



Fire Safety Plan

29 CFR 1910.39



Baylor University is required to have in place an identifiable document that is named per the OSHA standard 29 CFR 1910.39 (Appendix A) that meets all criteria of the standard referenced above. Identified throughout the plan for Baylor University are references to the standard so that compliance is readily identifiable to an OSHA inspector if an inspection/investigation is conducted.

Fire Prevention Plan General Overview

29 CFR 1910.39

Baylor University's Fire Prevention Plan is comprised of collaborative efforts between the Department of Public Safety (DPS) and Environmental Health & Safety Department (EHS). The topics listed below comprise the university's continued compliance efforts with the identified OSHA Standard:

- DPS Fire Prevention Policy
- Annual Fire and Life Safety Inspections
- Open Flame
- Residence Halls
- Fire Drills
- Fire Systems
- Testing, Inspection, and Maintenance
- Fireworks and Pyrotechnics
- Holiday and Event Decorations
- Fire Extinguishers
- Red Tag Permit
- Hot Work Permit
- Bonfire Guidelines
- Basic Fire Safety
- Prohibited Activities

Staff members of both collaborative departments (DPS & EHS) will be tasked with the effective communication and carrying out of the university's Fire Prevention Plan.

Any questions can be addressed by contacting one or both of the following:

DPS Asst. Director of Emergency Management and Fire Safety 254-710-7468
EHS Campus Safety Manager at 254-710-2492

If an emergency exists immediately notify the Baylor Police Department at 254-710-2222 or simply dial 911.

Department of Public Safety Fire Prevention Policy

Date Issued: March 16, 2020

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

Responsible Office: Department of Public Safety

Fire Prevention

Policy Statement

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

Reason for the Policy

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

Individuals/Entities Affected by this Policy

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

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

Fire and Life Safety Regulations
Bonfire Guidelines
Barbeque Operation Guidelines

Fire Prevention

Fire Pit Operation Guidelines
Guide to Community Living
Fireworks and Pyrotechnics Procedures
Holiday and Event Decorations Guide

Other Documents

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

Definitions

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

Open Flame - Any device that temporarily emits a flame that is directly exposed to outside elements, for example, candles, kerosene lamps, campfires, burn barrels or fire pits, and oil lamps.

Fire Protection System - Sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, special extinguishing systems, fire service control valves, fire alarms systems, and emergency lights.

Impairment - The shutdown, in whole or in part, of a fire protection system.

Contacts

Assistant Director of Emergency Management & Fire Safety 254-710-7468
Fire_Safety@baylor.edu

Director of Emergency Management 254-710-6695
Emergency_Management@baylor.edu

DPS Associate Vice President for 254-710-4619

Assistant Director of Emergency Management & Fire Safety

The Baylor University Assistant Director of Emergency Management & Fire Safety will conduct fire and life safety inspections, review event requests when open flame is requested, identify, and provide guidance to mitigate or eliminate any act, procedure, or process that has the potential for injury/death or destruction of property, ensure fire systems are tested in accordance with local, state, federal regulations, and industry best practices. This individual will issue a red tag permit for any system that will be impaired, audit operations to ensure compliance, and suspend sprinkler impairment if the fire protection system cannot be restored in the event of unsafe conditions.

Employees and Contractors

All University personnel and contractors are responsible for following formulated safety rules, practices, and procedures. Employees are encouraged to detect hazards and inform their supervisors of these conditions and/or unsafe practices.

Campus Living & Learning

Campus Living & Learning (CL&L) personnel will coordinate and accompany the Assistant Director of Emergency Management & Fire Safety on semester inspections and fire drills at residence halls. CL&L will coordinate with the Assistant Director of Emergency Management & Fire Safety on the annual review of the Guide to Community Living.

Building Emergency Coordinator

Building Emergency Coordinators act as liaisons between the Assistant Director of Emergency Management & Fire Safety and the facility and occupants of their

facility. They are responsible for ensuring a safe work environment by acting upon the deficiencies in the fire inspection report, reporting any unsafe conditions, and coordinate safety and security related facility work orders.

Sprinkler Technicians

Sprinkler technicians shall obtain proper authorization to impair a sprinkler system via the Red Tag Permit and shall make every effort as to not endanger lives and property. Likewise, they will ensure full compliance with the requirements of this policy, use appropriate safety equipment as needed, and suspend sprinkler impairment, if the fire protection system can be restored, in the event of an unsafe condition or a fire.

Fire Watch

Fire Watch is responsible for ensuring safe conditions are maintained during fire impairment operations and for reporting all fires that have developed regardless of if it was extinguished or not.

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

Inspections

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

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

A list of prohibited activities and items are outlined in the Fire and Life Safety Regulations.

Open Flame

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

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

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

The following resources can be accessed online through Baylor University Department of Public Safety’s Fire Safety Program:

- Open Flame Permit
- Fire Pit Operation Guidelines
- Barbecue Operation Guidelines

(Certain safety requirement shall be followed even if open flame permit is not needed).

