

# **FIRE AND LIFE SAFETY**

**RESPONSIBLE OFFICIAL TITLE:** VICE PRESIDENT-ADMINISTRATION & FINANCE

**RESPONSIBLE OFFICE:** SAFETY AND EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** 11/2/2018

**NEXT REVIEW DATE:** YEARLY – 5/22/2026

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

**BOARD OF REGENTS REPORTING:** 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:

- Promote safe practices across campus,
- Reduce the risk to life and property, and
- Minimize injuries and damage in the event of a fire.

These goals are achieved through fire prevention, education, regular inspections, and enforcement of safety procedures aligned with national best practices.

## **II. ENTITIES AFFECTED**

This policy applies to all departments, faculty, staff, students, visitors, and activities conducted on University-owned or controlled property.

## **III. AUTHORITY**

This policy is designed to 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, and
- Occupational Safety and Health Kentucky Administrative Regulations (KAR) [[803 KAR Chapter 2](#)].

The University reserves the right to implement more stringent fire and life safety requirements than those mandated by external 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**

Definitions for technical terms used in this policy are provided within the associated procedures and guidelines

## 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 areas of authority.

Anyone failing to comply with this policy may be subject to disciplinary actions as outlined in the [Performance Expectations and Corrective Action](#) policy or the [Code of Community Standards and Student Rights](#).

[Safety and Emergency Management](#), a unit of Facilities Management, is responsible for the following:

- Assisting departments in developing fire and life safety educational programs upon request,
- Coordinating required inspections and documentation of fire safety records,
- Maintaining documentation of incident reports, citations, and corrective actions,
- Responding to unsafe conditions and exercising authority to shut down rooms, buildings, or operations that present an imminent hazard to life or property.

Notification of such actions will be provided to affected parties and appropriate University officials as soon as practical.

In compliance with 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 fire and life safety training for the University.

Deans and directors shall be responsible for:

- Ensuring all employees have read and understand this policy, its associated procedures and regulations, and receive required training, and
- Confirming that employees receive required training appropriate to their role.

Training requirements can be found within the procedures and plans associated with this policy.

## IX. COMMUNICATIONS

The University shall make all fire and life safety policies, rules, and procedures available to the campus community through:

- The Safety and Emergency Management website: <https://inside.nku.edu/safety.html>,
- Relevant handbooks and operational documents, and
- Periodic notifications and training modules.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
<b>Review, formatting, and edits</b>	<b>May 22, 2025</b>
<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 Clery Coordinator, University Police:</b> Added	<b>July 12, 2020</b>

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>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

Ashish Vaidya

Date 12/18

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