

# Fire Safety Manual



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## **1. Introduction**

The purpose of this document is to provide all UNTH employees, students, and visitors with a safe and healthy working and learning environment, free of hazards. This manual has been prepared by Environmental Health and Safety in an effort to prevent injuries, illnesses, and death from work related causes and to minimize losses of material resources and interruptions from accidental occurrences. It is directed toward the control of all types of hazards encountered in the performance of official duties. The scope of this document is to provide a set of guidelines and best practices that apply to all UNTH employees and students that are relevant to the prevention of unintentional fires or injuries related to fires on campus.

The guidance and procedures outlined in this document shall be in accordance with the following:

- NFPA 1: Fire Code – National Fire Protection Association
- NFPA 101: Life Safety Code – National Fire Protection Association
- 29 CFR 1910 – Occupational Safety and Health Standards (General Industry)
- 29 CFR 1926 – Safety and Health Regulations for Construction
- UNTH Policies

For questions regarding this document, please contact UNTH EH&S at (817) 735-2245.

This institutional fire safety manual is adopted under policy 4.201, Campus Operations policy, and must be utilized to protect the campus and personnel from unintentional fires. These documents must be readily accessible to all campus personnel.

## **2. Applicability**

This institutional fire safety manual is adopted under policy 4.201, Campus Operations policy, and must be utilized to protect the campus and personnel from unintentional fires. These documents must be readily accessible to all campus personnel.

### 3. Approval and Implementation

This Fire Safety Manual is hereby approved for the University of North Texas Health. This plan shall apply to all UNTH personnel participating in all scientific and medical research activities at UNTH facilities or sanctioned activities. The details of this plan are the institutional policies directing fire safety. This plan is effective immediately and supersedes all previous editions.

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Sr. Director, Environmental  
Health & Safety UNT Health

### 4. Record of Changes

Change #	Date of Change	Change Entered By	Description
1	10/16/2025	William Pingry	Branding change and information update

## 5. Contact Information

### 5.1 EH&S Program Contacts

Subject	Office Name	Telephone	Email
Fire and Occupational Safety	Program Manager	817-735-2698	<a href="mailto:William.pingry@unthsc.edu">William.pingry@unthsc.edu</a>
Hazardous Materials/ Chemical Safety Program	Assistant Director	817-735-2691	Alan.corbitt@unthsc.edu
Biosafety Program	Assistant Director	817-735-5431	Maya.nair@unthsc.edu
Safety	Sr. Director	817-735-2253	<a href="mailto:Anne-&lt;br/&gt;Sophie.Brocard@unthsc.edu">Anne- Sophie.Brocard@unthsc.edu</a>
Occupational Health	Occupational Health	817-735-2253	

### 5.2 Emergency Phone Numbers

Police/Fire Emergency	Police Dispatch	In-house phone: ext 2600 or 911 Cell phone: 817-735-2600
Emergency Power Outage	Facilities	Ext: 2181 / 817-735-2181
Hazardous Material Release/Spill	Police Dispatch	In-house phone: 2600 Cell phone: 817-735-2600
Hazardous Material Exposure: Skin, Eyes, Ingested, Inhaled, Injected	Occupational Health	EXT. 2273 / 817-735-2273

### 5.3 Other Important Institutional Phone Numbers

Campus Police/Security Non-Emergency	Ext: 2210 / 817-735-2210
Facilities Non-Emergency	Ext: 2181 / 817-735-2181
Environmental Health and Safety	Ext: 2245 / 817-735-2245

Radiation Safety	Ext: 5431 / 817-735-5431
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#### 5.4 HSC Relevant Website links

Report an Ethics Compliant	<a href="https://secure.ethicspoint.com/domain/media/en/gui/54789/index.html">https://secure.ethicspoint.com/domain/media/en/gui/54789/index.html</a>
First Report of Injury	<a href="https://www.unthsc.edu/administrative/wp-content/uploads/sites/23/WC_Employee_Forms.pdf">https://www.unthsc.edu/administrative/wp-content/uploads/sites/23/WC_Employee_Forms.pdf</a>
Student complaints	<a href="https://unthsc.qualtrics.com/jfe/form/SV_1Mn0IIToxxTH3QF?Q_JFE=qdg">https://unthsc.qualtrics.com/jfe/form/SV_1Mn0IIToxxTH3QF?Q_JFE=qdg</a>

## 6. Introduction

It is the policy of the University of North Texas Health (UNTH) to provide a safe and healthy working and learning environment, free of hazards, for all faculty, students, employees, visitors, and contract employees.

