

Enterprise Risk Management Standard Administrative Procedures 24.01.01.ERM.01 Fire and Life Safety Program	07/24/13	-	Effective
	02/01/19	-	Revised
	ERM	-	Author

Introduction

Compliance with Fire and Life Safety codes, standards, and procedures is essential to achieving the overall mission of the Texas A&M University-Kingsville (TAMUK). In providing a safe environment for students, faculty, staff and visitors, TAMUK is required to comply with the National Fire Protection Association's Fire Code (NFPA 1) and Life Safety Code (NFPA 101), those codes and standards referenced therein, and established university Fire and Life Safety Standard Administrative procedures.

Purpose

This program is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

- 1.1 All members of the TAMUK community are required to support the university fire and life safety initiatives which include:
 - a. Construction plans review of design and construction of new buildings for applicable fire and life safety code and accessibility compliance.
 - b. Construction plans review of design and construction of renovations within existing buildings for applicable fire and life safety code and accessibility compliance.
 - c. Review and inspection of campus activities and events that require such review by fire code for compliance with fire and life safety policies, codes, and standards.
 - d. Inspection of campus facilities for compliance with fire and life safety policies, codes, and standards.
 - e. Oversight of preventative maintenance of fire and life safety systems.

2. RESPONSIBILITIES

2.1 TAMUK Enterprise Risk Management (ERM) is responsible for the following:

- a. Establishing, communicating, and maintaining fire and life safety policies and initiatives for continued compliance with governing codes and standards.
- b. Offering opportunities for training and education related to fire prevention and compliance with fire and life safety policies, codes, and standards.
- c. Serving in the appointed role of Authority Having Jurisdiction (AHJ) as defined by fire code and delegated by TAMUS for all issues pertaining to fire and life safety compliance.
- d. Reviewing and approving all proposed construction, renovation, remodel and/or changes in the use of space in TAMUK facilities and facilities on TAMUK campuses regardless of ownership.
- e. Approving the acceptance of fire safety system installations as delegated by TAMUS.
- f. Conducting inspections of all TAMUK facilities to assist with the enforcement of TAMUK fire and life safety policies.
- g. Reviewing and approving the use and display of flame effects and pyrotechnics, as defined by the Texas Occupations Code, in TAMUK facilities and in facilities on TAMUK campuses regardless of ownership. See Standard Administrative Procedure 24.01.01.ERM.11 Use of Flame Effects and Pyrotechnics.
- h. Assisting with the development and practice of emergency evacuation procedures for occupants of TAMUK facilities.
- i. Maintaining a close working relationship with the office of the Texas State Fire Marshal to ensure TAMUK is in compliance with state requirements for fire and life safety.
- j. Maintaining a close working relationship with local fire departments to ensure compatibility of fire safety equipment, proper access to facilities, familiarity with facilities and campus layouts, and safety for emergency response to TAMUK facilities and campuses.

2.2 TAMUK Facilities, Planning, and Construction (FP&C) is responsible for the following:

- a. Communicating any construction, renovation, or alteration projects that may have an impact on fire and life safety to ERM for review and approval.

- b. Ensuring that construction, renovation, or alteration projects are in compliance with applicable codes and standards as related to engineering, architecture, and fire and life safety.
- c. Assisting in the coordination and oversight of preventative maintenance of fire and life safety systems.

2.3 Faculty, Staff, and Administrators are responsible for the following:

- a. Communicating any renovation, alteration, and change in use of facility space under their purview to ERM for review and approval prior to commencement of the project or change.
- b. Enforcing TAMUK fire and life safety policies.
 - i. Ensuring that all fire and life safety policy violations identified in areas under their purview are corrected.

2.4 Students enrolled at Texas A&M University-Kingsville are responsible for the following:

- a. Complying with all TAMUK fire and life safety policies.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

Definitions

Refer to System Regulation *24.01.01, Risk Management Programs*, for any applicable definitions.

Contact Office

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