

**University of Texas at San Antonio  
Office of Environmental Health, Safety and Risk 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
J. Brian Moroney	Signature on File	Director, EHSRM	12/20/2013
John DeLaHunt	Signature on File	Risk and Life Safety Manager	12/20/2013

Original: 11/1/2007

Revised: 06/01/11

Revised: 11/16/12

Revised: 12/16/12

**This plan was reviewed and revised on 12/16/2013 and replaces the revised plan dated 11/16/2012. Changes to this plan have been highlighted in “gray” and are summarized below:**

Page 5 – Updated building names to match campus convention

Page 10 – clarification of fire extinguisher service intervals

Pages 11-12 – reflected changes in responsibilities between departments due to reorganization effective 9/1/2013

Page 16 – added prohibition of deep fat frying except as authorized, clarification of pyrotechnics authorization

Page 18 – Clarification of hazardous materials storage requirements

Page 19 – Expanded and clarified storage requirements in mechanical spaces

Page 20 – Expanded valid testing and listing organizations

Page 21 – Expanded valid testing and listing organizations

Page 22 – Expanded valid testing and listing organizations

Page 23 – Expanded valid testing and listing organizations, corrected department name

Page 24-28 – Added Annex I – Fire Protection System Impairment

Page 32 – deleted Annex L due to changes in responsibilities between departments following reorganization effective 9/1/2013

Page 33-34 – Adjusted requirements to reconcile with new Annex I

## ii. Table of Contents

i.	SIGNATURE PAGE.....	2
ii.	TABLE OF CONTENTS.....	3
iii	EMERGENCY PROCEDURES AND CONTACT INFORMATION.....	4
I.	OVERVIEW.....	6
II.	SCOPE AND APPLICATION.....	9
III.	REVIEWS.....	10
IV.	RESPONSIBILITIES.....	11
V.	ANNEXES.....	13

### 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 door-knob. 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 Director of the UTSA Environmental Health, Safety and Risk Management 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 A (B)(4) below)

#### 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. UTSA intends to operate in unified command with other AHJs.
- b. For the leased properties of University Oaks Apartments and the Chisholm Hall residence hall, managed by Campus Living Villages, the State Fire Marshal serves as 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

## 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:

Director, Environmental Health, Safety and Risk Management  
University of Texas at San Antonio  
One UTSA Circle; Mail code 05500  
San Antonio, TX 78249

## 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.

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.



## **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 two years after initial issuance and 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 Associate Vice President for Administration, the 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 Environmental Health, Safety and Risk 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 Internal Audit and Risk Management
  - 2) UTSA Staff Council
  - 3) UTSA Student Government Association
  - 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 Environmental Health, Safety and Risk Management department (EHSRM) 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 EHSRM 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
    - 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)
- 2. The Risk Management & Life Safety Division and the Lab Safety Division in EHSRM 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 Risk Management & Life Safety Division and the Environmental Protection & Construction Division in EHSRM share primary responsibility for compliance with:
  - a. NFPA 30 – Flammable and Combustible Liquids (as applied on construction sites)
- 4. The UT System Office of Facility Planning and Construction (OFPC) provides primary responsibility for new capital construction, including compliance with:
  - a. NFPA 13 – Installation of Fire Sprinkler Systems (by contract)
  - b. NFPA 72 – Fire Alarm Systems (installation, by contract)
- 5. The UTSA Facilities Control Monitoring Systems (FCMS) team provides primary responsibility for compliance with:
  - a. NFPA 72 – Fire Alarm Systems (maintenance and testing)
  - b. NFPA 17A, Standard for Wet Chemical Extinguishing Systems, including, but not limited to:
    - 1) Semi-annual, annual inspections (by contract)
  - c. 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)
  - 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. EHSRM 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. EHSRM 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 (IN DEVELOPMENT)
- K. ASSEMBLY SPACE AND CLASSROOM OCCUPANCY LIMITS (IN DEVELOPMENT)
- L. (RESERVED)
- M. FIRE WATCH PROCEDURES

## Annex A

### Hot Work Permit Program

1. A Hot Work Permit must be acquired from the Office of Environmental Health Safety and Risk Management 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 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 in advance so as to provide EHSRM sufficient time to schedule the inspection of the site and issue the permit.
- e. Should unforeseen hot work become necessary and the Fire Prevention Team is not available, the Facilities Project Coordinator or maintenance shop supervisor may conduct the inspection and issue the permit, after acquiring permission from the Construction Safety Coordinator or his supervisor.

