Fire & Life Safety Plan

Texas A&M University – Central Texas
Office of Safety & Risk Management

May 8, 2019

Texas A&M University – Central Texas
Fire and Life Safety Plan

Submitted by: Safety and Risk Management Officer

Approval Document

Original signed and on file in the Office of Safety & Risk Management
Safety and Risk Management Officer — Date

Original signed and on file in the Office of Safety & Risk Management
Vice President for Finance and Administration — Date

Original signed and on file in the Office of Safety & Risk Management
President — Date

Change No.	Date of Change	Description of Change	Change Made by:
Initial	April 22, 2015	Initial document	Shawn Kelley
001	May 21, 2015	Updated evacuation route and fire alarm / Fire extinguisher diagrams	Shawn Kelley
002	May 22, 2015	Renamed Appendix A to Appendix B	Shawn Kelley
003	May 22, 2015	Added new Appendix B, Evacuation Assembly Area map	Shawn Kelley
004	June 2, 2015	Renamed Appendix A to Appendix B. Renamed Appendix B to Appendix C. Added new Appendix A, max occupancy for large lecture halls.	Shawn Kelley
005	August 17, 2015	Added paragraphs G & H, to the FIRE MITIGATION section. Paragraph H includes inspections and reporting requirements. Paragraph H includes inspection and reporting responsibility. A new appendix, Appendix D, includes Inspection Schedules, Forms, and Reports.	Shawn Kelley
006	September 7, 2015	Adds laboratory inspection schedule, forms and reports to Appendix D	Shawn Kelley
007	September 11, 2015	Added lab safety inspection form and updated content of para G & H in the FIRE MITIGATION section.	Shawn Kelley & Allyson Martinez
008	September 7, 2016	Added a section on Fire & Life Safety Inspections and added/updates inspections forms	Shawn Kelley
009	September 7, 2016	Updated emergency egress routes and fire safety maps	Shawn Kelley
010	September 21, 2016	Added monthly Bloodborne Pathogen, Hazard Communication Training and Hepatitis B Accept/Decline check to monthly checklist	Shawn Kelley
011	October 26, 2016	Updated Appendix B (Evacuation Assembly Areas)	Shawn Kelley
012	March 18, 2019	Updated UPD phone number	Shawn Kelley
013	March 18, 2019	Updated information on 911 Shield App, changed to Warrior Shield	Shawn Kelley
014	March 18, 2019	Updated Appendix A Maximum Occupancy Levels for large lecture halls), B, (Evacuation Assembly Areas), C (Evacuation Egress Routes), and D (Monthly/Annual Inspections)	Shawn Kelley

Texas A&M University – Central Texas
Fire and Life Safety Plan

INTRODUCTION

A fire is one of most devastating disasters a university can face because one can occur on any day at any time; fire knows no season. Since the potential for injury, loss of life or property from a fire or safety related incident is a daily risk for the university, this plan takes a proactive approach to recognizing and evaluating safety risks and instituting appropriate steps to remove or reduce them.

MISSION

The health and well-being of all persons who enter our grounds is of paramount importance to everyone here at Texas A&M University – Central Texas. Our mission is to reduce the risk of fire or safety incidents by ensuring safe work practices through a team approach involving our employees and departments as well as training on emergency procedures to follow in the event a fire does occur.

PURPOSE

Since most serious fires are preventable, it is our intent to reduce this threat through education on prevention and mitigation.

> *Prevention* is the action(s) taken to decrease the likelihood that an event or crisis will occur by eliminating the hazard or vulnerability.
>
> *Mitigation* is the action(s) taken to eliminate or reduce the loss of life and property damage related to an event(s) that cannot be prevented.
>
> *Inspections* are the action(s) taken to identify and correct issues that may result in a fire.

EFFECTS OF A FIRE

A. Most fires emit a high level of extremely toxic smoke which is the cause of most fire deaths. In addition to producing smoke, fire can incapacitate or kill by reducing oxygen levels, either by consuming the oxygen, or by displacing it with other gases.

