

Northern Kentucky University	Policy Link: Fire and Life Safety Policy
Issue Date: 11/02/2018 Revised Date:	Title: HALLWAY STORAGE PROCEDURE

OBJECTIVE AND PURPOSE

The purpose of this policy is to maintain hallways as a safe means of egress from buildings at the University or those being leased for University staff. Kentucky Fire Prevention Code states that "no furnishings, decorations, or other objects shall obstruct exits or their access thereto, egress therefrom, or visibility thereof." This procedure is administered under the authority of the University Fire and Life Safety Policy.

DEFINITIONS

There are no definitions listed for this procedure.

RULES AND PROCEDURES

Primary exit access corridors must be free of any furnishings, decorations, or other objects that might impede the prompt evacuation of building occupants in times of emergency. Placement of any of these items in primary egress corridors is subject to the review and approval of Facilities Management.

The use of corridors for overnight or longer storage of construction material, equipment scheduled for installation, supplies pending movement into labs or offices, or similar items which could jeopardize emergency egress is prohibited unless authorized by Safety and Emergency Management.

All emergency equipment, including safety showers, eyewash stations, fire hose cabinets, fire alarm devices, fire extinguishers, and electrical panels, must have unobstructed access (i.e., >3 feet) at all times. This restriction applies to all areas.

All safety signs/warnings must be unblocked and clearly visible at all times.

This procedure does not prohibit the temporary parking of an occasional object such as a laboratory cart in the hallway which may be quickly moved by the occupants in order to provide full access.

Only equipment required for emergency response is allowed to be located or stored in stairwells. In addition, storage is not allowed under stairs.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

TRAINING

Departments shall ensure that employees are trained on these procedures and adhere to the rules and responsibilities.

For additional information, forms, training, and other resources visit nku.edu/safety.