This manual has been prepared by the UNTH Environmental Health and Safety Department (EHS) in an effort to prevent injuries, illnesses, and death from work related causes and to minimize losses of material resources and interruptions from accidental occurrences. It is directed toward the control of all types of hazards encountered in the performance of official duties.

### 6.1 Purpose

The purpose of the UNTH Fire Safety Manual is to provide employees with general guidelines for implementing a high-quality safety program. The manual brings together information that will assist employees and supervisors to carry out their responsibility in ensuring a safe environment at UNTH.

All personnel should become familiar with the information contained in this manual and should conduct their operations accordingly.

### 6.2 Scope

The Fire Safety Manual (or “the manual” as it will be referred to here-in) shall serve as a reference document for

ensuring the personal safety of employees/students (or “employee” as it will be referred to here-in), patients, and visitors while working or visiting UNTH. The manual shall apply to all property owned or operated by UNTH.

This manual contains the objectives, policies, standards, and procedures that pertain to all employees. Specific responsibilities, administrative procedures, and operational requirements are described that are relevant to the prevention of unintentional fires or injuries related to fires on campus.

### **6.3 Development and Revision Process**

This manual assembles information that will assist employees and supervisors in carrying out their responsibility of ensuring an environment at UNTH that is free of hazards. The manual is not an exhaustive source document but rather a systematic approach to safety. All personnel should familiarize themselves with the information contained within and conduct campus operations accordingly.

The information and requirements provided are applicable to all areas of UNTH and represent only general minimum standards; not to be substituted for special operations manuals pertaining to specific locations or situations.

This manual will serve as a basis to which supervisors will expand upon as required in their relevant laboratories and work areas.

All materials in this manual have been developed and maintained under the supervision of EHS. The Fire Safety program has provided guidance for all policy issuances in this manual.

As regulations and guidelines are promulgated by the Texas State Fire Marshal, EHS will make the appropriate changes.

## **7. Fire Safety Program Management**

### **7.1 Goal**

The University of North Texas Health will provide and promote a safe and healthy working and learning environment and will foster a positive safety and health attitude in managers, supervisors, employees and others (including visitors and contractors).

## **7.2 Policy**

It is the policy of the UNTH to develop and maintain a fire safety program. The model program will focus on the protection of the campus against unintentional fires and injuries from fire, and the promotion of safe and healthy actions and attitudes.

## **7.3 Program Elements**

The following program elements are applicable to all university operations and activities. These elements are directed toward the prevention of accidents and health hazards present in the performance of official duties.

## **7.4 Prevention**

EHS will emphasize strategies that preclude or prevent any occurrence that would have an adverse effect on UNTH faculty, students, employees, contractors, patients and visitors, and people in the neighboring community.

## **7.5 Surveillance**

EHS will provide for the systematic inspection of facilities; the collection, analysis, interpretation, and evaluation of safety and health data essential to the planning and implementation of the Occupational Safety program.

## **7.6 Protection and Control**

A system for the control of hazards will be maintained and will include, engineering controls, the use of alternatives that are less hazardous, administrative procedures, and the use of personal protective equipment.

## **7.7 Education, Promotion, and Training**

Health and safety awareness will be promoted among managers, supervisors, employees and contractors through orientation programs and regularly scheduled safety education and training sessions, as appropriate.

## **7.8 Notification and Communication**

Employees and others (visitors, contractors) will be notified of their exposure, or potential exposure, to hazardous substances or conditions by EHS and will be informed of risks that result, or may result, from

exposure to hazardous substances or conditions.

## **7.9 Confidentiality**

EHS, in conjunction with UNTH, will make every effort to ensure the confidentiality of employee health and exposure records.

