

University of Texas at San Antonio
Office of Risk and Emergency Management

Fire and Life Safety Plan

i. Review and Signature Page

This Fire and Life Safety Plan has been reviewed for regulatory compliance and best management practices by the undersigned individuals and is hereby adopted for use and compliance by all employees at The University of Texas at San Antonio.

PRINTED NAME	SIGNATURE	TITLE	DATE
Jason Dempsey	<small>DocuSigned by:</small> <i>Jason Dempsey</i>	Executive Director, OREM	03/31/23
John DeLaHunt	<small>CCC58F085B32428... DocuSigned by:</small> <i>John DeLaHunt</i>	Risk and Life Safety Manager	03/31/23

Original: 11/1/2007 Intermediate Revisions: 06/01/11, 11/16/12, 12/16/12, 12/16/13
 Current Revision: 03/31/23

This plan was reviewed and revised on 1/30/2023 and replaces the revised plan dated 12/16/2013. Changes throughout include updating references to changes in the Risk & Life Safety reporting structure (references to EHSRM replaced with OREM), and correcting typographical errors. Other changes are summarized below. All changes to this plan have been highlighted in gray.

Page 6 – Deleted reference to evacuation chairs

Page 8 – Updated references to third-party leases to reflect current conditions

Page 9 – Added additional applicable codes; added email address for contact relating to TAC compliance, adjusted third-party lease AHJ relationship language

Page 10 – Added language clarifying roles of AHJs and other inspectors; added contingent language to address availability of familiarization tours

Page 11 – Clarified external stakeholders for inspections, updated campus stakeholders

Page 12 – Adjusted review period to comport with new campus standard, and adjusted external stakeholders for fire safety plan review

Page 13 – Added responsibilities for construction plan review, construction inspection, and acceptance testing

Page 14 – Deletion of a section made superfluous by consolidation of safety responsibilities; clarified roles for installation of fire protection systems, added relevant codes for construction; added plan reviews for fire protection systems, reorganized code compliance requirements for FCMS

Pages 16-18 – Adjusted expectations and language concerning planning of hot work permits

Page 19 – Adjusted conditions for use of propane space heaters, added allowance for UTSA-owned food truck propane use

Page 21 – Clarified limitations for storage in exits

Page 27 – Updated hyperlink

Pages 28, 29 – Added code references for impairment durations, adjusted fire alarm impairment duration to conform to code requirements

Page 32-33 – New material

Pages 34-37 – New material

Page 38 – Added code references for impairment durations

Page 38, 39 – Adjusted hours of impairment for fire alarm prior to fire watch to conform to code requirements

Page 40-41 – New material

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iii. EMERGENCY PROCEDURES

A) Reporting a Fire:

- 1) Contact San Antonio Fire Department, 911 (9-911 from a campus phone)
- 2) Contact UTSA Police Department dispatch, 458-4911 (x4911 from a campus phone)

B) Upon hearing a BUILDING EVACUATION ALARM (FIRE or other EVACUATION ALARM):

- 1) Proceed immediately to an exit according the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
- 2) Do not use an elevator.

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 458-4911 or 911 (UTSA phone) and report that you are trapped.
- 3) If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and the follow the above procedures.

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

C) Evacuation of the Mobility Impaired:

Assisting People with Visual Impairments

- 1) Clearly announce the type of emergency.
- 2) Offer your arm for guidance.
- 3) Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting People with Hearing Impairments

- 1) Turn lights on and off to gain the person's attention.
- 2) Indicate directions with gestures or written note.

Assisting People with Mobility Impairments

- 1) Call UTSAPD at 458-4911 or 911 (UTSA phone) if someone is immobile and needs additional assistance evacuating.
- 2) Do not use elevators to move people with disabilities.
- 3) Seek volunteers to assist people with mobility impairments to the nearest enclosed stairway or designated areas for rescue assistance.
- 4) One individual should remain with the person(s) if it is safe to do so. If the hazard becomes life-threatening (i.e., fire is getting close or the smoke becomes a choking hazard) move the individual into a room and close the door. Vacate the building.
- 5) Others should advise emergency personnel of the location of any people left in the building, so that the evacuation can be completed.
- 6) ~~If available, use the stairwell evac chair to transport people with mobility impairments down the stairs.~~

CONTACT INFORMATION

For more information about this plan and its implementation, contact:

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I. Overview

A. POLICY

It is the policy of The University of Texas at San Antonio to comply, in substantive and meaningful ways, with the requirements of the Authority Having Jurisdiction, and any applicable national and state fire and life safety standards.

B. AUTHORITY HAVING JURISDICTION (AHJ)

In the context of fire and life safety codes, the authority having jurisdiction is an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

1. Role of the AHJ

- a. The AHJ is responsible for determining compliance with applicable codes and standards relating to fire and life safety.

2. Primary AHJ

- a. Under Texas State Statutes, the Office of the State Fire Marshal, part of the Texas Department of Insurance, is the primary Authority Having Jurisdiction over state properties, including the University of Texas at San Antonio (UTSA).

3. AHJ Designation

- a. By designation, the Executive Director of the UTSA Office of Risk and Emergency Management (OREM) is the Authority Having Jurisdiction for all land and property owned, managed and/or leased by the University of Texas at San Antonio, unless otherwise established by the State Fire Marshal's office or other governing regulatory body. (see I (B)(4) below)¹

4. Shared AHJ responsibility

- a. In cases where UTSA has leased property, the State Fire Marshal's designee cedes responsibility as the Authority Having Jurisdiction to the local AHJ, often the San Antonio Fire Department.
- b. In cases where third parties have leased land from UTSA (University Oaks Apartments, managed by Campus Living Villages, e.g.), the State Fire Marshal serves as AHJ.
- c. UTSA intends to operate in unified command with other AHJs.

