



Policy Title: Fire Prevention

Policy Number:

Date Issued: March 16, 2020

**Responsible Executive: Associate Vice President
for the Department of Public Safety**

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Responsible Office: Department of Public Safety

Fire Prevention

Policy Statement

It is the primary goal at Baylor University (the “University”) to provide employees with a safe workplace. The Baylor University Fire Prevention Policy and associated documents have been developed to work in conjunction with other University safety and security programs. Fire prevention measures implemented by Baylor University reduce the likelihood of fires through a robust fire safety training program, proactive fire safety inspection program of University administrative, academic, and residential facilities, and, where possible, reduction or elimination of flammable materials and other hazards.

Reason for the Policy

To ensure faculty, staff, students, and contractors comply with local, state and federal regulations, including the Clery Act and the Higher Education Opportunities Act (HEOA) of 2008, and University policies related to fire safety

Individuals/Entities Affected by this Policy

All personnel, including contractors, that work, visit and/or reside at Baylor University

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

[Fire and Life Safety Regulations](#)

[Bonfire Guidelines](#)

[Barbeque Operation Guidelines](#)

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[Fire Pit Operation Guidelines](#)
[Guide to Community Living](#)
[Fireworks and Pyrotechnics Procedures](#)
[Holiday and Event Decorations Guide](#)

Other Documents

International Fire Code
National Fire Protection Association 101 Life Safety Code
National Fire Protection Association 10 Standard for Portable Fire Extinguishers
National Fire Protection Association 13 Standard for the Installation of Sprinkler Systems
National Fire Protection Association 72 National Fire Alarm Code
National Fire Protection Association 17A Wet Chemical Extinguishing Systems

Forms and Tools

Forms and tools are available through the [Baylor University Department of Public Safety's Fire Safety Program](#).

Definitions

These definitions apply to terms as they are used in this policy.

Open Flame	Any device that temporarily emits a flame that is directly exposed to outside elements, for example, candles, kerosene lamps, campfires, burn barrels or fire pits, and oil lamps
Fire Protection System	Sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, special extinguishing systems, fire service control valves, fire alarms systems, and emergency lights
Impairment	The shutdown, in whole or in part, of a fire protection system

Contacts

Subject	Contact	Telephone	Office email/web site
Department of Public Safety	Assistant Director of Emergency Management & Fire Safety	254-710-7468	Fire_Safety@baylor.edu
	Director of Emergency Management	254-710-6695	Emergency_Management@baylor.edu
	Associate Vice President for	254-710-4619	

2. Fire Prevention

Responsibilities

Assistant Director of Emergency Management & Fire Safety	The Baylor University Assistant Director of Emergency Management & Fire Safety will conduct fire and life safety inspections, review event requests when open flame is requested, identify and provide guidance to mitigate or eliminate any act, procedure, or process that has the potential for injury/death or destruction of property, ensure fire systems are tested in accordance with local, state, federal regulations, and industry best practices. This individual will issue a red tag permit for any system that will be impaired, audit operations to ensure compliance, and suspend sprinkler impairment if the fire protection system cannot be restored in the event of unsafe conditions.
Employees and Contractors	All University personnel and contractors 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.
Campus Living & Learning	Campus Living & Learning (CL&L) personnel will coordinate and accompany the Assistant Director of Emergency Management & Fire Safety on semester inspections and fire drills at residence halls. CL&L will coordinate with the Assistant Director of Emergency Management & Fire Safety on the annual review of the Guide to Community Living.
Building Emergency Coordinator	Building Emergency Coordinators act as liaisons between the Assistant Director of Emergency Management & Fire Safety and the facility and occupants of their facility. They are responsible for ensuring a safe work environment by acting upon the deficiencies in the fire inspection report, reporting any unsafe conditions, and coordinate safety and security related facility work orders.
Sprinkler Technicians	Sprinkler technicians shall obtain proper authorization to impair a sprinkler system via the Red Tag Permit and shall make every effort as to not endanger lives and property. Likewise, they will ensure full compliance with the requirements of this policy, use appropriate safety equipment as needed, and suspend sprinkler impairment, if the fire protection system can be restored, in the event of an unsafe condition or a fire.
Fire Watch	Fire Watch is responsible for ensuring safe conditions are maintained during fire impairment operations and for reporting all fires that have developed regardless if it was extinguished or not.

