

Standard Practice Guide Policies

Fire/Life Safety Programs

605.02

Applies to: All faculty, staff, students and visitors

The Department of Environment, Health & Safety (EHS) is the delegated authority having jurisdiction (AHJ) for fire safety on University owned properties, and as such is responsible for application and implementation of fire and life safety codes applicable to University facilities and operations. All faculty, staff, students and visitors to the University campus must be aware of their responsibilities regarding fire and life safety, and adhere to them while on university property or when conducting university related business, regardless of geographic location. The UM-Flint Environment, Health and Safety Department and the UM-Dearborn Department of Environmental Health and Safety are responsible for related services on their respective campuses.

A Culture of Safety is a Shared Responsibility

In a vibrant safety culture, everyone accepts responsibility for the wellbeing of themselves as well as those around them; allowing everyone to go home at the end of the day as healthy as when they arrived. To this commitment, the following responsibilities are outlined for various members of the University community.

All faculty, staff, and other employees

- Adhere to the highest standards for the safe operation of facilities and the protection of our employees, students, and visitors through the following actions:
 - Follow direction provided by the University Fire Marshal and inspectors during construction related activities, inspections, identified corrective actions or special events.
 - Take appropriate actions during life safety system alarms.
 - Do not tamper with life safety equipment or control systems.
 - Integrate fire safety best practices into all University activities.
 - Provide instruction for students and visitors on all applicable life safety requirements specific to the activity conducted and location.
- Report related issues or raise questions to your supervisor, EHS, or DPSS so that action can be taken to prevent or correct safety concerns. All reporting will be done **without fear of reprisal**; however, anonymous reporting can be made through the University Compliance Hotline (www.compliancehotline.umich.edu (<http://www.compliancehotline.umich.edu>)) at 1-866-990-0111.

The preference is to make a report to your local safety office so safety concerns can be addressed promptly.

Department of Environment, Health & Safety (EHS)

The EHS Executive Director, in accordance with the authority delegated to by the EVP/CFO, will assign an individual with an appropriate level of training and experience to act as the University Fire Marshal with sub-delegated authority to act as the AHJ for all fire safety related matters affecting the general safety and welfare of the University. Under direction of the University Fire Marshal, EHS staff will:

- Partner with and provide assistance and direction to University departments on fire/life safety matters in order to promote a culture of safety and compliance with applicable codes and regulations.
- Establish a fire/life safety standard for the University that includes a standardized inspection program using state certified inspectors; publish policies and guidelines for implementing the standard; and coordinate these standards with UM Ann Arbor Auxiliary units, and the UM Flint and Dearborn campuses.
- Provide assistance, training and drills in fire and life safety matters for departments and members of the University community.
- Provide guidance and direction to Architecture, Engineering & Construction (AEC) for all fire/life safety code related construction and renovation projects including:
 - Review plans for fire/life safety code requirements to be incorporated into the project by AEC.
 - Coordinate with the Ann Arbor Fire Department regarding fire suppression supply and fire response access to Ann Arbor campus facilities.
 - Perform building commissioning inspections on non-MBFS (Michigan Bureau of Fire Safety) controlled facilities and provide information to the EHS Code Inspection group after AEC has ensured all identified deficiencies have been corrected.
 - Perform building pre-commissioning inspections on MBFS controlled projects in preparation for final MBFS inspection. AEC staff coordinate both the EHS inspection and the MBFS inspector visit after all identified deficiencies have been corrected. EHS inspection staff will accompany the MBFS inspector during their visit to respond to any inquiries.
- Perform inspections of university owned facilities and operations, and report safety concerns to the appropriate UM unit for corrective action. Elevate unresolved issues to University administration as appropriate.
- Perform fire/life safety preplanning and inspections for University Events (in coordination with AEC, maintenance groups, event organizers, or other EHS programs) occurring on the Ann Arbor campus.
- Respond to fire related emergency response activities on the Ann Arbor campus; investigate origin and cause and approve post fire re-occupancy authorization for the impacted area.

Coordinate notification to State of Michigan Bureau of Fire Safety for all reportable fire related incidents and training related activities.

- Act as liaison, in consultation with the University Office of General Counsel when appropriate, with state and local fire officials and agencies when dealing with concerns impacting University activities.

- Prepare an annual summary of fire/life safety activity involving the UM Ann Arbor enterprise including activities at auxiliary units. This summary will be shared with the AVP Facilities & Operations and appropriate UM Executive Officers and other administrative officials. The annual summary will reflect the Fire Marshal's assessment of the UM Ann Arbor Campus based on information provided by units and will include a summary of:
 - Trends in fire and life safety improvements.
 - Significant fire/life safety matters that were identified and status of their corrective actions.
 - Assessment of life safety systems including operational capabilities and maintenance programs.
 - Assessment of training, practice drills, communication and education.
 - Any anomalies in the fire/life safety activities worth noting.

Ann Arbor Campus Maintenance Units

- Maintain a program that appropriately tracks maintenance, repairs, compliance testing, and follow-up of facility life safety systems.
- Inspect, test, and maintain life safety systems in facilities according to a schedule coordinated with the University Fire Marshal.
- Meet with the University Fire Marshal or designee on a regular basis to review overall status of the life safety compliance program.
- Provide appropriate information as requested by the University Fire Marshal for the annual summary document.

UM Division of Public Safety & Security

- Refer all reports of fires to the University Fire Marshal for appropriate follow-up, and provide appropriate information as requested by the University Fire Marshal for the annual summary report.
- Facilitate access to sites and facilities where fires have occurred.
- Refer any fire and life safety findings identified during routine activities to the University Fire Marshal for appropriate follow-up.
- During emergency operations follow standard procedures for initial response and activation of appropriate response agencies, both internal and external.
 - Notify EHS fire safety and Risk Management on all fire or smoke related incidents.
 - Notify EHS hazardous materials staff on all fire related incidents potentially involving hazardous materials.

UM Auxiliary Units (Hospitals and Health Centers, Student Life, Athletics)

- Establish fire safety programs and maintain life safety systems consistent with this SPG as well as guidelines and policies prepared by the University Fire Marshal.
- Provide appropriate information as requested by the University Fire Marshal for the annual summary report.

- This program may be accomplished using qualified internal resources with activity documentation provided to the University Fire Marshal, or through a Service Level Agreement with EHS dependent on availability of resources.

UM Flint/Dearborn Campuses

- Establish fire safety programs and maintain life safety systems consistent with this SPG as well as guidelines and policies prepared by the University Fire Marshal.
- Prepare an annual summary of fire/life safety activity in a format provided by the University Fire Marshal.
- The Flint and Dearborn campuses are responsible for coordinating support of construction and renovation projects occurring on their respective campuses in a manner consistent with this SPG.
- This program may be accomplished using qualified internal resources, contracting with a qualified third part vendor, or through a Service Level Agreement with EHS dependent on availability of resources.

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All faculty, staff, students and visitors

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Related Policies:

Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters
(/policy/601.24)
Safety, Health and Environmental Policy (/policy/605.01)

Related Links:

UM Environment, Health & Safety (<http://www.ehs.umich.edu/>)

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