Within 30 seconds – disorientation occurs
Within 2 minutes – unconsciousness occurs
Within 3 minutes – death occurs

B. Heat is also a respiratory hazard, as superheated gases burn the respiratory tract. When the air is hot enough, one breath can kill.

Obviously, time is of the essence, so it is crucial that you know how to respond when faced with a fire in order to ensure your safety and the safety of those around you.

RECOGNIZING FIRE HAZARDS

Fires can be caused by a variety of hazards including, but not limited to, unprotected or faulty equipment, improper storage of combustible materials, inadequate ventilation, inattention, human error, arson, and failure to follow established safety guidelines. Most fire hazards can be recognized and corrected by knowing and following the procedures contained herein and keeping alert to potentially dangerous situations. Employees should report any and all fire hazards or potentially unsafe conditions to their supervisors immediately.

FIRE PREVENTION

The potential severity of fire disasters makes fire prevention everyone's responsibility. Following these guidelines can help prevent and mitigate fires:

A. Plug items directly into the outlet when possible.
B. Never use extension cords in place of permanent wiring or for extended periods of time.
C. Use power strips instead which must be plugged directly into a wall outlet. If an extension cord must be used, it must be UL approved with grounding plug, and should only be used on a short term basis.
D. Ensure all electrical equipment is UL approved, and have regular inspections on wiring, and appliances.
E. Do not overload circuits as they can easily be a source of ignition.
F. Do not "daisy chain" extension cords or power strips.
G. Turn off or unplug nonessential electrical equipment at the end of each workday.
H. Keep work and refuse areas clean and free of debris.
I. Never leave microwaves unattended while in use.
J. Smoke in designated smoking areas only.
K. Dispose of cigarette butts in designated containers. Do not throw them on the ground or use building walls, furniture, etc. to put them out.
L. Minimize combustible storage.

M. Store flammable/combustible materials in approved containers, and away from heat or ignition sources such as cigarettes.
N. Store rags that contain flammable liquids only in approved containers.
O. Use flammable/combustible materials in well-ventilated areas only.
P. Never smoke or use an open flame near flammable or combustible materials.
Q. Dispose of flammable/combustible materials according to established safety guidelines.
R. Keep all equipment and machinery clean and in good working order.
S. Always allow machinery to cool before filling gas tanks.
T. Report any detection of propane gas to the Department of Public Safety/University Police Department (UPD) immediately at (254) 501-5800, and/or use the Warrior Shield App.

FIRE MITIGATION

A. Ensure fire extinguishers are checked on a monthly basis and inspected annually by a qualified fire extinguisher inspection, service and repair supplier. Fire extinguishers must be fully charged and current to be effective. If you see one in your area where the needle is no longer within the "green" range or has expired, please contact the Director of Facilities at (254) 548-1869 or the Safety and Risk Management Officer at (254) 519-5771.
B. Ensure that stacked items are 18 inches away from the ceiling if the room or area is protected by a fire suppression system (sprinklers), and 24 inches from the ceiling if there is no fire suppression system. Attached wall shelving is an exception unless located directly under a sprinkler head. If so, you must maintain the 18 inch clearance.
C. Do not block fire pull stations or fire extinguishers.
D. Do not hang decorations, signs, and other items on or near a sprinkler head.
E. Do not prop open or block a fire door with such items as doorstops, blocks of wood or potted plants. Always keep fire doors closed. Fire doors serve as barriers to limit the spread of fire and restrict the movement of smoke. For fire doors with approved closure devices, make sure that nothing around the door can impede the closure. Never alter a fire door in any way because such simple alterations as changing a lock or installing a window can lessen the fire rating of the door.
F. Do not allow rooms to be occupied beyond the maximum capacity. See Appendix A.

FIRE & LIFE SAFETY INSPECTIONS

A. All fire and life safety inspection reports will be submitted to the Vice President for Finance & Administration on a monthly and/or annual basis for review. All deficiencies that cannot be mitigated at the time of the inspection will be submitted to Facilities Maintenance (SSC) through the Maintenance Connection work order website. All maintenance requests are tracked on the Fire and Life Safety Monthly Report. The time

allotted for work order completion will be dependent on the risk/legal requirements associated with the deficiency. The order of escalation for non-completed/failed work orders will be the SRMO, the VPFA, and the University President.