#### 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 EHSRM.
- 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 for most maintenance work will be issued for the one or two days that the work will entail.
- d. Long-term construction and maintenance projects
  - 1) For new and/or unoccupied buildings, permits may be issued for the duration of the project; however, all long-duration permits become invalid once UTSA personnel move into and occupy any portion of the building. A new permit must then be requested and issued.
  - 2) For existing occupied buildings, including tie-ins associated with a new building, permits may be issued for a maximum duration of 30 days. If the work is not complete, a new permit must then be requested and issued.

- 9. 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 Environmental Health, Safety and Risk 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 at the UTSA Campus Recreation Wellness Center Aquatics area
  - c. Propane cylinders fueling forklifts at Central Receiving and Warehouse and the Sculpture & Ceramics complex
  - d. Propane cylinders supporting the Environmental Health, Safety & Risk 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 Environmental Health, Safety and Risk Management Department.
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 Environmental Health, Safety and Risk Management Department.
6. ESHRM and Facilities Services shall maintain exit signage, doors, door hardware, and exit door security devices.
7. At no time shall **exits** 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 Environmental Health, Safety and Risk Management Department.
    - 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) Environmental Health, Safety and Risk Management Department,
    - 2) Facilities Services,
    - 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 gets damaged. Do not repair extension cords and adapters.
  - h. Use only three-prong grounded extension cords and adapters.
  - i. 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 Environmental Health, Safety and Risk 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 Environmental Health, Safety and Risk Management Department. See Annex H.1 for additional requirements for cut coniferous holiday decorations.

## Annex H.1

### Improving Holiday Tree Fire Resistance<sup>1</sup>

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.

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<sup>1</sup> [http://findarticles.com/p/articles/mi\\_pnav/is\\_199312/ai\\_3477471984](http://findarticles.com/p/articles/mi_pnav/is_199312/ai_3477471984) (accessed 12/21/09)



## 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 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 EHSRM prior to start of impairment.

- b) Notification of EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu) and [riskmgt@utsa.edu](mailto: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 four hours 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 EHSRM prior to start of impairment.
  - b) Notification of EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu) and [riskmgt@utsa.edu](mailto: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 ESHRM (email to [fire@utsa.edu](mailto: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 EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu)) upon discovery of the impairment, including estimated duration
  - 2) Unplanned fire sprinkler impairments lasting longer than 10 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 EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu) and [riskmgt@utsa.edu](mailto: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 EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu)) upon discovery of the impairment, including an estimated duration
- 4) Unplanned fire alarm impairments lasting longer than four 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 EHSRM (email to [fire@utsa.edu](mailto:fire@utsa.edu) and [riskmgt@utsa.edu](mailto:riskmgt@utsa.edu)), including start time, estimated duration, and alternate protective measures
- 5) Unplanned fire alarm network impairments shall require:
- a) Notification to ESHRM (email to [fire@utsa.edu](mailto: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**

**In Development**

## **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 Environmental Health, Safety, and Risk 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**  
**(Reserved)**



## 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 four hours within a 24 hour period
  - 2) Fire sprinkler impairments which exceed ten hours within a 24 hour period
- 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) EHSRM (email to [fire@utsa.edu](mailto: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 the EHSRM website
- c. Fire watches for impaired fire alarm systems shall begin on the first minute of the fifth 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 EHSRM receives completed Daily Fire Watch Forms