



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso

Operating Policy and Procedure

Texas Tech University Health Sciences Center El Paso

Fire Safety Management Plan

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Texas Tech University Health Sciences Center at El Paso Campus

Fire Safety Management Plan

I. Mission



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The purpose of this plan is to promote, implement and administer a comprehensive life safety and fire prevention program for Texas Tech University Health Science Center El Paso (TTUHSC EL PASO EL PASO). The plan provides for and monitors a safe environment for employees, students, patients and visitors designed and maintained to comply with the most current edition of the Life Safety Code (LSC), and the National Fire Protection Association (NFPA) 101. Design criteria accepted by the healthcare community are used when designing the Environment of Care (EOC). TTUHSC EL PASO EL PASO must comply with the most current edition of the International Building Code (IBC).

II. Authority and Organization

The Safety Committee functions as the oversight body of the TTUHSC EL PASO EL PASO Fire Safety Management Plan and its resulting policies. Program implementation is the joint responsibility of Safety Services (SS), and Facilities Operations and Maintenance (FOM).

III. Objectives and Purpose

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:
- 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 the fire development
- Confinement of the effects of fire
- Extinguishment of the fire
- Investigation of all fire related incidents

The protection of an individual from fire can be reasonably ensured only through complete control of that individual's environment including: building construction, furnishings, decorations, processes and the like. However, no plan can prevent injury or loss of life resulting from a person's careless action.

IV. Responsibilities and Functions

The following are the responsibilities for the different functions that affect the Fire Safety Management Plan.

1. The Safety Committee (SC) is responsible for:



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- Annual evaluation of the Life Safety Management Plan's objectives, scope, performance, and effectiveness.
 - Ongoing review and analysis of plan effectiveness per established performance indicators.
2. Safety Services (SS) is responsible for:
- Management, enforcement and audit responsibility for all life safety and fire prevention programs, including:
 - Recognition and reporting of fire safety issues related to the facilities, equipment and conditions via the annual building safety audit program.
 - Reporting and investigating fire protection deficiencies in existing buildings and in new designs by plan review.
 - Interim Life Safety Measures (ILSM)
 - Inspection of all Fire Suppression systems and equipment.
3. Facilities Operations and Maintenance (FOM) is responsible for:
- The Preventive Maintenance Program in accordance with The Joint Commission standards applicable to NFPA requirements.
 - Working with registered design consultants to ensure that all building codes requirements are met.
 - Using design criteria that are referenced by the healthcare community.
 - ILSM program implementation.
 - Reviewing proposed acquisitions of furnishings, interior decorations, materials and other equipment for fire safety.
4. Clinical Department Unit Safety Officers are responsible for:
- Identifying and training staff on evacuation routes.
 - Identifying and training staff on specific roles and responsibilities for any emergency response, including evacuation of patients and staff.

V. Interim Life Safety Measures (ILSM)

The introduction of "outside" workers and activities associated with construction projects creates unusual dangers of fire in our facilities. ILSM are intended to provide a level of life, fire, and safety, as specified in the NFPA codes. In all construction areas and throughout areas with TTUHSC EL PASO EL PASO Project Manager(s) in coordination with the SS assess for hazards. When hazards are identified; it is the responsibility of the Director of Facilities Operations and Maintenance and or his designee and SS to implement ILSM and to notify the appropriate personnel of such deficiencies.

ILSM include but are not limited to:

- Physical separation from occupied areas



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- Placement of extra fire extinguishers
- Warning signs and secondary egress designation
- Fire watch
- Hot Works Permits
- Pre-construction review meetings for all projects
- Construction site inspections

VI. New construction/Renovation

When designing for new construction TTUHSC EL PASO EL PASO recognizes the Texas Accessibility Association (TAS) and American Disability Act (ADA) regulations. In addition, the TTUHSC EL PASO EL PASO Fire Marshal is responsible for reviewing plans for new construction and ensuring compliance with current NFPA codes. "New construction" not only includes facility additions, but also major renovations.