B. The Safety and Risk Management Officer (SRMO) will receive the inspection reports assigned to the University Police Department (UPD) and the Facilities Director (SSC) and compile a monthly and/or annual report that includes all inspection reports that are the responsibility of the SRMO, UPD, and SSC. The SRMO submits monthly and or annual reports under its responsibility to the Vice President for Finance & Administration for review.
    1. Monthly inspections include, but are not limited to: Fire extinguishers (SRMO), AEDs (SRMO), updating the personnel locator table (SRMO), all building safety inspections (SRMO), building panic buttons (UPD), parking lot emergency phones (UPD), spill containment inspection & drainage (SSC), oil/diesel/propane/transformer tank and containment vessel inspections (SSC), emergency generator preventative maintenance and load bank testing, (SSC), laboratory safety inspections (SRMO and/or the Laboratory Coordinator), elevator firefighter emergency operation monthly tests (SSC).
    2. Elevators (SSC/Contractor), sprinkler system (SSC/Contractor), fire suppressions system inspections (SSC/Contractor), smoke/heat detector inspections (SSC/Contractor), fire extinguishers (SSC/Contractor), fire hydrant semiannual inspection and flushing (SRMO), boiler inspections (SSC/Contractor), laboratory fume hoods and certifications (SSC/Contractor/Laboratory Coordinator), semiannual generator PM check (SSC/Contractor), backflow prevention valve inspections (SSC/Contractor), switch gear and transformers (SSC/Contractor), rooftop davit system on Warrior Hall (SSC/Contractor), and lightning protection system inspections (every 3 years).

FIRE RESPONSE

A. If you smell smoke, and the alarm has not yet activated, try to locate the source. Contact UPD immediately at (254)-501-5800.
B. Upon discovering a fire or smoky condition (have visual), activate the nearest fire alarm pull station.
    1. If for any reason, the alarm stops sounding or does not sound when pulled, activate additional fire alarm boxes and verbally shout the alarm.
    2. If the fire is small, and you have been trained in the proper use of a fire extinguisher, you may attempt to extinguish the fire providing doing so does not put yourself or anyone else in immediate or unnecessary danger. Should you make this choice, keep yourself between the fire and exit door to ensure you can retreat safely without getting trapped should the fire become uncontrollable.

C. Begin evacuation when alarm sounds by following evacuation routes which are posted in each classroom and office suite. Do not use the elevators.
   1. Quickly turn off and unplug all electrical equipment if safe to do so.
   2. Turn lights off, and close doors behind you as you go as this reduces oxygen to the fire slowing its spread. Do not lock them.
   3. Alert people in the area to the danger by knocking on doors and shouting "Fire."
   4. Once outside, go directly to the assembly area in the back of the parking lots (see Appendix B).
   5. Report those unaccounted for to the University Police Department immediately.

EVACUATION ASSISTANCE

A. Individuals who need or may need assistance during an emergency are encouraged to identify themselves to their supervisors so that prior arrangements can be made to enable the evacuation to run more smoothly.

DISABLED

1. Encourage persons unable to evacuate themselves to wait inside an evacuation stairwell for rescue workers to arrive.
2. Volunteers assigned to each floor are asked to stay with these individuals until emergency responders arrive and then exit the building.
3. If imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocate the individual(s) to the inside of a fire rated stairwell as their sustainability against fire and smoke is greater than open areas.
4. Ensure that individuals are staggered within the stairwell to guard against the risk of tripping or falling down the stairs.
5. Transporting of disabled individuals up or down stairwells can be accomplished with a stairwell evacuation chair or by emergency response personnel.

HEARING IMPAIRED

1. Turn lights on and off to gain the person's attention.
2. Indicate directions with gestures or a written note.

VISUALLY IMPAIRED

1. Clearly announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going, and alert him/her to obstacles along the way.

INJURED PERSONS

1. Do not attempt to move injured persons unless there is an immediate threat to life.
2. Stay with the injured person until emergency personnel arrive, then exit the building.