Residence Halls

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

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

- Conduct semester fire drills at residential facilities

- Conduct fire and life safety inspections of residential facilities

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

<https://www.baylor.edu/cll/index.php?id=872059>

Fire Drills

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

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

Fire Systems

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

A. Installation

All fire detection equipment shall meet the requirements of NFPA 72 National Fire Alarm Code.

All suppression systems shall meet the requirements of NFPA 13 Standard for the Installation of Sprinkler Systems.

All wet chemical extinguishing systems shall meet the requirements of NFPA 17A Wet Chemical Extinguishing Systems.

Testing, Inspections, and Maintenance

Annual, semi-annual, and quarterly testing, and inspections of fire suppression equipment is to be conducted through a designated contracted company.

Inspections will comply with NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

Annual testing and inspections of fire detection equipment is to be conducted through a designated contracted company. Inspections shall comply with NFPA 72 National Fire Alarm Code.

Fireworks and Pyrotechnics

Only approved firework or pyrotechnic displays are allowed on university managed, owned, or occupied properties. Provisions for a safe firework display or pyrotechnic special effects are outlined in the:

Firework and Pyrotechnic Procedures
<https://www.baylor.edu/dps/doc.php/229242.pdf>

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

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



Holiday and Event Decorations

To promote a safe environment during the holidays and when using decorations, University faculty, staff and students are to follow the guidance contained in the

Holiday and Event Decorations Guide.
<https://www.baylor.edu/dps/doc.php/229241.pdf>



Fire Extinguisher Training

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

Once an extinguisher is selected, purchased, and installed, it is the responsibility of Operations & Facilities Management and the University's fire protection contractor to oversee the inspection, maintenance, and testing of fire extinguishers in accordance with National Fire Protection Association 10 to ensure that the extinguisher(s) are in proper working condition and have not been tampered with or physically damaged. Fire extinguishers will be inspected monthly by Operations & Facilities Management. The University's fire protection contractor will conduct annual maintenance and inspection. Fire extinguisher training and education will be provided as required by OSHA Standard 29 CFR 1910.158 (g):

Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.

The employer shall provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

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



Red Tag Permit – The detailed Red Tag Program is available on the DPS website.

The purpose of a Red Tag Permit is to manage sprinkler system impairments in the event the sprinkler system must be taken out of service. The Red Tag Permit system, developed by the University's insurance provider, is used as a method for retaining a record of impairment and informing the University's insurance provider

and the City of Waco Fire Marshal's Office when impairment occurs. Only the University's fire protection contractor or certified fire suppression personnel can request a Red Tag Permit. A fire protection system impairment permit (Red Tag) will not be required for routine (monthly) maintenance and system inspections.

Requesting a Red Tag

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

Red Tag Training

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





Hot Work – The detailed Hot Work Program is available on the EHS website.

Program Statement

This program establishes a permit authorization system to ensure all hazards are evaluated and appropriate safety measures and controls are taken prior to and during any hot work operation that uses an open-flame or spark-producing apparatus.

Best practice information located in the Occupational Safety & Health Administration's (OSHA) workplace standard, 29 CFR 1910 General Industry and the National Fire Protection Association (NFPA) code standard 51B, Fire Prevention in Use of Cutting and Welding Processes is always to be fully carried out.

Background

Baylor University recognizes that there is a potential for injury to people and damage to property that can result from fire or sparks that arise when hot work is performed outside of a designated safe hot work area.

Individuals/Entities Affected by this Program

Hot work operating procedures shall apply to Baylor University personnel and contract personnel conducting hot work at, in, and around all university-owned, leased, and/or occupied properties.

Exclusions

This program does not apply to new construction and/or renovations where the university has not taken ownership from the General Contractor.

Bonfire Guidelines

Building of the Bonfire

1. Based on the recommendations and calculations of the Waco Fire Marshal and the fire protection/safety experts from Oklahoma State University, the Homecoming bonfire shall not exceed the following dimensions: 35 feet long, 15 feet wide, and 10 feet tall as measured with tape measure, rolling measuring wheel or similar device.
2. There shall be a sand base for the bonfire with a radius of at least sixty feet. The sand base shall be at least six inches deep; a depth suggested by the National Institute for Standards and Technology for a bonfire of this size.
3. Only approved combustible materials shall be used as the bonfire structure e.g. (wooden pallets).
4. A suitable barrier shall be provided to separate the spectators from the bonfire area. Only authorized personnel can cross into this barrier once the bonfire structure has been built.
5. A minimum of 6 fire extinguishers shall be provided by request from Baylor Facility Services to Bonfire student representatives for putting out small fires.
6. A burn permit must be obtained from the City of Waco Fire Marshal's office granting permission for the fire to be lit.
7. Once the bonfire is completely constructed, a final walk-around shall be conducted by the Baylor Department of Public Safety and Baylor Department of Environmental Health and Safety. The purpose of this audit will be to ensure that the bonfire structure meets all the requirements set forth in this document.

