



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
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SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

FIRE PREVENTION

General Policy: The University Safety Manager is charged with ensuring that UTD is in compliance with all applicable fire safety regulations. Additionally, the University works closely with outside agencies having expertise in fire prevention.

However, an effective fire prevention program is only as good as those utilizing UTD facilities make it. By properly assuming a responsibility toward fire prevention and abiding by the following guidelines, each member of the University can assist the Safety Office to assure UTD has an effective fire prevention program in force:

1. Make sure that personal habits do not create a condition that could cause a fire. Most fires at UTD arise from the careless use and disposal of cigarettes, cigars, and pipe smoking remains.
2. If flammable, toxic, explosive, or otherwise dangerous materials are being used, they should be handled in an approved manner, observing all appropriate safety precautions.
3. At least two (2) avenues of escape should be provided from any area in which hazardous materials, machines, or processes are contained. Hallways and exits must be kept free of obstructions to a width of six (6) feet at all times.
4. Be familiar with the location and operation of fire extinguishers in your work area. If there are questions regarding the operation of fire extinguishers, contact the Safety Office (ext. 2141).
5. Know how to properly report a fire and protect others with appropriate warnings.
6. In the event of a fire, do not panic. Remain calm and evacuate the hazardous area unless you are requested by proper authorities to assist in fighting the fire. The saving of your own life, the lives of others, and valuable property may depend upon your actions before a fire gains serious headway.
7. All stairwell doors should be kept closed at all times.