PRECAUTIONS

A. Do not use elevators as an escape route in the event of an evacuation. The shafts may fill with smoke or the building could experience a power failure during the fire leaving you trapped.
B. Do not enter a room that is filled with smoke.
C. Do not enter a room if the door is warm to the touch.
D. Heat and deadly smoke rise, so if the evacuation area is full of smoke, stay low and crawl to breathe cleaner air which can be found 12 – 24 inches above the floor.
E. If you must open doors while evacuating, test the door before opening. Use the back of your hand to touch the door, the doorknob, and the door frame. If they are hot, do not open the door. If they are cool, brace yourself against the door and open it slowly. If smoke and heat are present, close the door and use an alternate route.
F. If you are trapped, try to stay as calm as possible. Try to get to a room with an outside window and a telephone. Use the Warrior Shield app and/or call 911 to give them your exact location. If there is no phone, wave an object in the window to signal for help. Keep all doors between you and the fire closed, but not blocked. Cover all vents and seal cracks around the door to keep out the smoke. Be as calm and patient as possible. Rescue personnel will arrive to assist you.

FACULTY AND STAFF

All personnel will be made aware of the evacuation routes, assembly areas and location(s) for fire alarm pull stations and fire extinguishers for their area (see Appendix C).

STUDENTS

At the beginning of each semester, all faculty members should instruct their students on what to do in case of a fire alarm or an actual fire. Students should be instructed on evacuation routes, location of fire alarm pull stations and fire extinguishers.

ARSON

If you suspect arson, no matter how small the incident, contact the University Police Department at (254) 501-5800. Do not alter the fire scene in any way, unless you are trying to extinguish a live fire.

FLAMMABLE/COMBUSTIBLE STORAGE

A. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

   Class A Combustibles include materials that can act as fuel such as wood, paper, cloth, rubber, and plastics. Water is an approved fire extinguishing agent for Class A combustibles.

   Class B Combustibles include flammable and combustible liquids (gasoline, oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. Do not use water to extinguish Class B Combustible fires. Water can cause the burning liquid to spread, making the fire worse.

   Note: All fire extinguishers on campus are ABC, multipurpose extinguishers that can be used on all fires.

B. Improper storage of these materials greatly increases the risk of both the fire event and its severity. To reduce the hazards associated with these substances:

   1. Store flammables in approved containers. Amounts over 1 gallon should be stored in flammable storage safety cabinets.
   2. Do not store combustible materials in hallways, stairwells, or mechanical rooms.
   3. Eliminate excess combustible materials such as paper and cardboard.
   4. When stacking combustible materials, leave at least 18 inches between the top of the stack and the ceiling in rooms with sprinklers and 24 inches in rooms without sprinklers.

SMOKING

Pursuant to Rule Number 34.05.99.D1, smoking is prohibited inside all campus buildings, and is permitted only in designated smoking areas located a minimum of fifty (50) feet from buildings.

EMERGENCY ACCESS AND EGRESS

A. Emergency access and egress are critical during an emergency situation such as a fire. During a fire, timing and quick response are essential to saving lives and property. Effective emergency access ensures that fire trucks can reach a building in time to extinguish a fire before it gets out of hand. Unobstructed emergency egress ensures that building occupants can exit a building to safety. Each location must have a clear means of egress to the outside.

> *Emergency Access* – pertinent facilities and equipment remain available and unobstructed at all times to ensure effective fire detection, evacuation, suppression and response.
>
> *Emergency Egress* – is a continuous and obstructed way to travel from any point in a public building to a public way. A means of egress may include horizontal and vertical travel routes, including intervening rooms, doors, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, courts and yards.

B. Because exit corridors and stairwells are the primary means of egress during an emergency:

1. Leave at least 44 inches clear width of unobstructed, clutter-free space in all corridors, stairways, and exits.
2. Do not place hazardous materials or equipment in areas that are used for evacuation.
3. Do not use corridors or stairways for storage of office or laboratory equipment. Corridors may not be used as an extension of the office or laboratory.