Lighting the Bonfire

1. Only authorized personnel shall light the fire. That designation will be established by Baylor Chamber in consultation with their sponsor.
2. Diesel fuel is the only approved fire accelerator to be used to assist the lighting the bonfire. Gasoline is not an approved accelerator.

3. The bonfire shall be lit in multiple (more than two) locations to ensure an even burn. The only equipment used to light the fire will be the bonfire torches provided by Baylor Chamber, no cigarette lighters or matches. Any other methods to begin ignition or to accelerate the rate of the fire must be approved by Student Activities and Baylor Department of Public Safety. This may also require the approval of the Waco Fire Marshal.
4. If the wind is blowing 10 miles per hour or more, no accelerant shall be used to start the fire without consultation and approval of Baylor Department of Public Safety and Chamber sponsor.
5. Potential severe weather or strong winds may delay the start of the bonfire. If wind speeds increase to a dangerous level or weather conditions worsen after the bonfire is started, the fire may be extinguished to protect the public and nearby property

Extinguishing of the Bonfire

1. Once the homecoming celebration is complete, the Waco Fire Department will extinguish the fire.
2. After the fire has been extinguished any barriers removed or relocated during the bonfire must be returned to protect individuals from encountering any sharp metal or other hazardous residual from the fire.

Questions pertaining to this guideline should be addressed with the Baylor University Fire Safety Specialist at 254-710-7468.



Basic Fire Safety

Baylor University considers fire safety extremely important. Faculty, staff, students, and contractors have an obligation to adhere to university regulations as well as city and state statutes.

Responsibility

1. Should know the location of all fire extinguishers in their area.
2. Should know the location and route for their first and second means of egress.
3. Should keep fire doors closed.

A. Fire Alarm Evacuation

If a member of the faculty, staff, student, or contractor suspects a fire or if the alarm sounds evacuate the building immediately and contact the Baylor Police Department at 710-2222. If the fire alarm is not sounding activate the nearest alarm and go to a designated staging points outside the building. If you are not aware of where the staging points are stay well clear of the building so that the responding agencies can have clear access to the building. The safety of all concerned is the university's top priority.

Prohibited Activities

1. Intentional activation of a fire alarm when there is no fire emergency.
2. Removal of fire extinguishers from their installed locations or discharge of a fire extinguisher unless there is a fire emergency.
3. Tampering with any component of the smoke detection system, sprinkler system, and or carbon monoxide detector; This may include, but is not limited to, covering, blocking, or attaching items to fire protection equipment.
4. Blocking, even partially, doorways, hallways, and stairwells, which are all components of a means of egress.
5. Fire-rated doors are designed to provide a specific degree of fire protection from fire and smoke. Fire doors must not be propped open or disabled as to not function properly.
6. Tampering with components of a fire-rated door.
7. Safety signs and markings are not to be altered, defaced, destroyed, covered, or removed.
8. The storage of excessive amounts of paper or trash.

9. Items stored on the cook top surface.

Prohibited Items

1. Candles (unless wicks are completely removed)
2. Space Heaters
3. Halogen Lamps
4. Open flames such as matches, lighters, etc.
5. Use or possession of incense
6. Use or possession of fireworks or firecrackers
7. Use or possession of combustible paints or liquids, including lighter fluid
8. All types of grills. Residents are only permitted to use community charcoal grills
9. Doors that are over 50% covered with paper, posters, etc.
10. Total walls that are more than 30% covered with paper posters, etc.
11. The use or possession of tobacco, e-cigarettes, hookahs, or any other item that emits smoke
12. Mopeds, motorcycles, motor-scooters, or other gas combustible engines within the hall or apartment community
13. Appliances with exposed heating elements, including but not limited to, space heaters, heating lamps, toasters, griddles, waffle makers, George Foreman Grills, camping burners/stoves, and electrical zappers for flies or insects
14. Remote control devices such as drones, which may trigger sprinklers
15. Live Christmas trees: Only artificial trees may be used for interior decorations and shall be labeled “fire resistant” or “flame retardant”
16. Multi-plugs (e.g., 3-way plugs), extension cords, or other splitters to increase the number of appliances on one outlet; A UL-approved surge protector is acceptable but should not be run in series
17. Appliance cords (not extension cords) must be routed safely (not under carpets, pathways, through doorways, taped down, etc.) Spliced, taped, or frayed cords must not be used
18. The use of extension cords that are not UL approved

Hazardous conditions not anticipated by specific reference are prohibited. Such conditions will be specifically identified. Occupants may refer to the “Guide to Community Living” and the “Guide to Apartment Living” for additional information.

Summary of the Fire Prevention Plan

The safety of the Baylor community is Priority #1.

Take time to be aware of your surroundings.

Make fire safety a daily part of your routine.

Contact the DPS Asst. Director of Emergency Management and Fire Safety and/or the EHS Campus Safety Manager with any questions about the contents of this document.

