



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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**SUBJECT
UNIVERSITY SAFETY AND FIRE PREVENTION**

SUB-TOPIC

PURPOSE AND SCOPE

SAFETY

The Physical Plant is responsible for ensuring all UTD facilities and equipment are in proper working order and in compliance with appropriate federal, state and local regulations and codes.

However, safety is everyone's responsibility and all UTD personnel should immediately report safety hazards to the Physical Plant (Ext. 2177 or 2113) so they may be addressed.

FIRE PREVENTION

Fire prevention is the collective responsibility of everyone at UTD. It is a responsibility which must be assumed universally. An effective fire prevention program can be implemented economically if each individual assumes his/her just and proper responsibility.

The Physical Plant makes regular inspections of all fire extinguishers, stand pipes and fire hoses, and cooperates with the Richardson Fire Marshall to eliminate potential fire hazards.

If an individual notes a fire hazard or potential problem, s/he should contact the Physical Plant at Ext. 2141 immediately.