# **8. Assignment of Program Responsibility**

## **8.1 Sr. Director of Safety**

The Sr. Director of Safety is responsible for:

- Identifying the applicable standards, guidelines, and recommendations necessary for a safe and healthful workplace;
- Establishing and annually reviewing the policies and the procedure manual;
- Requesting program reviews and audits for methods of continuous improvement;
- Developing and managing funding for campus safety improvements and initiatives;
- Developing of metrics for the purpose of trending and problem solving.
- Ensuring adequate emergency response to each incident;

## **8.2 Program Manager, Fire Safety**

The Fire Safety Program Manager is responsible for:

- Ensuring campus compliance with the State Fire Marshal rules and regulations;
- Ensuring inspections and plan review of each project is done in accordance with life safety and fire protection codes.
- Providing training and education;
- Conducting regular surveys of operations to ensure compliance with the fire codes;
- Providing the appropriate level of management when such conditions require corrective actions;
- Reviewing and ensuring the accuracy of life safety and fire protection plans for campus projects;
- Appropriately managing program functions which reduce the potential for unintentional fires or injuries related to fires on campus;

- Ensuring staff takes all necessary and appropriate safety precautions to protect themselves, other personnel, and the environment.
- Facilitating adequate emergency response to campus incidents.

### **8.3 Employees, Managers, and Supervisors**

UNTH Staff at all levels throughout the system are responsible for:

- Complying with all safety standards, rules, and regulations issued by UNTH;
- Taking all necessary and appropriate safety precautions in order to protect themselves, others, property, and the environment;
- Promptly advising their supervisor regarding all work-related incidents resulting in personal injury, illness, and/or property damage;
- Promptly reporting to their supervisors any unsafe conditions in the workplace; as well as immediate notification of all work-related incidents resulting in personal injury, illness, and/or property damage.

## **9. General Fire Prevention**

### **9.1 Fire Prevention**

- It is the goal of UNTH to comply with all of the laws and regulations adopted by the Texas State Fire Marshal. All recognized fire hazards shall be eliminated, or engineering controls put in place to limit the degree of risk posed by the hazards.

### **9.2 Principles of Hazard Control**

#### **9.2.1 Engineering Controls Substitution**

The risk associated with hazard may be reduced by replacement of an existing process, material, or equipment with a similar item having more limited hazard potential. Care must be exercised in any substitution to ensure that the substitute materials are technically acceptable and to avoid introducing new or unforeseen hazards.

#### **9.2.2 Isolation**

Hazards are controlled by isolation whenever an appropriate barrier is placed between the hazard and an individual who may be affected by the hazard. This isolation can be in the form of physical barriers, time separation, or distance.

### **9.2.3 Administrative Controls**

This method of hazard mitigation depends on effective operating practices that reduce the exposure of individuals to chemical or physical hazards. These practices may take the form of limited access to high hazard areas, preventive maintenance programs to reduce the potential for leakage of hazardous substances, or adjusted work schedules, which involve a regimen of work in high hazard and low hazard areas.

## **9.3 Hazard Communication**

Identification and reporting of fire hazards are the responsibility of all UNTH employees and an important first step

towards maintaining a fire safe campus. Hazards may be reported in two methods: EHS staff inspections; or employees, guests and visitors.

Fire Safety staff identify hazards as part of daily work on campus or during annual fire prevention inspections conducted in each building or facility. All employees are encouraged to report fire hazards to Fire Safety or to their immediate supervisor who will promptly investigate the situation and take appropriate corrective actions.

Employees, guests, and visitors can utilize the email or phone information that is available on the website to report a hazard. A site inspection of any reported hazard will be conducted by EHS.

## **9.4 Application of Fire Prevention Practices**

Fires in the workplace are preventable through appropriate life safety and fire protection plan review, annual building inspection, fire protection system maintenance, and the use of good fire prevention policies.

### **9.4.1 Life Safety and Fire Protection Reviews**

Methods of reducing the potential of an unintentional fire on campus shall be considered and designed or engineered into all facilities. To ensure that appropriate hazard control techniques are applied, EHS shall participate in the review of plans and the development of construction specifications for projects.

#### **9.4.2 Annual Building Inspection**

Each building or facility shall undergo a comprehensive life safety and fire protection inspection annually. Deficiencies identified during the inspection shall be submitted to Facilities Maintenance for repair.

#### **9.4.3 Fire Protection System Maintenance**

Each building fire protection system shall be maintained in accordance with the applicable fire prevention codes and standards developed by the National Fire Protection Association (NFPA) and adopted by the Texas State Fire Marshal. The systems will be inspected and maintained by appropriately licensed vendors, contracted directly by Facilities or EHS. Each system shall be checked monthly by program staff to ensure the system is working correctly between system specific testing frequencies per the NFPA.