¹ Until 2011, UTSA's safety office, in various iterations, was AHJ in parallel authority with the Texas State Fire Marshal's Office (SFMO). In 2011, state law changed the SFMO's authority to supersede that of other state agencies. Even so, SFMO relies on local EHS offices at state agencies to perform inspections, review plans, accept fire prevention systems, and perform other duties expected of the AHJ.

5. Fire Marshal

- a. The Risk & Life Safety Manager serves as the University Fire Marshal.

C. COMPLIANCE WITH EXTERNAL STANDARDS

Laws in the State of Texas require compliance with applicable fire and life safety codes and standards.

1. Applicable codes

- a. Applicable codes include, but are not limited to:

- 1) NFPA 1 – Uniform Fire Code
- 2) NFPA 10 – Portable Fire Extinguishers
- 3) NFPA 13 – Installation of Fire Sprinkler Systems
- 4) NFPA 25 – Water-Based Fire Protection Systems
- 5) NFPA 30 – Flammable and Combustible Liquids
- 6) NFPA 45 – Fire Protection in Laboratories
- 7) NFPA 72 – Fire Alarm Systems
- 8) NFPA 101 – Life Safety Code
- 9) NFPA 241 – Safeguarding Construction, Alteration, and Demolition Operations
- 10) International Fire Code, as adopted by the City of San Antonio, for the purposes of tactical fire-fighting only

- b. Applicable editions of codes identified above shall be as enumerated in Annex N – Applicable Code Editions.

D. COMPLIANCE WITH TEXAS ADMINISTRATIVE CODE

For the purposes of Texas Administrative Code, Title 28, Part 1, Chapter 34, Sections 34.521, 34.524, 34.623, 34.624, 34.721, and 34.722, written notification of system deficiencies shall be mailed to:

Executive Director, Office of Risk and Emergency Management
The University of Texas at San Antonio
One UTSA Circle; Mail code 05500
San Antonio, TX 78249

Email: fire@utsa.edu

E. INSPECTIONS

Inspections and tours give external stakeholders the opportunity to verify that the University takes its responsibilities seriously. There are two major external stakeholders with vested interests in fire and life safety at UTSA, the Texas State Fire Marshal's Office (SFMO), and UT System property insurance carriers.

1. State Fire Marshal's Office (SFMO)
 - a. Periodically, the SFMO inspects UTSA facilities for compliance with applicable codes.
 - b. Results of these inspections are action items for the campus as a whole.
2. Insurance carriers
 - a. Periodically, insurance carriers will tour campus and provide loss prevention and loss control recommendations.
 - b. Results of these tours are action items for the campus as a whole.
3. Internal inspections
 - a. UTSA will perform internal inspections as required to maintain compliance with external standards and conformance with expectations of external agencies.

F. SAN ANTONIO FIRE DEPARTMENT (SAFD)

It is the vision of The University of Texas at San Antonio to operate in Unified Command with SAFD and any other Authority Having Jurisdiction where UTSA operates, leases or owns space, or places assets for any extended period.

It is the policy of The University of Texas at San Antonio to provide emergency access to campus for SAFD fire response and Emergency Medical Services assets.

It is the practice of The University of Texas at San Antonio to facilitate building familiarization tours for SAFD engine, EMS and hazmat companies annually, subject to prevailing conditions.

II. Scope and Application

A. SCOPE

This plan provides an operational outline of the measures UTSA will implement to create and maintain fire and life safety protection for students, faculty, staff, visitors and campus resources.

B. APPLICATION

This Plan applies to all UTSA facilities, whether leased or owned, to all buildings and improvements on any land owned by UTSA regardless of management, and to any activities that occur on UTSA land, in UTSA facilities, or as a result of partial or total sponsorship of any UTSA department, agency or group.

III. Reviews

A. REVIEW PROCESS

1. Review period

- a. This plan shall be reviewed annually for minor operational and typographic requirements, and in its entirety every three years thereafter.
- b. This plan shall be reviewed, as necessary, as part of any after-action report or events review which occurs following property damage, personal injury, workers compensation or loss of life due to fire and/or life safety factors.
- c. This plan shall be reviewed when requested by the Senior Associate Vice President for Administration & Operations, the Senior Vice President for Business Affairs, and/or any member of the President's senior staff.

2. Review participation and leadership

- a. Departments with operational responsibilities shall participate in the review.
- b. UTSA Office of Risk and Emergency Management shall lead the review process
- c. Some campus and system agencies and departments shall have the option of participating in the review, though they do not have operational responsibilities under the plan. These agencies include:
 - 1) UTSA department of Institutional Compliance and Risk Services
 - 2) UTSA Staff Senate
 - 3) UTSA Office of Research Integrity
 - 4) UT System Office of Risk Management

IV. Responsibilities

A. GENERAL DUTY

All campus departments, staff, faculty, and students have a general duty to create and maintain situations which meet the practical intent of the applicable external standards.

B. OVERSIGHT

The UTSA Office of Risk and Emergency Management (OREM) provides primary oversight of this plan. Other campus and system departments provide operational support to this plan.