FIRE EXTINGUISHERS

All fire extinguishers located in Texas A&M University-Central Texas buildings are ABC, multipurpose extinguishers that can be used on all fires. All fire extinguishers are checked monthly by the Safety and Risk Management Office and annually by a contracted fire protection company. Never attempt to use a fire extinguisher unless you have been trained to do so. While operating instructions are on the label, the time to learn about its use is not during an actual fire.

HOLIDAY DECORATIONS

A. Holiday decorations can sometimes be fire hazards. Following the listed guidelines can improve fire safety during the holidays:

1. No live Christmas trees in any University building. Use an artificial tree that is fire resistant.

2. Do not place trees or holiday decorations where they may block emergency egress.
3. Use only decorations that are fire retardant.
4. Use only UL labeled electrical decorations.
5. Practice good housekeeping by minimizing paper and other combustible decorations.
6. Avoid using extension cords. If you must use one, use a heavy gauge cord with a grounding plug. Place it in plain view, making sure it is not a tripping hazard.
7. Do not use candles or other decorations with open flames.
8. Turn off all electrical decorations when the room is unoccupied (e.g., tree, etc.).

FIRE DRILLS

Although a fire drill may interrupt work and classes for a short period of time, they are a small inconvenience that could possibly save lives if a real fire were to occur. Consequently, all persons at Texas A&M University-Central Texas are required to participate in all fire drills, and must leave the building when the alarms are sounded. All persons should quickly lock up valuables or take them when exiting the building. Remember to close office and classroom doors when leaving.

Fire drills will be conducted a minimum of once per year, and may be announced or unannounced. Floor monitors will help assist the University Police Department Public Safety in evacuating the building. Faculty members having class should remind their students of the proper evacuation route. Evacuations should be accomplished in a calm, orderly manner. They are not designed to test for speed.

NOTES

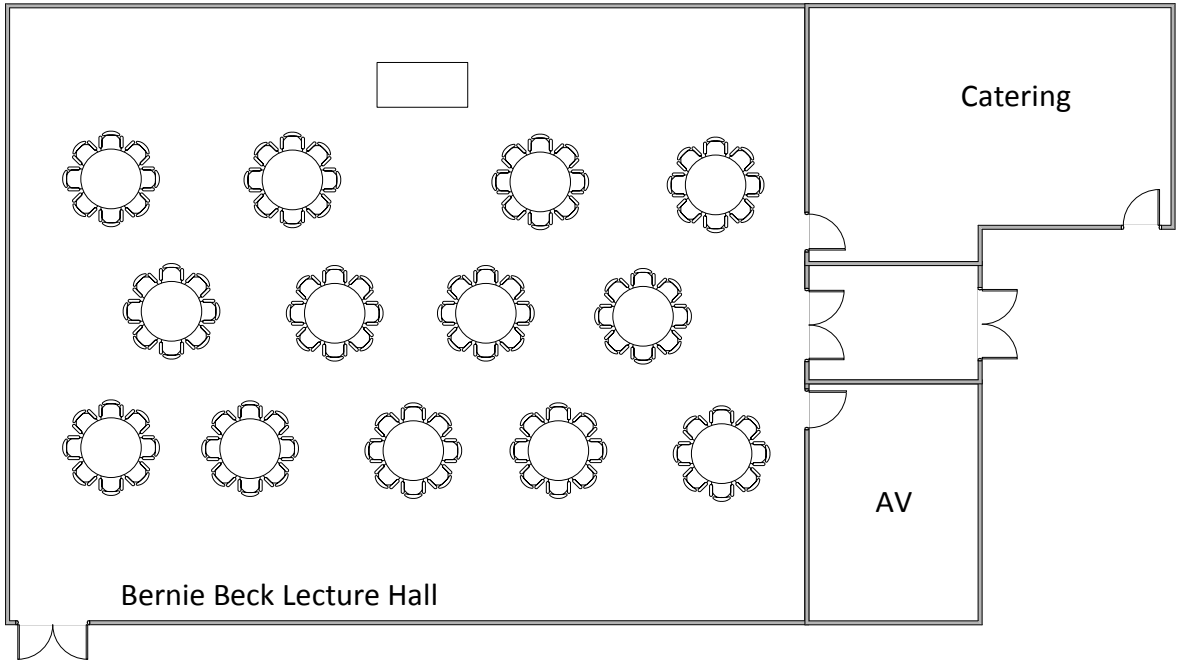
A. All fires, even those that have been extinguished, must be reported to the University Police Department.
B. To report all emergencies, dial 911 or call University Police Department at 254-501-5800. State your name, location, and the nature of the emergency. Speak slowly and clearly. Always wait for the dispatcher to break the connection first because, on occasion, the dispatcher may need additional information or may provide you with additional instructions.
C. Emergency phones are located throughout the parking lots.

