

What does a Fire & Life Safety Officer do?

The Fire & Life Safety Officer provides these services to the campus community:

- *Life Safety Evaluations:* Evaluates the risks and safety of your entertainment event.
- *Inspections:* Fire extinguishers and smoke detectors are inspected and annually maintained on campus and campus apartments.
- *Fire Drills:* Coordinates University Fire Drills.
- *Programs:* In charge of the Fire Warden Program.
- *Reviews:* Fire Safety Codes for buildings, special events, etc. upon request.
- *Communicates:* with the Houston Fire Department, Pasadena Fire Department, and Texas Fire Marshal when necessary.
- *Training:* Provides fire extinguisher and fire warden training.
- *Permit:* Grants Hot Work and Food/Special Events Permits utilizing flames.

Can I be a Fire Warden?

Fire Warden Program

A member from each office participates in fire awareness and warden training. The office fire warden will be alert and first to respond during a fire alarm by ensuring everyone has left their office suite or lab during a fire, fire drill, or other emergency. The office fire warden will be acutely aware of emergency and fire drill procedures, will be trained in fire extinguisher safety, and can inspect fire extinguisher(s) monthly in their own work area.

What is a Fire Watch?

Fire Watch

The Fire Watch is a designated person that oversees fire hazard activities. A Fire Watch is required if you or your department requests a Hot work permit for welding or a food/special event permit for open flames such as: candles, barbeques, Sterno (food warming) , etc. Becoming a Fire Watch is easy to do. Just complete the online Fire Extinguisher training annually or before your event, and send a copy of your completed certificate to EHS. The duties for Fire Watch are listed in the appropriate permit's procedures. Employees who want to practice using a fire extinguisher, can request to do so after EHS receives the certificate (that you scan and email) from the online training.

How can I get Fire Extinguisher Training?

Fire Extinguisher Training

Complete training by going through the tabs and links at <http://www.fireextinguisher.com/> , then take the test and print and sign the certificate at the end. Employees who want to practice using a fire extinguisher, can do so through Risk Management's Environmental, Health and Safety Office upon request, after receiving the online training certificate.

When are Fire Extinguishers inspected and maintained?

Fire Extinguisher Inspections and Maintenance

Visual inspections are conducted monthly. These are quick checks to ensure the extinguisher is fully charged and ready for use. Fire Wardens can perform the visual monthly checks and report to the Fire Safety Officer if any tags or parts are missing, the extinguisher needs replacing, etc. Professional inspection and maintenance service of the Fire Extinguishers is done annually.

When are Fire Drills?

Fire Drills

Fire drills will be conducted randomly twice a year. The Life Safety Officer, Risk Management office, FMC, and UHCL Police coordinate this event, while the Fire Wardens ensure that their work area is clear of occupants.