

**LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Environmental Health and Safety (EHS)
AREA: EHS Administration

MAPP: 07.02.02

SUBJECT: Fire and Life Safety Code

I. POLICY

- A. The Texas Legislature requires all state agencies to follow [NFPA 101](#) and has given the State Fire Marshal's Office authority for enforcement. In return, the State Fire Marshal's Office recognizes the Lamar University (LU) Environmental Health and Safety (EHS) department as the Local Authority Having Jurisdiction to enforce NFPA 101 Life Safety Code. Lamar University hereby adopts the current NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code as the "Lamar University Fire and Life Safety Code."
- B. Lamar University 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 discovery, and extinguishment of incipient fires with prompt, efficient response to all suspected fire emergencies.
- C. The Lamar University 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's Fire and Life Safety Code and through the establishment of good fire and life safety work habits at the University. The administration of Lamar University 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.

II. PURPOSE AND SCOPE

- A. The purpose of the Fire and Life Safety Code is to protect the Lamar University, faculty, staff, students, and visitors from injury and/or loss of property or life from fire.
- B. The Fire and Life Safety Code applies to all University entities regardless of funding source, and to faculty, staff, vendors, students, and contractors while on University property.

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 Lamar University's EHS, who has been empowered to manage the fire prevention and protection program. The Fire Marshal is empowered to act for the Vice President for Finance and Operations in all matters related to fire safety.
- D. **Local Authority Having Jurisdiction:** Powers granted by the Authority Having Jurisdiction, to the organization, office or individual responsible for "approving" equipment, an installation, or a procedure regarding compliance with the Fire and Life Safety Code.
- E. **National Fire Protection Association (NFPA):** An international voluntary organization to promote the fire protection and establish safeguards against the loss of life and property.

IV. OBJECTIVES

- A. To prevent the number of fire-related incidents on the Lamar University 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 and new construction meet national standards of practice for fire and life safety.

V. RESPONSIBILITIES

- A. EHS, through the University Fire Marshal, acts as the Authority having jurisdiction in matters concerning fire and life safety. The EHS department 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.

1. University Fire Marshal Responsibilities

- 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.

- To provide fire safety training in the proper use of portable fire extinguishers, fire safety work practices, and response to suspected fire emergencies.
- To provide expertise and assistance in the development of evacuation plans and conduct evacuation drills as required.
- To review plans and specifications concerning renovation projects and new construction for fire and life safety concerns.
- To serve as the authority having jurisdiction in all fire and life safety issues.
- To inspect all University facilities for fire and life safety concerns and to provide code reference to violations and corrective action follow-up to those areas requiring attention.
- To inspect and maintain all fire extinguishers on University property.
- To advise departments, colleges, agencies, and other University entities as to the requirements relevant to fixed extinguishing systems which are part of their operations.
- To observe or assist Facilities Maintenance group in the testing of all fire pumps, sprinkler systems, smoke and heat detectors, fire alarm systems, and fire hydrants.
- To serve as the University liaison to the Beaumont Fire Department and the State Fire Marshal's Office.
- To provide general evacuation procedures and assist colleges and departments in the development of more specific procedures.
- To serve as the University liaison in working with the insurance carriers' engineering representative in fire protection matters.
- To issue permits for welding and cutting and dust production operations on campus.
- To issue permits for the use of temporary open flame devices.
- To review plans for commercial tent installations on campus.
- To issue permits for temporary impairment of fire protection systems.
- To review plans for the installation of fire protection systems.
- 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.

2. Facilities Planning and Construction Responsibilities

- 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 Lamar University Specifications as they pertain to fire and general life safety.
- Provide plans and specifications concerning renovation projects and new construction for fire and general life safety concerns to the LU Fire Marshal for review, comment, and approval.

3. Facilities Maintenance Responsibilities

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

4. Unit Management Responsibilities

- Ensure employees are provided the necessary training and instruction in maintaining documentation.
- Enforce all Lamar University policies and procedures.
- 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.
- Auxiliary groups including, but not limited to, Student Housing and Residential Life, the Student Center, and the Athletics Department shall participate in University programs established for the maintenance of fire protection equipment. Contracted services must be pre-approved by EHS Fire Marshal’s Office. Documentation of contracted services and work performed must be provided to the EHS Fire Marshal’s Office.

5. Individual Responsibilities

- All employees will acquaint themselves with policies and procedures related to fire protection and prevention.
- All students, faculty, employees, visitors, vendors, and contractors will abide by Lamar University fire safety policies and procedures and the University fire and life safety code.
- Employees and students should report suspected code violations or other unsafe conditions to their immediate supervisor; if not possible, please notify the EHS Fire Marshal’s Office.

VI. REFERENCES

NFPA 1 Uniform Fire Code, most recent edition as applicable
 NFPA 101 Life Safety Code, most recent edition as applicable

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Lamar University Fire Marshal
 Vice President for Finance and Operations

Review: Every two years on or before August 1

VIII. APPROVAL

Edward Craig Ness	01/09/2020
Vice President for Finance and Operations	Date

Kenneth R. Evans	01/09/2020
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1, 2 & 3	12/02/1999 08/04/2015 05/30/2017	Preceding MAPPs (archived).
4	08/22/2019	Revised version approved by President.
5	09/17/2019 09/26/2019	Formatting and minor wording changes made to bring MAPP in line with standardized MAPP format and language.
	01/09/2020	Updated MAPP approved by President.