C. OPERATIONAL RESPONSIBILITIES

1. The Risk Management & Life Safety Division in OREM provides primary responsibility for compliance with:
 - a. NFPA 1 – Uniform Fire Code
 - b. NFPA 10 – Portable Fire Extinguishers, including, but not limited to:
 - 1) Monthly inspections (directly)
 - 2) Annual inspections (directly)
 - 3) Five-year and six-year service, and 12-year hydrostatic testing (by contract)
 - c. NFPA 17A, Standard for Wet Chemical Extinguishing Systems, including, but not limited to:
 - 1) Monthly inspections (directly)
 - d. NFPA 25 – Water-Based Fire Protection Systems, including, but not limited to:
 - 1) Monthly and quarterly visual inspections (directly)
 - e. NFPA 30 – Flammable and Combustible Liquids
 - 1) Inspections (directly)
 - 2) Investigations (directly)
 - f. NFPA 101 – Life Safety Code, including, but not limited to:
 - 1) Egress audits (directly)
 - 2) Occupancy load calculations (directly)
 - g. NFPA 2001 – Standard on Clean Agent Fire Extinguishing Systems, including but not limited to:

- 1) Monthly inspections (directly)
- h. Plans review on all new installations, modifications, and other adjustments to:
 - 1) Egress and exiting systems (directly)
 - 2) Fire alarm systems (directly)
 - 3) Fire sprinkler, suppression, and standpipe systems (directly)
 - 4) Clean agent fire suppression systems (directly)
 - 5) Compartmentation and fire separation systems (directly)
 - 6) Other fire code compliance matters (directly)
2. The OREM Risk Management & Life Safety Division and the Lab Safety Division in EHSRM Research Integrity share primary responsibility for compliance with:
 - a. NFPA 1 – Fire Code (as it applies in laboratories)
 - b. NFPA 45 – Fire Protection in Laboratories
3. The UTSA Office of Real Estate, Construction, and Planning (RECaP) provides primary responsibility for new capital construction and modifications to existing facilities, including compliance with:
 - a. NFPA 13 – Installation of Fire Sprinkler Systems (installation, by contract)
 - b. NFPA 72 – Fire Alarm Systems (installation, by contract)
 - c. NFPA 101 – Life Safety Code (maintenance of egress, by contract)
 - d. NFPA 241 – Safeguarding Construction, Alteration, and Demolition Operations (by contract)
4. The UTSA Facilities Control Monitoring Systems (FCMS) team provides primary responsibility for compliance with:
 - a. NFPA 17A, Standard for Wet Chemical Extinguishing Systems, including, but not limited to:
 - 1) Semi-annual, annual inspections (by contract)
 - b. NFPA 25 – Water-Based Fire Protection Systems, including, but not limited to:
 - 1) Inspections (directly and by contract)
 - 2) Investigation (directly)
 - 3) Periodic testing (by contract)

c. NFPA 72 – Fire Alarm Systems (maintenance and testing)

d. NFPA 2001 – Standard on Clean Agent Fire Extinguishing Systems, including but not limited to:

1) Semi-annual, annual inspections (by contract)

D. MANAGEMENT OF EXTERNAL INSPECTIONS

1. OREM provides primary liaison with the SFMO and insurance carriers for external inspections
2. FCMS provides primary responsibility regarding results of external inspections and testing of fire suppression systems
3. OREM and FCMS interact directly regarding results of external inspections of fire protection systems

V. Annexes

A. HOT WORK PERMITS

B. GENERAL PROHIBITIONS

C. EGRESS AND EXITING

D. STORAGE

E. EXTENSION CORDS AND TEMPORARY POWER

F. MULTI-OUTLET ASSEMBLIES (PLUG STRIPS)

G. ELECTRIC DEVICES

H. HOLIDAY DECORATIONS

I. FIRE PROTECTION SYSTEM IMPAIRMENT

J. COMMERCIAL KITCHEN EQUIPMENT

K. ASSEMBLY SPACE AND CLASSROOM OCCUPANCY LIMITS

L. FIRE HYDRANT STANDARDS

M. FIRE WATCH PROCEDURES

N. APPLICABLE CODE EDITIONS

Annex A

Hot Work Permit Program

1. A Hot Work Permit must be acquired from the Office of Risk and Emergency Management (OREM) prior to performing any cutting, welding, or other related hot work at any of the UTSA campuses and/or satellite locations. This applies to all hot work, whether performed by UTSA personnel and/or independent contractors. (Exception: routine laboratory work involving use of Bunsen burners and/or other approved means of heat are regulated via the Laboratory Safety Program and therefore exempt from this program.)
2. Hot Work is defined as follows:
 - a. the use of any gas, electric arc, or flammable liquid, or any combination thereof, in the performance of welding or cutting
 - b. Any work utilizing a torch or other flame producing device, i.e. for heating and removing paint and floor tiles, heating and soldering pipes, etc.
 - c. use of a tool or equipment that may produce sparks; i.e. a grinder used to cut, de-burr, or polish metal
3. All hot work shall be performed in accordance with applicable OSHA requirements, NFPA 51B Standards, Uniform Fire Code, and other requirements established by the University of Texas System (UTS).
4. The University Fire Marshal and his/her designees operate the Hot Work Program. This program description refers to this group as the Fire Prevention Team.
5. Fire extinguisher(s) shall be on-site at all times during the performance of hot work, and shall be kept well maintained and fully charged. Fire extinguishers used for fire protection during hot work shall have a current annual inspection tag.
6. The Hot Work permit is a multi-copy form. ([Copy of Hot Work Permit](#))
 - a. The personnel conducting the hot work will be given the “back” copy, which must be kept at the location of the hot work. When all hot work is complete, this copy must be signed by the individual responsible for the work and returned to the Fire Prevention Team.
 - b. The Fire Prevention Team will retain the other copies of this form.
7. Procedure for issuance of a Hot Work Permit:
 - a. For UTSA performed work, the Facilities personnel assigned to perform the work, or his supervisor, shall contact the Fire Prevention Team and provide details for the hot work; i.e. location, scheduling, and type of work.

