Texas A&M University-San Antonio

24.01.01.O0.04  Fire Prevention Requirements
Approved: October, 2011
Revised: May, 2014
Next Scheduled Review: May, 2016

Reason for Procedure

Texas A&M University-San Antonio is committed to maintaining a safe environment for all faculty, staff, students and visitors. Compliance with applicable fire and life safety standards is a critical component of that commitment. Candles, incense burners, oil lamps and similar items that have open flames or smolder represent an unnecessary risk to people and facilities at Texas A&M University-San Antonio (A&M-San Antonio). Space heaters, coffee pots, percolators and hot plates pose a fire hazard if these appliances are left unattended or if used in close proximity to combustibles. Therefore, the following restrictions shall be enforced in all buildings on A&M-San Antonio property.

Official Procedure

1. RESTRICTIONS

1.1. Candles, incense burners, oil lamps or other personal items that have open flames or that smolder, are prohibited in work areas (individual or group), conference rooms, restrooms, etc. in all campus buildings. This restriction applies to such items regardless of whether the item has been lit.

1.2. This Procedure does not apply to candles, flame effects, or pyrotechnics used for banquets, ceremonies, science demonstrations, theatrical productions, indoor fireworks or other entertainment. This Procedure does not apply to such devices used in the course and scope of University sponsored research or activities necessary to conduct business operations.

1.3. Exceptions may be requested, in writing, to the Director of Safety, Risk and Emergency Management.

1.4. Personal coffee makers, percolators and hot plates are allowed, but must have an automatic shut-off timer.
1.5. Personal space heaters are allowed, but must be inspected by the Director of Safety, Risk and Emergency Management before use on A&M-San Antonio property. Excluding weekends, the Director of Safety, Risk and Emergency Management has five business days upon email request of a space heater inspection to complete that inspection in the employee’s work area.

2. IMPLEMENTATION PROCEDURES

2.1. It is the responsibility of all faculty, staff and students to observe the provisions of this Procedure.

2.2. Division heads are responsible for ensuring that these procedures are communicated to all personnel, and that prohibited items, when identified, are removed from the workplace.

2.3. Facility safety inspections are required by the Texas A&M University System and will be conducted periodically by the Director of Safety, Risk and Emergency Management. When prohibited items are found in the workplace, the Director of Safety, Risk and Emergency Management will photograph the items in their location before removal. Prohibited items will be processed into University Police Department Property Storage and the Director of Safety, Risk and Emergency Management will email the employee, their supervisor, and the University Police Department (UPD) that prohibited items were collected and must be removed from campus.

2.4. Personal space heaters must be inspected by the Director of Safety, Risk and Emergency Management before use on A&M-San Antonio property. The area of heater use will be inspected ensuring that no combustibles in close proximity and electrical connections are appropriate. Space heaters must be equipped with tip-over shut off stitches and not missing any safety components (grills, grounding plug, etc) for an “Approved/Inspected” heater tag to be issued.

2.5. Each fall, in preparation of cooler weather, the Director of Safety, Risk and Emergency Management will organize “Space Heater Inspection” sessions at each campus. Employees desiring to use personal space heaters in their work areas will be encouraged to proactively have their space heaters inspected before first use.

2.6. Any prohibited items (contraband, weapons, etc.) found in the workplace will be reported to the UPD to be handled as a law enforcement action.

Definitions

Automatic coffee makers – are cooking appliances used to brew coffee without having to boil water in a separate container.
Candles – are a solid, usually cylindrical mass of tallow, wax, or other fatty substance with an axially embedded wick that is burned to provide light.

Hot plates – are electrically heated plate for cooking food or warming beverages.

Incense Burners – are vessels in which incense is burned, especially during religious services.

Oil lamps – are used to produce light continuously for a period of time, from an oil-based fuel source.

Percolator – is a pot in which boiling water is forced repeatedly up through a central tube.

Space heater – is a self-contained device for heating an enclosed area. Space heaters included device that are fueled by natural gas, propane, or electricity.

Contact Office

Finance and Administration, Safety, Risk and Emergency Management (210) 784 -1150