

# FIRE AND LIFE SAFETY

**POLICY NUMBER:** EMS-FIRELIFESAFETY

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR, SAFETY AND EMERGENCY MANAGEMENT

**RESPONSIBLE OFFICE:** SAFETY AND EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 11/2/2018

**NEXT REVIEW DATE:** YEARLY – 8/31/2023

**SUPERSEDES POLICY DATED:** 7/23/2016 - AND ENCOMPASSES AND REPLACES SEVERAL PROCEDURAL POLICES – SEE LIST IN REVISION HISTORY BELOW

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The purpose of this Fire and Life Safety policy is to provide a safer environment for the Northern Kentucky University community through compliance with the Fire and Life Safety Codes and Building Codes as adopted by the Commonwealth of Kentucky. The goals of the policy are to encourage safe practices throughout the University; reduce the risk to life and property; and mitigate the effects in the event of a fire by reducing incidences, degree of injuries and loss of property. This is accomplished through fire safety practices as articulated in associated procedures and recognized best practices.

## II. ENTITIES AFFECTED

All entities within the University and activities held on University property.

## III. AUTHORITY

This policy is designed to work in conjunction with or complement the following codes, standards, and regulations:

Kentucky Fire Code [[815 KAR 10:60](#)] and all referenced standards;

Kentucky Building Code [[815 KAR 7:120](#)] and all referenced standards;

Occupational Safety and Health Kentucky Administrative Regulations (KAR) [[803 KAR Chapter 2](#)].

The University may at its discretion institute rules and regulations that are more stringent than the applicable occupational safety regulations. It is the responsibility of the Director of Safety and Emergency Management to recommend appropriate and applicable procedures and guidelines that associate with this policy.

## IV. DEFINITIONS

Terms used in the associated procedures and guidelines shall be defined therein.

## V. RESPONSIBILITIES

Under the direction of the Assistant Vice President for Facilities Management, the Director of Safety and Emergency Management shall administer the University's Fire and Life Safety policy.

Compliance with this policy is the responsibility of all University faculty, staff, students, and visitors. Enforcement of the policy is the responsibility of administrators, department heads, and supervisors in the departments and units within their jurisdiction. Anyone not complying with this policy may be subject to disciplinary actions as described in the [Performance Expectations and Corrective Action](#) policy or the [Code of Student Rights and Responsibilities](#). Safety and Emergency Management (<https://inside.nku.edu/safety.html>), a unit of Facilities Management, is responsible for oversight of this policy.

Safety and Emergency Management shall assist University departments in developing programs designed to educate members of the University community on fire and life safety issues, when requested. The Director of Safety and Emergency Management shall have the authority to shut down an operation(s), room(s), or building(s) when it is determined that a severe danger to life or property may result if such action is not taken. Appropriate notification to affected individuals and respective authorities will be made as soon as practical.

As required by the Minger Act, each semester, the Director of University Housing shall provide University Police with a list that identifies disabled students requiring evacuation assistance.

## VI. PROCEDURES

The following procedures and programs are associated with this policy and may be enforced by Safety and Emergency Management:

- [Fire Alarm Evacuation Procedure](#)
- [Fire Alarm Response Procedure](#)
- [Fire Drill Procedure](#)
- [Fire Protection Impairment Procedure](#)
- [Hallway Storage Procedure](#)
- [Hot Work Permit Procedure](#)
- [NKU Emergency Action Plan](#)
- [Open Flame Procedure](#)
- [Roof Access Procedure](#)
- [Tent Permit Procedure](#)
- [Tunnel Safety Procedure](#)
- [Space Heater and Small Appliance](#)

## VII. REPORTING REQUIREMENTS

The University Police Department has been designated as the compliance office entity for ensuring that the requirements of the Clery/Minger Acts are met including reporting of all fire-related incidents. Clery report statistics are sent to the U.S. Department of Education. Minger report statistics are sent to the Kentucky Department of Education.

Safety and Emergency Management shall maintain documentation of fire safety inspections, incident reports, fire safety citations, and corrective action documents issued. Departments are responsible for maintaining all training records for their employees.

## VIII. TRAINING

The Director of Safety and Emergency Management shall be responsible for coordinating necessary training related to fire and life safety. Deans and directors shall be responsible for ensuring all employees have read and understand this policy and all applicable plans, procedures, and regulations, and receive required training. Training requirements can be found within the procedures, plans, and regulations associated with this policy.

## IX. COMMUNICATIONS

The University shall make available its fire and life safety rules, policies, and procedures through appropriate websites and handbooks.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
<b>Review and minor edits</b> (retired Space Heater/Small Appliance policy and added it to procedures referenced here; replaced reference to “Discipline” policy with the revised “Performance Expectations & Corrective Action” policy; minor edits/formatting)	<b>August 31, 2022</b>
<b>Review and minor edit</b> (changed “University Police” to “The University Police Department” in section VII).	<b>November 8, 2021</b>
<b>Review with no change</b>	<b>November 9, 2020</b>
<b>Edited and updated URLs</b> <b>Minor addition – per Gina Yoon, University Police:</b> Added sentence to Section V – “As required by the Minger Act, each semester, the Director of University Housing shall provide University Police with a list that identifies disabled students requiring evacuation assistance.”	<b>July 12, 2020</b>
<b>Revision</b>	<b>November 2, 2018</b>
<b>By referencing Safety and Emergency Management websites that house procedures, this policy replaces and retires the following policies:</b> Extension Cord Policy, Fire Drill, Hallway Storage, Hot Work, Indoor Flame, Open Flame, Open Outdoor Fire, Tent Use, Utility Tunnel Access, Building Evacuation	
<b>Revision</b>	<b>July 23, 2016</b>
<b>New Policy – Administrative Regulation (AR-II-3.0-4.1)</b>	<b>August 10, 1982</b>

# FIRE AND LIFE SAFETY

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

A. K. Vaidya

Date 1/16/19

Ashish K. Vaidya

Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 1 / 16 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Ben Jager

Date

2.1.19

Benjamin Jager

Ben Jager