- b. For work being performed by a contractor, the Facilities or Campus Construction Project Coordinator shall contact the Fire Prevention Team and provide details for the hot work; i.e. location, scheduling, and type of work.
- c. The Fire Prevention Team will inspect the work area following the checklist included on the permit form. Additional safety requirements will be added if warranted, based on the site-specific conditions.
- d. UTSA personnel and contractors are responsible for requesting hot work permits with sufficient advance notice to allow OREM to schedule the inspection of the site and issue the permit; OREM recommends two business days of advance notice
- e. Should unforeseen hot work become necessary and the Fire Prevention Team is not available, the Project Coordinator or maintenance shop supervisor may conduct the inspection and issue the permit, after acquiring permission from the UTSA Fire Marshal or Campus AHJ.

8. Permit Validity

- a. Hot Work permits will specify the location for which it is issued and may not be moved to another location without approval from OREM.
- b. Projects involving more than one level of an occupied building may require multiple permits, i.e. one for each level. This will be determined during the inspection of the site.
- c. Permits will be issued for one day and shall be renewed as necessary daily thereafter.

9. Designated Areas

- a. Consistent with expectations of NFPA 51B, the UTSA Fire Marshal may elect to consider certain spaces to be "Designated Areas."
- b. These areas shall then be subject to initial inspections and recurrent monthly inspections in lieu of issuance of hot work permits.
- c. These areas include:
 - 1) Facilities Welding Shop at Multidisciplinary Studies
 - 2) Welding area in Science and Engineering Building Makerspace
 - 3) Welding area in Engineering Building student organization space
 - 4) Welding area in Large Scale Testing
- d. Certain construction projects

- 1) For construction projects with a defined and secured fence line, the Hot Work Permit requirements of this Annex may be met by a program of substantially similar requirements controlled by the General Contractor performing the construction
 - 2) For certain construction (roof removal and installation, e.g.) projects in existing buildings, the work area may be considered a "Designated Area," subject to similar conditions as expressed elsewhere in this Annex
 - 3) In any and all of these cases, the UTSA Fire Marshal or designee must review and approve hot work and fire control practices
10. Compliance with all requirements established in this document shall be the responsibility of all personnel (UTSA and contractors) performing hot work at any UTSA facility.

Annex B

General Prohibitions

1. Except as authorized in writing by UTSA Office of Risk and Emergency Management, the following items are prohibited in campus buildings and on campus grounds, including at special events:
 - a. Candles and other open flames, including charcoal cooking
 - b. Deep fat frying,
 - c. Propane cylinders,
 - d. Upright, upward facing halogen lamps (halogen torchieres), and
 - e. Pyrotechnics of any kind.
2. Charcoal cooking meeting the following specifications is authorized:
 - a. When scheduled through Events Management and Conference Services, and supported by a Facilities Services work order for coal disposal
 - b. When operating through a pre-established procedure reviewed and approved by EHSRM, Facilities Operations and Maintenance, and Events Management & Conference Services
3. Deep fat frying meeting the following specifications is authorized:
 - a. When the frying appliance is protected by an approved automatic fire protection system.
4. Propane cylinders meeting the following specifications are authorized:
 - a. Cylinders of less than two pounds net fuel weight, including propane, butane, and MAPP gas
 - b. Propane cylinders fueling outdoor area heaters when specifically approved in advance by the UTSA Fire Marshal
 - c. Propane cylinders fueling forklifts
 - d. Propane cylinders supporting the Rowdy Curbside food truck
 - e. Propane cylinders supporting the Office of Risk and Emergency Management live-fire fire extinguisher trainer
5. Pyrotechnics meeting the following specifications are authorized:

- a. When inspected by the Fire Marshal or designee, and both permitted and inspected by the City of San Antonio Fire Department, as applicable

Annex C

Egress and Exiting

1. All campus facilities shall conform to access to egress, means of egress and exiting requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101, the following general rules apply in all UTSA facilities:
 - a. At no time shall any individual's path of travel between their location in an area and the door leaving that area contain obstructions that reduce the width of that path to less than 18" at 38" above floor height and below, or less than 28" above a height of 38" from the floor.
 - b. At no time shall any six individuals' path of travel between their location in an area and the door leaving that area contain obstructions that reduce the width of that path below 36".
 - c. At no time shall any hallway serving as an exit path contain obstructions that reduce the width of that path below 36" or the width of doors in the direction of exit, whichever is greater.
 - d. Hallways serving as exit paths may contain obstructions that reduce the width of that path below 44" only with written authorization of the Office of Risk and Emergency Management.
3. Campus constituents shall not obstruct, whether by action or inaction, means of egress.
4. Building occupants shall prevent the accumulation of and ensure the prompt removal of, dangerous conditions in exit paths, such as obstructions, slip hazards, trip hazards, and hazardous materials. Failure to abide by this policy may result in removal of the obstructions at the expense of the occupants.
5. Occupants may not block doors serving as means of egress. Blocking other doors requires written authorization from the Office of Risk and Emergency Management.
6. OREM and Facilities Services shall maintain exit signage, doors, door hardware, and exit door security devices.
7. At no time shall exit stairs or horizontal exit corridors contain hazardous materials in storage.

