



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 75.20, **Fire Emergency Response Policy**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to protect the assets of TTUHSC El Paso and to ensure the orderly and efficient transition to and from normal to emergency operations. This is accomplished by the creation of an in-house program to assess the risks of potential emergencies on the institution and to develop and implement strategies for controlling those risks

**REVIEW:** This HSCEP OP will be reviewed in March of every even numbered year by the Senior Director of Safety Services, with recommendations and revisions forwarded through the Managing Director of Facilities Support Services to the Chief Financial Officer.

### PROCEDURE:

- I. **Program implementation** is the joint responsibility of the TTUHSC El Paso Facilities Support Services (FSS), Texas Tech El Paso Police Department (TTEPPD), and TTUHSC El Paso Department of Safety Services.
  - A. Primary Risk: is the faculty, staff, students and general public that are within the buildings daily that could be affected in the event of a fire or fire emergency.
  - B. Secondary Risk: is for the buildings themselves. The majority of the buildings on the TTUHSC El Paso Campus are equipped with automatic fire sprinkler systems and fire alarm systems. The fire alarm systems have the capabilities for automatic and manual evacuation for each building affected. The fire department is notified from TTEPPD Dispatch.
  - C. Fire Prevention: is a foundation for all facilities included within this plan. Annual inspections of the life safety systems (i.e., fire suppression systems, elevators, and smoke detectors) are conducted by licensed outside contractors. In addition, Special Systems conducts monthly and quarterly preventative maintenance (PM) service on these items. Walkthroughs are done continually by individual's doing routine daily work from the Safety Services Department, and inspections are done throughout the year from the TTUHSC El Paso fire marshal.
  - D. Fire Drills: are conducted yearly for all TTUHSC El Paso buildings. This is done under the direction of the TTUHSC El Paso fire marshal with the cooperation from TTUHSC El Paso Safety Services, Special Systems and TTEPPD.
  - E. The objective of this plan is to provide a reasonable degree of safety by reducing the probability of injury and/or death from the effects of fire & explosion, with due consideration of functional requirements. This is accomplished by:
    - Fire prevention and fire response education, which include:
      - Rescue, Alarm, Contain, and Evacuate (R.A.C.E.) procedures
      - Hands-on fire extinguisher training
      - Fire drills
      - Incident reporting procedures
      - Pre-fire planning with the local fire department
    - Prevention of ignition

- Early detection of smoke and/or fire
- Building evacuation
- Control of fire development
- Confinement of the effects of fire
- Extinguishment of the fire
- Investigation of all fire related incidents

**II. The Emergency Response Structure:**

- A. TTUHSC El Paso FSS essential personnel
- B. TTEPPD police/guards
- C. TTUHSC El Paso Safety Services (SS)
- D. TTUHSC El Paso FSS / Special Systems

**III. The Emergency Response Procedures:**

- A. 24-7 personnel receive the call, and they will respond to investigate the call.
- B. FSS personnel assist in locating announced indicator.
- C. TTEPPD will respond and will start to secure the area.
- D. Safety Services personnel will assist as needed; assist with employee evacuating and providing information to fire department if incident relates to chemicals.
- E. FSS personnel will activate and will respond to their assigned locations. They will ensure that people evacuate the building and they go to their assigned assembly locations.

**IV. The Emergency Response Resources:**

- A. Building fire suppression systems
- B. Building fire alarm system
- C. Fire extinguishers
- D. City of El Paso Fire Department
- E. Facilities essential personnel (see attachment A)
- F. TTEPPD/guards
- G. Emergency call tree (see attachment B)

**V. Mutual Aid:**

It is assumed within this document that the El Paso Fire Department will be notified and respond to fire emergencies. Once on the scene, the El Paso Fire Department will be in command of the event until it is mitigated.

**Facilities Operations & Maintenance  
(Attachment A)**

**Essential Personnel Designation by Position**

- Managing Facilities Director
- Senior Director of Operations and Maintenance
- Electrical Supervisor
- Mechanical Supervisor
- Traffic and Parking Manager
- Custodial Services Supervisor
- Fire Marshal
- Special Systems Supervisor
- Construction and Grounds Supervisor

**Facilities Operations & Maintenance  
(Attachment B)**

**Emergency Call Tree**

Emergency Call	911
TTEPPD	215-7111
Facilities 24/7	269-6537
Facilities daytime	215-4500
Safety Services	215-4820