VII. Testing and Procedures

TTUHSC EL PASO EL PASO FOM and SS implement maintenance, testing and inspection procedures to support the operational reliability of fire, life, and safety systems and reduce the occurrence of false alarms. The following are maintained, tested and inspected in accordance with current NFPA standards on a regular schedule:

- Automatic fire extinguishing systems
- Fire detection and alarm systems
- Portable fire extinguishers
- Standpipe systems
- Building systems, including:
 - a) Fire doors
 - b) Fire smoke dampers
 - c) Exit lighting
 - d) Emergency lighting

VIII. Life Safety Policies

1. General Life Safety Practices:
 - No source of open flame shall be permitted in non-laboratory areas.
 - The TTUHSC EL PASO Fire Marshal's office must approve all space heaters.
 - Storage in egress corridors is prohibited.
2. Christmas Trees and Decorations
 - UL approved items
 - Only flameproof artificial Christmas trees may be displayed.



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- Christmas trees and or decorations shall not obstruct any means of egress.
- Decorations shall be of non-combustible or fire retardant material.
- 3. Flame Spread for Furnishings, Draperies and Other Fabrics
 - All purchases should be made through FOM to ensure all building standards and policies are being met.
 - Fire retardant coatings shall be maintained to retain the effectiveness of treatment service conditions encountered in actual use.
- 4. Smoking Policy
 - Patients, staff and visitors are prohibited from smoking on any TTUHSC EL PASO EL PASO owned or leased property.

IX. Training and Education

All new employees are required to attend new employee orientation. Required subjects include Accident Prevention, Emergency Procedures, Hazard Communication (Right to Understand), Blood-borne Pathogen Infectious Disease Exposure, other safety topics. All employees receive annual refresher training. Options available include:

- Scheduling SS to make a customized presentation.
- Review of the Safety In-service Module.
- Mail out of safety review module. Review of video presentation.
- Online Safety Programs Computer Based Training (CBT) Programs.

X. Information Collection and Evaluation System (ICES)

Information from life safety building audits and fire alarm, drill reports are gathered by the Department of Safety Services (DSS). Life Safety Code infractions identified is entered into the Life, Fire and Safety Daily Journal which is maintained by TTUHSC EL PASO Fire Marshals and transmitted to TTUHSC EL PASO EL PASO FOM for corrective action. The Life, Fire and Safety Daily Journal track all reports of potential hazards by department, category of hazard, resolution and time until complete.

XI. PERFORMANCE IMPROVEMENT INDICATOR

The performance criteria for staff knowledge of fire procedures and emergency actions is evaluated by TTUHSC EL PASO Fire Marshals based on evacuation drills, successfully completing New Employee Safety Orientation Program (NESOP) training, and observed preparedness to attend to and assist patients in the evacuation of a threatened area either by fire or severe weather.

- Evacuation standard is less than 12 minutes for all evacuation drills for all areas.
- Staff participation in fire drills of 90% or better.



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XII. CORRESPONDING POLICIES

- Construction Code Requirements Board of Regents Policy 08.06.1

Plan Name: Fire Safety Management Plan	Original Approval Date: 03/2013 Revised: March 1, 2016
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- Hazardous Material Incidents, TTUHSC EL PASO OP 75.03
- Compliance with National Fire Protection Association Standards, HSC OP 75.04
- Corridor Storage, TTUHSC EL PASO OP 75.06
- Elevator Usage, TTUHSC EL PASO OP 75.07
- Use of TTUHSC EL PASO Grounds, Facilities and Amplification Equipment, TTUHSC EL PASO OP 61.07
- TTUHSC EL PASO Fire and Life Safety Policy, TTUHSC EL PASO OP 75.16
- TTUHSC EL PASO Safety Manual
- TTUHSC EL PASO Laboratory Compliance Manual
- TTUHSC EL PASO Radiation Safety Manual



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