Annex D

Material Storage and Furniture Placement

1. All storage of materials in campus facilities shall conform to the requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101, the following general rules apply in all UTSA facilities:
 - a. No occupant shall store material or place furniture within 18” of the plane of automatic fire sprinklers, such that the storage would interfere with the action of the sprinkler head(s).
 - 1) Storage against walls within 18” of the plane of automatic fire sprinklers is acceptable with written authorization of the Office of Risk and Emergency Management.
 - 2) Furniture and artwork may attach directly to walls in such a way as to allow sprinkler system activation without obstruction.
 - b. No occupant shall hang materials from fixed fire suppression pipe, including sprinklers.
 - c. No occupant shall store materials such that they obstruct audio and/or visual fire alarm devices.
 - d. No occupant shall store materials or place furniture such that it obstructs access to portable fire extinguishers.
 - e. No occupant shall use a mechanical room, vent chase, or plenum for storage, except with written authorization from all four of the following groups:
 - 1) Office of Risk and Emergency Management,
 - 2) Facilities,
 - 3) Space Management, and
 - 4) University Police.
 - f. No occupant shall store materials or place furniture within 36” of the front of any electrical service panel or disconnect.
 - g. No occupant shall store materials or place furniture in such a way as to block access to egress, means of egress, exit, or fire protection controls.

Annex E

Extension Cords and Temporary Power

1. All use of temporary power and extension cords shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTSA facilities for all campus users of extension cords and multi-plug adapters (extension cords with multiple outlets, cube taps, un-fused multi-outlet assemblies, etc.):
 - a. Unplug electrical devices from cords and taps at the end of each shift
 - b. Unplug cords and taps from walls at the end of each work shift
 - c. Coil cords as if for storage at the end of each shift
 - d. Verify that cords and adapters have a valid listing or approval from a Nationally Recognized Testing Laboratory, under a UL Standard
 - e. Ensure that the current draw of the electrical devices does not exceed the ampacity (current rating) of the cords and adapters
 - f. Protect the cords and adapters from environmental damage by placing them away from traffic and on top of rugs and carpets
 - g. Remove cords and adapters from service when the outer insulation or plugs become damaged.
 - h. Do not repair extension cords and adapters
 - i. Use only three-prong grounded extension cords and adapters.
 - j. Prevent the use of extension cords and multi-plug adapters with fused multi-outlet assemblies (fused power strips), except as provided in Annex F.
3. A licensed electrician, approved by the University, must supervise any temporary power installation
4. Refer to Annex H for temporary power for holiday decorations.
5. Exceptions to this policy must have written authorization from the Office of Risk and Emergency Management.

Annex F

Multi-outlet Assemblies (Plug Strips)

1. All use of multi-outlet assemblies (plug strips) shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTSA facilities for all campus users of plug strips:
 - a. Plug strips must carry a listing or approval from a Nationally Recognized Testing Laboratory, under a UL Standard, compatible with the type of service they will provide.
 - b. Plug strips must have fuse or breaker protection to protect building electric service from overload.
 - c. Plug strips must connect directly to walls, and electrical devices must connect directly to plug strips. UTSA policy prohibits connection of plug strips in series (“daisy-chaining”).
 - d. Plug strips must be visible to users. Concealing plug strips in furniture or wall assemblies reduces the opportunity to observe the device for visible defects.

Annex G

Electrical Devices

(Including Electric Space Heaters)

1. All use of electrical devices shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTSA facilities for all electrical devices:
 - a. Electrical devices shall be UL listed, FM approved, or tested by a Nationally Recognized Testing Laboratory under a UL Standard for the purpose they serve at UTSA.
 - b. Cords of electrical devices shall be in good condition, free from damage to exterior insulation.
 - c. Electrical devices shall be grounded or double-insulated.
 - d. Use of electrical devices shall conform to manufacturer's instructions.
 - e. Power draw of electrical devices shall not exceed 80% of circuit capacity – generally 15 amps on a standard circuit.
3. Electrical devices with heating elements shall include an automatic shut-off.
4. Electric space heaters shall have tip-over detection, protected heating elements, automatic shut-off, and listing or approval from a Nationally Recognized Testing Laboratory, under a UL Standard.

Annex H

Holiday Decorations

1. All use of holiday decorations shall comply with requirements of current edition of the National Fire Protection Association Life Safety Code 101 (NFPA 101) and the National Electric Code (NEC).
2. In addition to more detailed requirements in specific situations as determined by NFPA 101 and the NEC, the following general rules apply in all UTSA facilities for all holiday decorations:
 - a. Holiday decorations shall not obstruct access to egress, means of egress or exits (see Annex C).
 - b. Building occupants shall not store or install holiday decorations such that they obstruct fire protection systems (see Annex D).
 - c. Building occupants shall not install holiday decorations more than four weeks in advance of the holiday.
 - d. Building occupants shall remove holiday decorations no more than two weeks following the holiday.
3. Electrical holiday decorations shall have current listing or approval from a Nationally Recognized Testing Laboratory, under a UL Standard, and shall be installed and used in accordance with manufacturer's instructions.
4. Live (potted) and cut coniferous holiday decorations require written authorization from the Office of Risk and Emergency Management. See Annex H.1 for additional requirements for cut coniferous holiday decorations.

Annex H.1

Improving Holiday Tree Fire Resistance²

1. Before you carry the holiday tree into campus buildings, use a saw to make a clean, straight cut an inch or two from the base of the trunk. Then use a sharp knife to remove the outer bark around the trunk for a few inches on all sides.
2. Mix your preservative:
 - a. Pour two gallons of hot water into a five-gallon container, then add:
 - b. 1 pint (16 oz.) of clear corn syrup
 - c. 4 oz. of liquid chlorine bleach
 - d. 2 oz. of kitchen vinegar
 - e. 1/2 tsp. of borax-based detergent or soap
 - f. 2 oz. of liquid delicate laundry detergent
3. Stir the ingredients and stand the trunk of the tree in the solution. It will take four to five days for the tree to absorb enough of the solution to be sufficiently fire resistant. Try to store the tree in a protected area (garage, patio or against a wall) to shelter it from wind so it doesn't tip over.
4. After four to five days, bring the tree indoors. Use a heavy-duty tree stand that will hold plenty of fluid. Move the tree to its display area, saw another inch off the bottom of the trunk, and fill the well of the tree stand with the fluid.
5. Check the reservoir every day or two and add more of the fluid as needed.

