Procedure Statement

Texas A&M University-San Antonio (A&M-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. Specifically, the University is required to comply with the Life Safety Code, National Fire Protection Association (NFPA) 101, and other NFPA codes and standards referenced therein.

Official Procedure

1. GENERAL

   Faculty, staff and administration at all levels must understand the importance of fire safety and support the campus-wide fire safety program that includes:

   1.1 Code compliant design and construction of buildings;

   1.2 Code compliant occupancy and operation of the buildings and facilities;

   1.3 Assignment and acceptance of fire safety responsibility and accountability at all levels;

   1.4 Regular inspection and review of facilities and activities; and

   1.5 Preventive maintenance of all fire and life safety systems, including fire extinguishers, fire sprinklers, fire detection and alarm systems, exit systems including marking and hardware, illumination systems including normal and emergency lighting and generators.

2. RESPONSIBILITIES

   2.1 The Office of Compliance and Risk Management (OCRM) is responsible for the following:

   2.1.1 Reviewing and approving all proposed construction, structural changes, or changes in use of building space on the A&M-San Antonio campus, regardless
of facility ownership, to address fire and life safety issues as the local Authority Having Jurisdiction (AHJ) as defined by fire code;

2.1.2 Provide training opportunities in fire and life safety for campus constituents;

2.1.3 Monitoring regular inspections of facilities and activities;

2.1.4 Monitoring preventive maintenance and testing of campus fire extinguishers and fire hydrants;

2.1.5 Witnessing acceptance tests of fire safety systems;

2.1.6 Interfacing with local fire departments to ensure a close working relationship, compatibility of fire safety equipment, adequate campus access for fire department apparatus, and familiarity with campus facilities, campus layout, naming conventions, and coordination of emergency response;

2.1.7 Reviewing and approving both indoor and outdoor pyrotechnic displays and the use of flame effects (as described by, and in accordance with, the Texas Occupations Code) on campus or at University-sponsored events.

2.1.8 Reviewing and coordinating the approval process with State and local agencies for open burns such as brush or grassland.

2.1.9 Reviewing and approving other uses of open fires such as campfires, cookouts, etc.

2.2 SSC, the contracted facility services, is responsible for:

2.2.1 Performing preventive maintenance and testing of all campus fire and life safety systems, including fire sprinklers, fire detection and alarm systems, exit systems including marking and hardware, and illumination systems including normal, emergency lighting, and generators;

2.2.2 Ensuring that new construction, renovations and alterations to existing structures (that are under SSC control) conform to applicable State of Texas laws regarding engineering, architecture, accessibility, and fire and life safety;

2.2.3 Ensuring that all structural modifications that could affect fire and life safety are reviewed and approved by OCRM;

2.3 University Services is responsible for:

2.3.1 Reporting occupant-initiated changes to the facility or room uses to OCRM.
2.4 Faculty, Staff and Administrators:

2.4.1 Ensure that all facility modifications and significant changes in use of facilities (e.g., changing an office to a laboratory, meeting room, etc.) under their responsibility receive prior review and approval by OCRM;

2.4.2 Follow University fire and life safety procedures;

2.4.3 Notify OCRM of any identified deficiencies.

Related Statutes, Policies, or Requirements

System Policy 24.01 Risk Management

System Regulation 24.01.01 Risk Management Programs

Contact Office

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