B and C fires.

(3) Dry Chemical extinguishers come in two types. One type is rated for B-C fires, and the other is rated for A-B-C fires. The ABC or multipurpose extinguisher is the most common extinguisher found on the TAMU Campus.

(4) Class D extinguishers are specialized to be used only on flammable metals. Never attempt to extinguish a Class D fire with anything other than a CLASS D extinguisher.

(5) Class K extinguishers are designed to be used on flammable cooking oils. They are to be used in conjunction with a commercial fire suppression system.

There is no extinguisher that is designed to be used on all types of fires. It is important to know your fire extinguisher and its limitations.

g) Portable fire extinguishers are located throughout buildings across the campus. They are installed according to National Fire Protection Association codes and standards. Fire extinguishers are readily accessible in hallways, near exits, and in areas containing high fire hazards. Never block access to a fire extinguisher.

I. **FIRE HYDRANTS**

Fire hydrants are located throughout the campus and play a vital role in fire Suppression operations. It is important to maintain a clear path to all hydrants and allow clear distances around hydrants to allow uninhibited operation should an emergency occur. It is also important that vehicles are not parked within 15 feet of fire hydrants or other fire safety equipment.

J. **FIRE LANES**

A fire lane is an area designated for emergency personnel only. It allows them to gain access to building and/or fire protection systems. Parking in or blocking any fire lane is prohibited.

K. **FIRE DRILLS**

1. Although a fire drill may interrupt work and classes for a short period of time, they are a small inconvenience that could possibly save lives if a real fire were to occur. Consequently, all persons at A&M-San Antonio are required to participate in fire drills, and must leave the building when the alarms are sounded. All persons should quickly lock up valuables or take them when exiting the building. Remember to close office and classroom doors when leaving.

2. Fire drills will be conducted a minimum of once per Fall and Spring Semester for Residence Hall and annually for one Academic Building, and may be announced or unannounced. Campus Community Emergency Response Team (C-CERT) will help assist the A&M-San Antonio Police Department in evacuating the building. Faculty members having class should remind their students of the proper evacuation route. Evacuations should be accomplished in a calm, orderly manner. They are not designed to test for speed.

XI. FIRE & LIFE SAFETY INSPECTIONS

A. All fire and life safety inspection reports are stored on OneDrive. All deficiencies that cannot be mitigated at the time of the inspection will be reported to the Facilities Services Contractor (SSC) through the Facilities Repair/Maintenance Request/Sanitation service request order website or through an inspection report. The time allotted for deficiency remediation will be dependent on the risk and legal requirements associated with the deficiency. The order of escalation for non-completed/failed remediation will be the Facilities & Construction Personnel, Executive Director of Operations, Vice-President of Business Affairs and finally the University President.

B. Fire & Life Safety Inspection Schedule Table

Item to Inspect	Frequency of Inspection	Responsible Party
Fire Extinguishers	Monthly Inspection Annual Inspection 6-year hydrostatic Test	Facilities Services Contractor Facilities Services Contractor who contracts with a Fire Protection Company) Facilities Services Contractor who contracts with a Fire Protection Company
Outside Emergency Phones (Blue and Red Phones)	Monthly	A&M-SA Police Department
Classroom/Inside Building Emergency Phones	Monthly	A&M-SA Police Department
Elevator Phones	Monthly	A&M-SA Police Department
Emergency Generator and Safety Power Transfer Switch	Monthly	Facilities Services Contractor
Laboratory Safety Inspections	Annually	Environmental, Health & Safety Professional, Lab Manager or the

Item to Inspect	Frequency of Inspection	Responsible Party
		Principal Investigator
Laboratory Fume Hoods / Certifications	Annually	Facilities Services Contractor who contracts with specialty contractor
Elevators	Annual	Facilities Services Contractor and sometimes contracted Elevator Services Company.
Life Safety Rounds Checklist	Monthly	A&M-SA Facilities and Construction
Fire Alarm System (NFPA 72)	Annually	Facilities Services Contractor who contracts with a Fire Protection Company; for Residence Hall American Campus Communities who contracts with a Fire Protection Company.
Fire Protection System (Fire Sprinkler)	Annually	Facilities Services Contractor who contracts with a Fire Protection Company; for Residence Hall American Campus Communities who contracts with a Fire Protection Company.
Fire Protection System (Fire Pump)	Weekly	Facilities Services Contractor
Exit Signs	Monthly	Facilities Services Contractor
Emergency Lighting	Monthly	Facilities Services Contractor
Won Door	Annually	Facilities Services Contractor who contracts with specialty contractor
Fire Door Drop Test (Rolling Fire Door)	Annually	Facilities Services Contractor who contracts with specialty contractor

XII. FIRE RESPONSE

Content taken from the Emergency Action Plan which is a quick reference guide to use during emergencies to prepare individuals to evacuate and/or respond during an emergency. This Emergency Action Plan is found on the A&M-San Antonio University Police Department webpage under Emergency Procedures. The link is <https://www.tamusa.edu/uploadfile/folders/fcestrad/pdf/pdf-636403897408891392-10.100.150.124.pdf>

- A. Fire
 - 1. Pull the nearest fire alarm and using the nearest evacuation route, evacuate to the preplanned designated location.

2. Dial (210) 784-1911 or 911 and give your name and location of the fire.

B. When a fire alarm sounds, occupants should:

1. Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route.

2. Do not use an elevator.

3. Identify any individual who might need medical attention or assistance.

4. C-CERT (Campus Community Emergency Response Team) or assigned University personnel will sweep the area for personnel.

C. If there is smoke in the area, remain close to the floor.

1. Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

2. If you cannot leave the room:

a) Open the windows.

b) Seal the cracks around doors with clothing or other material, soaked with water if possible.

c) Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention.

d) Shout for help.

e) If possible, call (210) 784-1911 or 911 and report that you are trapped.

f) If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and then follow the above procedures.

3. As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

D. Explosion

1. Immediately evacuate the building using your preplanned route if possible.

2. Call 911 or the A&M-San Antonio Police Department at (210) 784-1911.

3. Inform A&M-San Antonio Police Department of the situation with as much information as is available. If it is safe to do so, stay on with the police dispatcher.

Appendix A Definitions

Automatic coffee makers – are cooking appliances used to brew coffee without having to boil water in a separate container.

Candles – are a solid, usually cylindrical mass of tallow, wax, or other fatty substance with an axially embedded wick that is burned to provide light.

Hot plates – are electrically heated plate for cooking food or warming beverages.

Incense Burners – are vessels in which incense is burned, especially during religious services.

Local AHJ- Local Authority Having Jurisdiction is the A&M-San Antonio Environmental, Health & Safety Professional and has regulatory authority.

Oil lamps – are used to produce light continuously for a period of time, from an oil-based fuel source.

Percolator – is a pot in which boiling water is forced repeatedly up through a central tube.

SafeZone App - is a free app for all university faculty, staff, and students. The app connects you directly to A&M-SA PD when there is an emergency on campus, 24 hours a day and seven days a week. When you trigger the icon, you are connected to dispatch. At the same time,

police officers are notified in the field on their phones, and the closest one will head to your location. Dispatch gathers more information and relays it to the officer. It is easy and available for iPhones and Android devices. Registration is only possible with your A&M-San Antonio email address.

Space heater – is a self-contained device for heating an enclosed area. Space heaters included devices that are fueled by natural gas, propane, or electricity.