² <https://homeshowgardenpros.com/how-to-fireproof-your-christmas-tree/> (Accessed 11/19/21)

Annex I

Fire Protection System Impairment

1. General

- a. It is the vision of The University of Texas at San Antonio that fire protection systems will be available for use to protect building occupants, summon emergency forces, and protect buildings and contents.
- b. It is the policy of The University of Texas at San Antonio to meet currently applicable fire codes and standards regarding system impairments, and to conform to property insurance notification requirements.
- c. It is the practice of The University of Texas at San Antonio to minimize scope, scale, and duration of fire alarm and fire protection system impairments, to the extent possible considering system design constraints and the nature of the work being performed.

2. Specific requirements

- a. UTSA Facilities FCMS serves as the UTSA Impairment Coordinator for fire protection systems.
- b. Planned fire protection systems impairments will include only the devices or portions required to allow construction or repair work to proceed
- c. Planned impairments
 - 1) Planned fire sprinkler system impairments which exceed ten hours (2013 NFPA 25 15.5.2(4)) in one working day shall require:
 - a) Alternate protection measures, including
 1. Evacuation of the building or portion of the building affected by the system out of service,
 2. An approved fire watch,
 3. Establishment of a temporary water supply,
 4. Establishment and implementation of an approved program to eliminate potential ignition sources and limit the amount of fuel available to the fire, or
 5. Other alternate protection measure, approved in writing by OREM prior to start of impairment.

- b) Notification of OREM (email to fire@utsa.edu and riskmgt@utsa.edu) prior to commencing the impairment, including start time, expected duration, and alternate protective measures.
- 2) Planned fire alarm system impairments which exceed eight hours (2013 NFPA 72 10.21.4) in one working day shall require:
- a) Alternate protection measures, including
 - 1. Evacuation of the building or portion of the building affected by the system out of service,
 - 2. An approved fire watch, or
 - 3. Other alternate protection measure, approved in writing by OREM prior to start of impairment.
 - b) Notification of EHSRM (email to fire@utsa.edu and riskmgt@utsa.edu) prior to commencing the impairment, including start time, expected duration, and alternate protective measures.
- 3) Planned fire alarm network impairments shall require:
- a) Notification to OREM (email to fire@utsa.edu) reporting a "Panel Watch," including start time and expected duration
 - b) Notification of Floor Captain Safety Liaisons, including
 - 1. Start time and duration of the network impairment
 - 2. Procedures for summoning emergency forces
 - c) Verbal report, at least hourly, by occupants or watchmen to Police Dispatch of building fire alarm system conditions in each building affected by the network impairment
- d. Unplanned impairments
- 1) Unplanned fire sprinkler impairments of any duration shall require
 - a) Notification of OREM (email to fire@utsa.edu) upon discovery of the impairment, including estimated duration
 - 2) Unplanned fire sprinkler impairments lasting longer than ten hours shall require:
 - a) Alternate protection measures, including

1. Evacuation of the building or portion of the building affected by the system out of service,
 2. An approved fire watch,
 3. Establishment of a temporary water supply,
 4. Establishment and implementation of an approved program to eliminate potential ignition sources and limit the amount of fuel available to the fire, or
 5. Other alternate protection measure, approved in writing by EHSRM prior to start of impairment.
- b) Notification of OREM (email to fire@utsa.edu and riskmgt@utsa.edu), including start time, estimated duration, and alternate protective measures.
- 3) Unplanned fire alarm impairments of any duration shall require:
- a) Notification of OREM (email to fire@utsa.edu) upon discovery of the impairment, including an estimated duration
- 4) Unplanned fire alarm impairments lasting longer than eight hours shall require:
- a) Alternate protection measures, including
 1. Evacuation of the building or portion of the building affected by the system out of service,
 2. An approved fire watch, or
 3. Other alternate protection measure, approved in writing by EHSRM prior to start of impairment.
 - b) Notification of OREM (email to fire@utsa.edu and riskmgt@utsa.edu), including start time, estimated duration, and alternate protective measures
- 5) Unplanned fire alarm network impairments shall require:
- a) Notification to OREM (email to fire@utsa.edu) reporting a “Panel Watch,” including start time and expected duration
 - b) Notification of Floor Captain Safety Liaisons, including
 1. Start time and duration of the network impairment

2. Procedures for summoning emergency forces

- c) Verbal report, at least hourly, by occupants or watchmen to Police Dispatch of building fire alarm system conditions in each building affected by the network impairment

Annex J

Commercial Kitchen Equipment

1. General Statements

- a. It is the vision of The University of Texas at San Antonio that commercial kitchen equipment will be protected as required by applicable codes and standards at all times.
- b. It is the policy of The University of Texas at San Antonio to meet currently applicable fire codes and standards regarding commercial kitchen fire protection codes and standards.
- c. It is the practice of The University of Texas at San Antonio to maximize periods of appropriate fire protection coverage of commercial cooking equipment using physical controls and regular, routine inspections.

2. General requirements

- a. Deep fat immersion cooking/frying is prohibited unless protected by commercial wet chemical fire protection; see Annex A.

