



UNIVERSITY SAFETY OFFICE

SUBJECT: Fire Protection

I. PURPOSE

The purpose of this policy is to provide guidance on eliminating common fire hazards.

II. SCOPE

This policy applies to all SHSU employees, students, contractors and visitors.

III. EXCEPTIONS

There are no exceptions

IV. REQUIREMENTS

Candles

Candles are not permitted on the campus unless the following circumstances are met:

- The building does not contain any sleeping facilities.
- The candle is and never has been lit.

Extension Cords

Extension cords are for **temporary use only**. They shall not be used to provide continuous power to any electrical equipment. Extension cords that are rated at 14 amps or less shall not be used on University property. Solutions for electrical outlet shortages include:

- Rearrange equipment to place it closer to the electrical outlets.
- Unplug any device that is not needed to conduct state business, i.e. space heaters, cup warmers, radios, clocks, lights, lamps, etc.
- Have Physical Plant survey need for additional electrical outlets.
- Use power strips with integral circuit protection (fuse protection). Power strips must be plugged directly into wall outlet.

Space Heaters

Space Heaters cannot be used on campus unless the following circumstances are met:

- The space heater is equipped with a tip over switch that disables the heater if it falls over.
- The space heater is turned off at the end of each business day.
- A three foot area around the heater is kept clear of combustible items, i.e. paper, plastic, trash, etc.
- The heater is not used to dry or warm items by direct contact.
- Space heaters should be plugged directly into the electrical outlet.

Bulletin Boards

Postings on hallway bulletin boards must be kept orderly and limited on the number of paper items displayed. Whenever possible bulletin boards should be enclosed and the flyer and bulletins removed regularly. This will help reduce the amount of combustible materials in the emergency exit corridors.

Door Stops

Doors that equipped with closers shall not be disabled with any devise to keep the door in the open position. These doors and closures are intended to prevent a fire occurring within one area from spreading and affecting another area and/or egress.

Storage

Hallways, stairways, stairway closets and exits must be kept clear of any item, i.e. boxes, furniture, cabinets, equipment, planters, open doors, etc. that may interfere with escape of the building occupants in the event of a fire.

Excessive combustible materials in offices, closets and rooms must be eliminated to reduce the fire load in the building. Large amounts of paper, boxes, files and other combustible items provide fuel that increases the likely hood of rapid spread of fire, heat and smoke. The excessive combustible materials can overcome the capabilities of a sprinkler system and endanger the building occupants and fire fighters. The extent of these materials shall not exceed what is typical found in offices.

Materials shall not be stored within 24” of the room ceiling. Access to and visibility of all emergency equipment, i.e. fire extinguishers, fire alarm pull stations, fire hose cabinets, fire alarm audio/visual devices, safety showers, eye wash stations, fire suppression system pull stations, etc. shall remain clear all times.