#### **9.4.4 Fire Prevention Practices**

Where possible, the use of engineering practices shall be applied to prevent the ignition of unintentional fires. Where not practical, fire prevention methods established between EHS and the department shall be employed to mitigate the hazards to the extent possible. Education of employees on the importance of the established fire prevention controls is a key factor in employing and maintaining any fire prevention method.

#### **9.4.5 Flammable and Combustible Materials**

Please refer to the [Chemical Safety Manual](#)

### **9.5 Fire Extinguishers**

A portable fire extinguisher is an active fire protection device used to extinguish or control small fires, in emergencies. It is not intended for use on an out-of-control fire, such as one which has reached the ceiling, endangers the user (i.e., no escape route, smoke, explosion hazard, etc.), or otherwise requires the expertise of a fire brigade.

The use of the fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces in accordance with NFPA 72.

### 9.5.1 Classification of Fires and Selection of Extinguishers

#### A) Types of fires

- Class A - Fires in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics. This would be offices, and labs that do not contain flammables.
- Class B - Fires in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols, and flammables gases. This would include rooms or labs with flammable or combustible liquids.
- Class C- Fires that involve electrical equipment where the electrical non-conductivity of the extinguishing media is important. (When electrical equipment is de-energized, fire extinguishers for Class A or Class B fires can be used. Included in this group would be rooms with highly sensitive computer equipment, such as servers.

#### B) Selection and Placement of Extinguishers

The selection of fire extinguishers for a given situation shall be determined by the characteristics of the fires anticipated, the construction and occupancy of the property, and the hazard to be protected. Extinguishers should have a label identifying the type of extinguisher and the type of fires for which it should be used.

- Fire extinguishers should be placed, so the travel distance is no more than 75 ft.
- Fire extinguishers shall be kept in their designated places at all times when they are not being used.
- Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably, they should be located along paths of travel.
- Cabinets housing fire extinguishers shall not be locked.
- Portable fire extinguishers shall be securely installed on the hanger or in the bracket supplied or placed in the cabinets or wall recesses.

### 9.5.2 Inspections

The Facilities Services personnel will perform a visual inspection on portable fire extinguishers at least once per month to ensure:

- The extinguisher is still present in its designated location
- No damage has occurred to the equipment

- No obstructions are blocking the equipment from view or from easy access
- The extinguisher is fully charged and operational

If needed, inspections that are more frequent will be conducted to meet specific accreditation requirements.

### **9.5.3 Maintenance**

CO2 and pressurized water extinguishers will be hydrostatically tested every 5 years. ABC extinguishers will be hydrostatically tested every 6 years. Each fire extinguisher shall have a tag or label securely attached that indicates the month and year the maintenance was performed, and that identifies the person performing the test and state license number.

## **9.6 Fire Safety Inspection & Housekeeping**

EHS conducts routine facility safety inspection, which includes observation of building structure, worksite safety, unobstructed access to fire extinguishers, and emergency evacuation routes. Please see the Fire Safety manual for more guidance.

## **9.7 Facilities Design Review**

Facilities will be designed in such a way that is consistent with health and safety regulations and standards of good design. EHS will ensure that there is appropriate health and safety review of facility concepts, designs, and plans. A formal design review process should be in place for all new construction and remodeling efforts.

# **10. Fire Prevention Policies and Permits**

EHS has developed permits to ensure the safety of contractors and pedestrians during renovation and construction projects. Permits are issued by EHS and are consistent with the general industry standards published by OSHA and NIOSH.

## **10.1 Hot Work**

A Hot Work permit shall be issued for any construction or maintenance activities which could produce sparks, flame, heat, or have the capability of initiating fires or explosions. Permits will be issued upon request by facilities personnel during normal working hours; After hours and weekend permits will be provided and approved by EHS. Emergency Hot Work permits will be issued for immediate repairs to critical building infrastructure systems on an as needed basis. All required precautions, including fire watch, listed on the permit

must be implemented prior to commencing any Hot Work. The Hot Work Policy is located in SOP-v1-EHS-600-02.