3. Specific Requirements

- a. New installations or modifications of commercial kitchen equipment that creates grease laden vapor requiring mechanical exhaust shall conform to the currently applicable editions of NFPA 96 – *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* – and NFPA 17A – *Standard for Wet Chemical Fire Extinguishing Systems* – in all aspects.
- b. New installations or modifications of commercial kitchen equipment that creates grease laden vapor requiring mechanical exhaust shall have installation plans review and acceptance by OREM prior to installation or modification.
- c. Operators of commercial kitchen equipment shall ensure that equipment remains in original locations, as specified in original plans.
- d. OREM shall routinely inspect kitchens monthly, performing the Owner's Inspection of wet chemical fire suppression systems. In part, this inspection verifies that kitchen equipment protected by wet chemical fire suppression systems have not changed or been relocated.
- e. OREM shall routinely inspect kitchens quarterly, ensuring, among other things, that nozzle aim points of wet chemical fire suppression systems conform to manufacturers' requirements.

- f. Facilities FCMS shall inspect wet chemical fire suppression systems are functional, ready for service, and that nozzle aim points conform to manufacturer's requirements.

Annex K

Occupancy Limits of Campus Spaces

1. Occupants shall occupy all campus spaces in a manner consistent with the NFPA Life Safety Code (NFPA 101).
2. Assembly spaces
 - a. Assembly spaces at UTSA are any areas where 50 or more occupants gather for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses.
 - b. Assembly spaces require at least two separated means of egress. UTSA policy prohibits the use of space for assembly that lack a second, adequately separate, means of egress.
 - c. The Risk Management & Life Safety Division of the Office of Risk and Emergency Management shall determine maximum numbers of occupants in UTSA assembly spaces.
 - d. Event managers (a person responsible for the operation of the location, event, or occasion) shall ensure that events adhere to posted limitations on number of occupants in assembly spaces.
 - e. Where limitations on numbers of occupants are not posted, event managers shall adhere to occupant limits from other sources, including Events Management guidelines.
 - f. In classrooms that qualify as assembly spaces (50 or more occupants), the maximum number of occupants shall be the capacity of the room in the UTSA's classroom scheduling database, plus two. In all locations, the use of the space must conform to egress and exiting requirements of Annex C.
3. Business spaces
 - a. Business spaces are any spaces where 49 or fewer occupants gather for any purpose, or where 50 or more occupants gather for purposes other than deliberation, worship, entertainment, eating, drinking, awaiting transportation, or similar.
 - b. Classrooms with 49 or fewer occupants are business spaces.
 - c. Managers shall apply egress and exiting requirements (Annex C) to determine the maximum number of people who can occupy a space. As necessary, the Risk Management & Life Safety Division of EHSRM can provide assistance with these determinations.
4. Residential spaces

- a. Residential spaces are those locations where students live in on-campus housing.
- b. UTSA policy requires students in residential spaces to conform to egress and exiting requirements of Annex C of this Plan when occupying residential spaces.
- c. Neighborhood centers and city centers at UTSA housing complexes are not residential spaces.

Annex L

Fire Hydrant Standards

1. General Statements

- a. UTSA intends to provide and maintain private service (UTSA-owned) fire hydrants consistent with the tactical fire attack requirements of the San Antonio Fire Department (SAFD), as stated in the currently adopted and amended International Fire Code
- b. UTSA intends to adjust current fire hydrant locations to be consistent with SAFD requirements as part of campus construction projects, or as necessitated by response needs presented by SAFD
- c. New or relocated UTSA fire hydrants shall be specified, placed, and installed in a manner consistent with [San Antonio Water System \(SAWS\) Standard Specifications for Construction, ITEM NO. 834 - Fire Hydrants](#) (SAWS ITEM 834) and [San Antonio Water System Specifications Number 21-30](#) (SAWS 21-30) **except** as modified below.
- d. In cases where SAWS ITEM 834, SAWS 21-30, this UTSA fire hydrant standard, and project requirements conflict:
 - 1) The UTSA standard shall prevail over SAWS ITEM 834 and SAWS 21-30, and
 - 2) The UTSA Fire Marshal shall dictate outcomes

2. UTSA Amendments to SAWS ITEM 834

- a. 834.4 13 e is replaced in its entirety by: “The contractor shall salvage the existing fire hydrants and other materials as designated in the field by the USTA Fire Prevention Inspector and shall deliver this material to the UTSA metal recycling location indicated on the contract documents.”
- b. 834.4 13 g is replaced in its entirety by: “Fire hydrants connected to UTSA water distribution piping (i.e. downstream of SAWS water meters for UTSA service) shall be **factory finished** with a reflective oil-based paint, powdercoating, or other approved finish, in a color matching P&L Paint Number R131R (Vibrant Red), from the top of the hydrant to a point 18-20 inches below the center line of the pumper nozzle and applied to all exposed metal surfaces above the hydrant base flange.”

3. UTSA Amendments to SAWS 21-30

- a. 3.I is replaced in its entirety by “Fire hydrants connected to UTSA water distribution piping (i.e. downstream of SAWS water meters for UTSA service) shall be **factory finished** with a reflective oil-based paint, powdercoating, or other approved finish, in

a color matching P&L Paint Number R131R (Vibrant Red), from the top of the hydrant to a point 18-20 inches below the center line of the pumper nozzle and applied to all exposed metal surfaces above the hydrant base flange.”

