

## Reporting Fire Safety Deficiencies CO-CS-PR10

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Environmental Health & Safety

Revision Date: 21 October 2004

Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

Administrators, faculty, staff, and students should promptly report any fire safety deficiencies to the Environmental Health & Safety Office (Ext. 22185). The types of problems that should be reported include but are not limited to the following:

### I. **Fire Hazards**

Report activities or conditions that in your opinion constitute an excessive fire risk. This includes persons using or storing flammable solvents in a dangerous manner, excessive combustible material (boxes, papers) improperly stored, hazardous smoking habits or any act or omission that could jeopardize life or property. Reports will be treated diplomatically, and individuals may remain anonymous. The goal is to prevent fires, not criticize.

### II. **Fire Extinguishers**

Report missing, used, damaged or malfunctioning fire extinguishers. Extinguishers must be refilled immediately after use. An extinguisher that has its seal broken should be treated as being discharged (Empty).

### III. **Fire Hose Cabinets**

Fire hoses in cabinets are being phased out and replaced with fire extinguishers.

### IV. **Fire Alarm Systems**

Report alarms (false or actual), malfunctions, or damage to any detector or alarm system.

### V. **Fire Sprinkler Systems**

Report any leaks, damage, malfunctions or abuse of a sprinkler system. Nothing should be hung from or stored on a sprinkler system. Nothing should be stacked or stored closer than eighteen (18") inches below the sprinkler head level. The spray from a head must be unrestricted by stock or storage. Any closing of a sprinkler system valve must be reported to the Environmental Health & Safety Office.