	The Fire Watch has the authority to stop the fire impairment work operation if an unsafe condition develops.
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Inspections

Annual fire and life safety inspections are conducted at all University facilities in partnership with the Department of Public Safety and Environmental Health and Safety. A report will be generated within 48 hours after the inspection detailing all deficiencies found and delivered via e-mail to the facility's Building Emergency Coordinators (BEC) and Operations & Facilities Management.

Each individual or department is responsible for ensuring the remediation of deficiencies noted on the fire inspection report. Each location has two weeks to correct deficiencies or have a plan to correct identified deficiencies. The BEC will notify the Assistant Director of Emergency Management & Fire Safety once the deficiencies are corrected.

A list of prohibited activities and items are outlined in the [Fire and Life Safety Regulations](#).

Open Flame

Open flames (definition and examples are in the "Definitions" section of this policy) are not allowed on campus or in any University owned, managed, or occupied facilities. If a special situation arises, only the Assistant Director of Emergency Management & Fire Safety can grant approval for use of open flames at the University. No open flames are allowed without this approval.

The Assistant Director of Emergency Management & Fire Safety will ensure the responsible person is identified, fire watch is present, elimination of fire hazard conditions through a site visit, and appropriate site personnel are familiar with and trained to use local fire equipment and recognize fire emergency conditions.

The individual or group requesting an Open Flame Permit will complete the permit indicating date/time, event, location, and type of open flame. The request will then be forwarded to the Assistant Director of Emergency Management & Fire Safety with the Department of Public Safety.

The following resources can be accessed online through [Baylor University Department of Public Safety's Fire Safety Program](#):

- [Open Flame Permit](#)
- [Fire Pit Operation Guidelines](#)

- [Barbecue Operation Guidelines](#) (note, certain safety requirement shall be followed even if an open flame permit is not needed).

Residence Halls

Baylor University considers fire and life safety within residence halls critical to the success of every student and live-in faculty member. Students and live-in faculty are required to adhere to University regulations and local, state, and federal statutes.

To ensure students and live-in faculty residing in University residential facilities comply with the local and state codes and University policies related to fire and life safety and to promote safe living conditions for residents, Campus Living & Learning in partnership with Baylor University Department of Public Safety (Emergency Management and BU Police Department), Environmental Health and Safety and other University departments will:

- Conduct semester fire drills at residential facilities
- Conduct fire and life safety inspections of residential facilities

Fire and life safety inspections and fire drills are performed in accordance with CL&L's [Guide to Community Living](#).

Fire Drills

In order to ensure faculty, staff, and students are aware of how to respond during a fire, fire drills are highly encouraged. The Department of Public Safety will not conduct unannounced fire drills in non-residential facilities without coordination of the Associate Vice President for the Department of Public Safety. Fire drills will be conducted at the request of, and coordinated with, the Building Emergency Coordinator.

Exception: Piper Child Development Center will have at least one monthly, unannounced, fire drill.

Fire Systems

The Baylor University Department of Public Safety, Operations and Facilities Management, and the University's fire protection contractor will ensure fire alarm and fire suppression systems have met the minimum requirements for installation, inspection, testing, and maintenance.

A. Installation

1. Installation of all fire detection equipment shall meet the requirements of NFPA 72 National Fire Alarm Code.

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2. Installation of all suppression systems shall meet the requirements of NFPA 13 Standard for the Installation of Sprinkler Systems.
3. Installation of all wet chemical extinguishing systems shall meet the requirements of NFPA 17A Wet Chemical Extinguishing Systems.

B. Testing, Inspections, and Maintenance

1. Annual, semi-annual, and quarterly testing and inspections of fire suppression equipment are to be conducted through a designated contracted company. Inspections will comply with NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.
2. Annual testing and inspections of fire detection equipment is to be conducted through a designated contracted company. Inspections shall comply with NFPA 72 National Fire Alarm Code.

Fireworks and Pyrotechnics

Only approved firework or pyrotechnic displays are allowed on University managed, owned, or occupied properties. Provisions for a safe firework display or pyrotechnic special effects are outlined in the [Firework and Pyrotechnic Procedures](#).

Procedures regarding fireworks or pyrotechnic displays ensure compliance with City of Waco Ordinance Section 10-49 Fireworks and with Texas Occupations Code, Subpart F, Section 2154.253.

Random use of fireworks or pyrotechnic displays on University managed, owned, or occupied properties is prohibited.

