

University of Houston Clear Lake

ADMINISTRATIVE MEMORANDUM

SECTION: Public Safety
AREA: Fire and Life Safety Code

Number: 01.F.07

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-Clear Lake, 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

The Texas Legislature requires all state agencies to follow [NFPA 101 Life Safety 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-Clear Lake Fire Marshal's Office as the Local Authority Having Jurisdiction to enforce NFPA 101. The University of Houston-Clear Lake hereby adopts the current [NFPA 1 Uniform Fire Code](#) and [NFPA 101 Life Safety Code](#) as the "University of Houston-Clear Lake Fire and Life Safety Code".

The University of Houston-Clear Lake Department of Environmental, Health and Safety (EHS) 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 detection, and extinguishment of incipient fires with prompt, efficient response to all suspected fire emergencies.

The University of Houston-Clear Lake Fire Code will emphasize prevention and wherever 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 at University of Houston-Clear Lake 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-Clear Lake Department of Environmental, Health and Safety, who has been empowered to manage the fire prevention and protection

program. The Fire Marshal is empowered to act for the Vice President Administration and Finance 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.
- E. Universality of Houston-Clear Lake: Any property owned, leased or occupied by the University of Houston-Clear Lake including but not limited to UHCL Pearland campus and Texas Medical Center campus.

IV. OBJECTIVES

- A. To prevent fire-related incidents on the University of Houston-Clear Lake campus.
- B. To ensure that proper fire and life safety practices are conducted on campus.
- C. To ensure compliance with sound fire safety practices through a comprehensive inspection program.
- D. To provide on-going fire safety education to facility, 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 University Police Department, through the university Fire Marshal, acts as the Authority having jurisdiction in matters concerning fire and life safety. The EHS 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 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. Provide general evacuation procedures and assist colleges and departments in the development of more specific procedures.
4. To review plans and specifications concerning renovation projects and new construction for fire and life safety concerns. Issues Certificates of Occupancy for all renovation projects and new construction with regard to fire and life safety.

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 to 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 ensure fire protection equipment/systems are maintained and the maintenance work is documented.
9. To advise 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 Facilities Maintenance groups in the testing of all fire pumps, sprinkler systems, smoke and heat detectors, fire alarm systems, and fire hydrants.
11. To serve as the university liaison to local fire departments and the State Fire Marshal's Office.
12. To serve as the university liaison in working with the insurance carriers' engineering representative in fire protection matters.
13. To issue permits for welding, cutting and dust production operations on campus.
14. To issue permits for the use of temporary open flame devices.
15. To issue permits for commercial tent installations on campus.
16. To issue permits for the temporary impairment of fire protection systems.
17. To issue permits for the installation of fire protection systems.
18. To issue permits for the renovation and new construction as a building permit.
19. To investigate the cause and origin of all fires which occur on university property and report all fires to the State Fire Marshal's Office in a timely manner.

B. Facilities, Maintenance and Construction (FMC) Responsibilities

1. Ensure 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-Clear Lake Master Specifications as they pertain to fire and general life safety.
2. Provide plans and specifications concerning renovation projects and new construction for fire and general life safety concerns to the UHCL Fire Marshal for review, comment and approval.
3. To ensure FMC staff is appropriately trained to:
 - a. Assist the Fire Department in case of fire; and
 - b. Perform required preventive maintenance on fire equipment/systems.

C. Department Management Responsibilities

1. Ensure employees are provided the necessary training and instruction in responding to fires and life safety events.
2. Enforce all University of Houston-Clear Lake 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 the EHS Fire Marshal's Office.

D. Individual Responsibilities

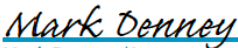
1. All employees will acquaint themselves with policies and procedures related to fire protection and prevention.
2. All students, faculty, employees, visitors, vendors, and contractors will abide by the University of Houston-Clear Lake fire safety policies and procedures and the university Fire and Life safety Code.
3. Employees and students should report suspected code violations or other unsafe conditions to their immediate supervisor or faculty member; if not possible, please notify the EHS Fire Marshal's Office at 281-283-2106.

VI. REVIEW AND RESPONSIBILITY


Responsible Party: University of Houston-Clear Lake Fire Marshal

Review schedule: Every three years on or before September 1.

VII. APPROVAL



Mark Denney Mark Denney (Aug 4, 2020 09:34 CDT)
VP Administration and Finance



Dr. Ira Blake
President

Date of President's Approval: 8-5-2020

VIII. REFERENCES

[NFPA 1 Uniform Fire Code](#) most recent edition as applicable

[NFPA 101 Life Safety Code](#) most recent edition as applicable

REVISION LOG

Revision Number	Approved Date	Description of Changes
1		Policy Initiation
2		
3		
4		