## **10.2 Holiday Decorations**

This policy outlines the requirements and the permitted decorations during holidays on campus. Decorations should never be hung from fire sprinkler heads, or block fire alarm notification devices or fire extinguishers. No candles or open flames are permitted at any time within the campus buildings, with an exception for laboratories conducting experiments. The Holiday Decoration Policy is located in SOP-v1-EHS-600-07

## **10.3 Portable Space Heaters**

This policy prohibits the use of portable space heaters on campus without prior approval from EHS. The Portable Space Heater Policy is located in SOP-v1-EHS-600-04.

## **10.4 No Smoking Policy**

UNTH has a tobacco-free policy for the campus which was developed by Human Resources. It is the responsibility of each employee to ensure that they comply with this policy, or report violations of this policy to Human Resources. The Policy is available on the [UNTH website](#).

## **10.5 Hoverboards**

UNTH has banned the use of hoverboards (or electronic skateboards) due to their potential for spontaneous ignition during charging. This is based upon the 2016 U.S. Consumer Product Safety Commission in which 16 fires are linked to originating from the batteries while they were being charged. The hoverboard policy is located in SOP-v1-EHS-600-05.

## **10.6 Airfryer and Toaster**

To eliminate the risk of fire or injury at UNTH, the use, or possession of an air fryer is strictly prohibited. Toaster ovens may be used as long as they follow certain guidelines. See SOP-v1-EHS-600-06

## **10.7 Means of Egress**

The means of egress (also known as the exit) in each building shall be maintained at all times to facilitate a safe evacuation of a building or structure during an emergency.

Storage of supplies or equipment is prohibited in the staircase landings or underneath them. Storage of supplies

and equipment in hallways must be approved by EHS and properly labeled to identify the owner.

Scheduled and impromptu building assessments are conducted by EHS staff to identify hazards which may restrict or prevent evacuation.

The assessments are done in accordance with the 2015 National Fire Protection Association (NFPA) 101: The Life Safety Code and 2015 NFPA 1: The Fire Code.

## **11. Fire Alarms and Building Evacuation**

It is the goal of EHS to reduce the potential of an unintentional fire within a campus building to zero, however; staff are still expected to respond appropriately to an alarm or an evacuation order in a building if necessary. The following procedures outline employee evacuation procedures for fire alarm activations, severe weather, and notification in the event of other similar type of emergency. It is the responsibility of all employees to understand the evacuation procedures for their specific work area.

### **11.1 On and Off Campus Buildings**

This procedure shall apply to all buildings on campus. It is the responsibility of all employees to understand the evacuation procedures for their specific work area.

In the event of a fire alarm activation within the building, employees and patients in these buildings shall take the necessary steps to evacuate from the building. Staff and patients evacuating shall move to the closest stairway and exit the building. Once outside the building, employees shall report to their predetermined meeting areas with their manager and await additional instructions. Staff in the Health Pavilion and ITR will need to assist the patients with directions to the predetermined meeting areas.

The Campus Building Evacuation Policy is located in SOP-v1-EHS-600-03.

### **11.2 Fire Drills**

Fire drills shall be conducted in accordance with the currently adopted edition of NFPA 101: The Life Safety Code.

Employees shall participate in the drill unless they are providing patient care; in which case they should be able verbally explain the location of the closest exit and the procedure to safely evacuate a building. Each department is responsible for developing an evacuation plan based upon the evacuation policies and educating their staff on the procedure, evacuation meeting location, and method of staff accountability.

## **12. Emergency Response**

For campus emergencies related to fire alarms, burning or smoke odors, fire protection system activations, fires; EHS and/or facilities serve as first responders. University resources such as Facilities Management and UNTH Police aid with building function control and traffic and onlooker safety. Additional outside responder organizations, such as the Fort Worth Fire Department, are contacted if the scope of the emergency is beyond the ability of EHS and Facilities.

### **12.1 Operations during Normal Business Hours**

EHS responds to all campus emergencies related to fire Monday – Friday from 7 a.m. to 4 p.m. The department is notified by UNTH Police Dispatch and responds the appropriate personnel and resources to investigate and mitigate the hazard. Additional internal and external resources are requested as needed to ensure the safety of the occupants and the continuity of business operations.

### **12.2 After-Hours Operations**

UNTH Police Department and Facilities respond to campus emergencies related to fire. EHS staff is available for 24- hour emergency response if necessary and are notified upon request of Facilities Management or the police department shift commander.

### **12.3 Incident Investigation and Documentation**

This process is documented in the section 9 of the Occupational Safety Manual.