Holiday and Events Decorations

To promote a safe environment during the holidays and when using decorations, University faculty, staff and students are to follow the guidance contained in the [Holiday and Event Decorations Guide](#).

Fire Extinguisher Training

Extinguishers are conspicuously located, easily identified, and readily accessible for immediate use in the event of fire per National Fire Protection Association 10. They are located along normal paths of travel and egress.

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Once an extinguisher is selected, purchased, and installed, it is the responsibility of Operations & Facilities Management and the University's fire protection contractor to oversee the inspection, maintenance, and testing of fire extinguishers in accordance with National Fire Protection Association 10 to ensure that the extinguisher(s) are in proper working condition and have not been tampered with or physically damaged. Fire extinguishers will be inspected monthly by Operations & Facilities Management. The University's fire protection contractor will conduct annual maintenance and inspection.

Fire extinguisher training and education will be provided as required by OSHA Standard 29 CFR 1910.158 (g):

1. Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
2. The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.
3. The employer shall provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.
4. The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

Contact the Department of Public Safety's Assistant Director of Emergency Management & Fire Safety (254-710-7468) or e-mail fire_safety@baylor.edu to obtain fire extinguisher training.

Red Tag Permit

The purpose of a Red Tag Permit is to manage sprinkler system impairments in the event the sprinkler system must be taken out of service. The Red Tag Permit system, developed by the University's insurance provider, is used as a method for retaining a record of impairment and informing the University's insurance provider and the City of Waco Fire Marshal's Office when impairment occurs. Only the University's fire protection contractor or certified fire suppression personnel can request a Red Tag Permit. A fire protection system impairment permit (Red Tag) will not be required for routine (monthly) maintenance and system inspections.

A. Requirements Before Impairment

1. Determine the expected duration of the impairment, and the area of the building involved.
2. Plan to do the work when the facility is not operating and/or shut down hazardous processes, where applicable.

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3. Notify employees in area that fire protection systems will be shut off.
4. Have everything ready before impairing fire protection equipment (i.e., equipment, parts, and personnel).
5. Relocate combustible materials from an impaired sprinkler area to an area protected with sprinklers, if possible.
6. Plan for temporary protection such as extra extinguishers, charged hose line, temporary sprinkler protection, etc.
7. If the fire protection system can be restored, have someone available and prepared to restore the system promptly in the event of a fire.
8. Request a Red Tag Permit from the Baylor University Department of Public Safety.

B. Requirements During Impairment

1. Attach the impairment tag to the affected sprinkler control valve or control device.
2. Establish a Fire Watch. The Fire Watch should have communications available with personnel/contractors impairing the system in the event a system can be promptly restored if a fire is detected.
3. Have the Fire Watch patrol the areas in which fire protection system is impaired.
4. Hazardous processes shall be shut down.
5. Hot work, including cutting and welding, will be prohibited.
6. Continue work on the system until protection is restored.

C. Requirements After Impairment

1. Any necessary inspections and tests have been conducted to verify that affected systems are operational.
2. All affected components of the system shall be inspected and tested.
3. Make certain the fire protection equipment is placed back in automatic service.
4. If sprinkler protection was impaired, conduct a two-inch drain test at the sprinkler riser.
5. Lock sprinkler control valve in the wide-open position where a lock is present.
6. Complete Red Tag Permit and return to the Baylor University Department of Public Safety.
7. Notify affected employees that fire protection system is back in service.

D. Requesting a Red Tag

Red tag permits may be requested by contacting the Baylor University Assistant Director of Emergency Management & Fire Safety at (254) 710-7468 or e-mail fire_safety@baylor.edu. It is recommended a minimum of one day notice be provided to the Baylor University Department of Public Safety prior to the planned impairment.

The following information shall be completed on the Red Tag Permit before, during, and after impairment:

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1. Building and area protected that will be impaired
2. Sprinkler valve location and number
3. Reason for impairment
4. Planned date/time for valve to be closed
5. Planned date/time for valve to be opened
6. Name of technician and project manager or supervisor
7. Actual date/time valve was closed
8. Actual date/time valve was opened
9. Number of turns to close valve
10. Number of turns to open valve
11. If a two-inch drain test was performed

E. Red Tag Training

It is expected that any University employee that may need to authorize a fire protection system impairment has received training in the impairment management procedures using the Red Tag Permit. The Assistant Director of Emergency Management & Fire Safety will train and consult with any employee, at the request of their supervisor, on the topic of personal and fire safety as it relates to fire protection system impairments.