

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Fire Protection and Safety	5-002 FACILITY MANAGEMENT July 2014
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) 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 OSUIT 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 OSUIT.

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., while required to meet established OSUIT standards, may be considered as expendable and 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 of 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 pull stations in their immediate work areas and how they are operated.
- 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

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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 OSUIT building, all personnel and students will immediately evacuate the building in an orderly manner by means of the nearest exit.
- 2.07 Use of Fire Equipment
 - A. All supervisors will 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., will 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.
- 2.10 Use of Exits and Exit Access
 - A. Exit access is the corridors and stairwells provided in the building. The exit itself is the door or other means provided between the exit access and a place of safety from fire and smoke.
 - B. Exits or exit access shall not be obstructed in any manner with furniture, storage, displays, vending machines, etc.
 - C. Fire doors on stairwells, unless arranged to close automatically in the event of a fire, shall be maintained in the closed position at all times.
 - D. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time.
 - E. Exits and exit access doors shall not be locked at any time unless they are equipped with panic hardware or other approved means to permit emergency egress by building occupants.

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- F. Clear access shall be maintained at all times to safety showers, eye wash units and all other emergency safety equipment.
- G. Clear access shall be maintained at all times to all fire extinguishers, fire alarms, fire hoses, electrical panels and all other emergency fire equipment.

2.11 Fire Protection and Safety Equipment

- A. All fire protection and safety equipment shall be installed in compliance with applicable codes and standards under the supervision of the Safety Department and shall have their approval before being placed into use.
- B. No fire protection or safety equipment shall be moved or relocated without the knowledge and permission of the Safety Department. All such work shall be performed only by Physical Plant or contractors approved by the Safety Department.
- C. Sprinklers, fire or smoke detectors and other automatic fire protection devices shall not be blocked or painted. Any such items so damaged will be replaced.
- D. Storage shall not be permitted to be closer than 18 inches below sprinklers or fire or smoke detectors.
- E. Storage shall not be permitted to be closer than 24 inches from the ceiling in non-sprinkled buildings.

Approved: August 1996
Revised: March 2006
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