4. Inspection, testing, acceptance, and placement into service

a. Hydrants shall be inspected by UTSA Fire Marshal or designee, and tested by the installing contractor with UTSA Fire Marshal or designee as witness, in accordance with the currently applicable edition of NFPA 24, *Standard for the Installation of Private Fire Service Mains and their Appurtenances*, and as specified in this standard

b. Inspections and tests of newly installed piping, hydrant tees, hydrant piping, and hydrants shall include:

- 1) Visual inspection of piping and thrust blocks
- 2) Flushing tests
- 3) Hydrostatic test
- 4) Leakage test
- 5) Forward flow test of backflow preventers (if installed)
- 6) Hydrant operation inspection

- a) Remove and replace hose nozzle caps
- b) Open hydrant
- c) Close hydrant
- d) Remove pumper nozzle cap
- e) Observe barrel drain
- f) Replace pumper nozzle cap

7) Control valve operation (if installed)

c. Neither contractors nor UTSA shall place newly installed or relocated fire hydrants into service until all inspections, testing, and [Texas State Fire Marshal's Office form SF042 – Contractor's Material and Test Certificate for Underground Piping](#) – are completed to the satisfaction of the UTSA Fire Marshal

Annex M

Fire Watch Procedures

1. Definition and Purpose of Fire Watch

- a. The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. (NFPA 101)
- b. A fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. Such individuals should be specially trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes. (NFPA 101)
- c. A fire watch is an alternate protection method for occupants and buildings during periods of occupancy when required fire protection systems are impaired

2. Responsibilities

- a. For the purposes of this annex, when a fire watch is planned as an alternate fire protection method during an impairment to a required fire protection system impairment, the UTSA employee coordinating the work that requires the fire system impairment is the "Fire Watch Coordinator."

1. Requirements

- a. Fire Watches may be required during certain impairments of fire protection systems, as follows:
 - 1) Fire alarm system impairments which exceed **eight** hours within a 24 hour period (2013 NFPA 72 10.21.4)
 - 2) Fire sprinkler impairments which exceed ten hours within a 24 hour period (2013 NFPA 25 15.5.2(4))
- b. When used, fire watches shall reflect all applicable codes and standards and take into account applicable factors, including, but not limited to:
 - 1) Type and extent of system impairment
 - 2) Availability of additional fire protection systems
 - 3) Building size and type
 - 4) Events scheduled during the impairment

5) Occupancy load

- c. The Fire Watch Coordinator shall make preparations before work begins to provide a fire watch.

2. Notification

- a. The Fire Watch Coordinator shall notify the following campus departments prior to initiation of fire watch procedures
- 1) OREM (email to fire@utsa.edu), including start time and expected duration of the fire watch, and employer(s) providing the fire watchmen
 - 2) Campus Police, x4243
 - 3) University Operations, x5277
- b. The Fire Watch Coordinator shall provide notifications thirty minutes prior to the commencement of the Fire Watch

3. Procedure

- a. The Fire Watch Coordinator shall ensure that:
- 1) Fire Watchmen have a list of appropriate UTSA Contacts
 - 2) Fire Watchmen have other appropriate tools for fire watch
- b. Fire watchmen shall
- 1) Inspect each space in the affected building once per hour
 - 2) Complete a UTSA Daily Fire Watch Form, available from OREM
- c. Fire watches for impaired fire alarm systems shall begin on the first minute of the ninth hour of the impairment
- d. Fire watches for impaired fire sprinkler systems shall begin on the first minute of the eleventh hour of the impairment

4. Reporting

- a. The Fire Watch Coordinator shall ensure that OREM receives completed Daily Fire Watch Forms

Annex N

Applicable Code Editions

1. Fire Codes and Standards receive regular updates, and Authorities Having Jurisdiction routinely adopt newly revised codes.
2. Currently adopted editions of major fire codes and standards
 - a. NFPA 1 – Uniform Fire Code – 2015 Edition
 - b. NFPA 10 – Portable Fire Extinguishers – 2013 Edition
 - c. NFPA 13 – Installation of Fire Sprinkler Systems – 2013 Edition
 - d. NFPA 25 – Water-Based Fire Protection Systems – 2014 Edition
 - e. NFPA 30 – Flammable and Combustible Liquids – 2015 Edition
 - f. NFPA 45 – Fire Protection in Laboratories – 2011 Edition
 - g. NFPA 72 – Fire Alarm Systems – 2013 Edition
 - h. NFPA 101 – Life Safety Code – 2015 Edition
 - i. NFPA 241 – Safeguarding Construction, Alteration, and Demolition Operations – 2013 Edition
 - j. International Fire Code, as adopted by the City of San Antonio, for the purposes of tactical fire-fighting only – 2021 Edition
3. Effective September 1, 2023, the currently adopted editions of major fire codes and standards are:
 - a. NFPA 1 – Uniform Fire Code – 2021 Edition
 - b. NFPA 4 - Standard for Integrated Fire Protection and Life Safety System Testing – 2021 Edition
 - c. NFPA 10 – Portable Fire Extinguishers – 2018 Edition
 - d. NFPA 13 – Installation of Fire Sprinkler Systems – 2019 Edition
 - e. NFPA 25 – Water-Based Fire Protection Systems – 2020 Edition
 - f. NFPA 30 – Flammable and Combustible Liquids – 2021 Edition
 - g. NFPA 45 – Fire Protection in Laboratories – 2019 Edition
 - h. NFPA 72 – Fire Alarm Systems – 2019 Edition

- i. NFPA 101 – Life Safety Code – 2021 Edition
 - j. NFPA 241 – Safeguarding Construction, Alteration, and Demolition Operations – 2019 Edition
 - k. International Fire Code, as adopted by the City of San Antonio, for the purposes of tactical fire-fighting only – 2021 Edition
4. UTSA Fire Prevention may, at its sole discretion, consider more recent versions of codes for individual projects than those currently adopted, if that consideration includes adoption of the full code and all of its incorporated references.

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Document Pages: 41	Signatures: 2
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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