

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Fire Protection and Safety	5-002 FACILITY MANAGEMENT July 2009
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POLICY

- 1.01 Oklahoma State University Institute of Technology policy and State laws covering false alarms, arson, and safety equipment are applied as needed.
- 1.02 State laws and fire codes governing safe practices, building construction, egress facilities, and fire/safety protection to be provided.
- 1.03 Oklahoma State University Institute of Technology recognizes and hereby establishes the use of the standards of the American National Standards Institute, the provisions of the National Fire Prevention Code, the National Building Code, and the Standards of the National Fire Protection Association as minimum requirements for safety and fire protection in all University properties. Additional safety and fire protection above these requirements may be provided whenever the need is established by the State Fire Marshall, Director of Physical Plant Services, the Campus Safety Coordinator, or the appropriate administrators of Oklahoma State University Institute of Technology.

PROCEDURES

- 2.01 Request for new or additional permanent safety or fire protection equipment should be directed to the Campus Safety Coordinator for review and approval before purchase is made. Items such as bench shields, goggles, gloves, face shields, etc., which, while required to meet established Oklahoma State University Institute of Technology standards, may be considered as expendable, should be purchased accordingly.
- 2.02 The Campus Safety Coordinator may report, in writing, conditions considered hazardous to life or to cause a fire to start or spread or apt to cause or contribute to an accident or injury. Such reports shall be forwarded to the responsible unit leader. If the conditions still exist at the time of a second inspection and satisfactory solution is not agreed upon by the appropriate unit leader, the Campus Safety Coordinator will notify the Vice President for Fiscal Services for review and/or action.
- 2.03 All personnel shall be made aware of the procedures for the prompt reporting of fire and accidents in their building or areas. All personnel should be made aware of the location of all fire alarm boxes in their immediate work areas and how they are operated.

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- 2.04 Every administrator, unit leader, or supervisor is responsible for seeing that all personnel under his/her jurisdiction are advised of the safety equipment provided for their use and the proper care and use of such equipment. They shall further be responsible for seeing that safety equipment is used as required and maintained in operating condition at all times, and to see that employees use safe practices in their work.
- 2.05 Every unit leader or supervisor is responsible for periodically surveying their area of fire and safety hazards, practices, etc., and correcting any hazards found.
- 2.06 When a fire alarm is sounded in any Oklahoma State University Institute of Technology building, all personnel and students should immediately evacuate the building in an orderly manner by means of the nearest exit.
- 2.07 Use of fire equipment
- A. All supervisors should be certain that all personnel under their jurisdiction are fully aware of the location and the operation of the fire protection equipment in their area.
 - B. To ensure that fire equipment is in operating condition at all times, the use of fire extinguishers, fire hoses, fire blankets, etc., should be reported to the Campus Safety Coordinator.
- 2.08 In most cases, fire protection and basic safety equipment in new buildings should be furnished when the building is constructed. Additional fire protection and safety equipment required or deemed necessary by a unit leader to accompany a new building should be requested in writing to the Campus Safety Coordinator.
- 2.09 Additional fire protection and safety equipment necessitated by the remodeling of areas within a building, change of occupancy, or the establishment of a new laboratory, should be determined by the Campus Safety Coordinator in conjunction with the appropriate unit leader.

Approved: August 1996
Revised: March 2006
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