References:

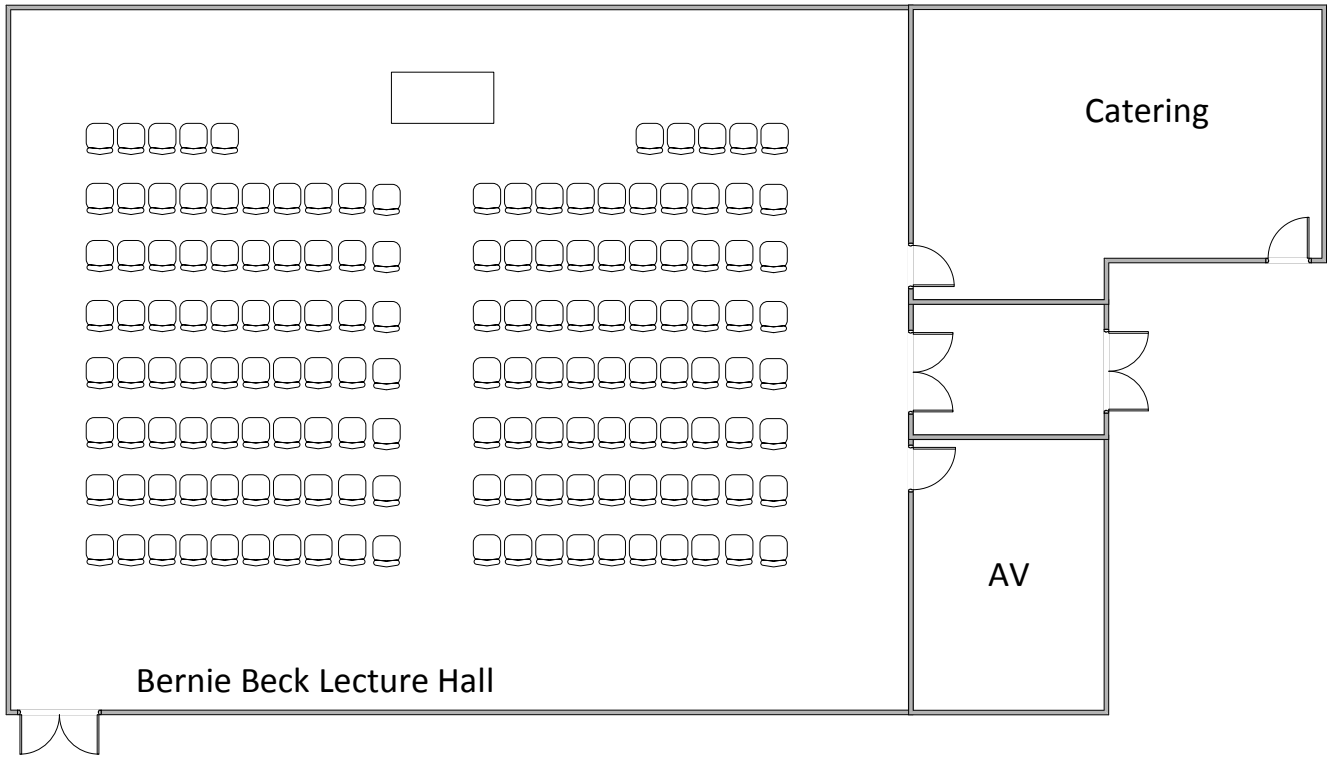
http://www.usfa.fema.gov/citizens/college/

APPENDIX A

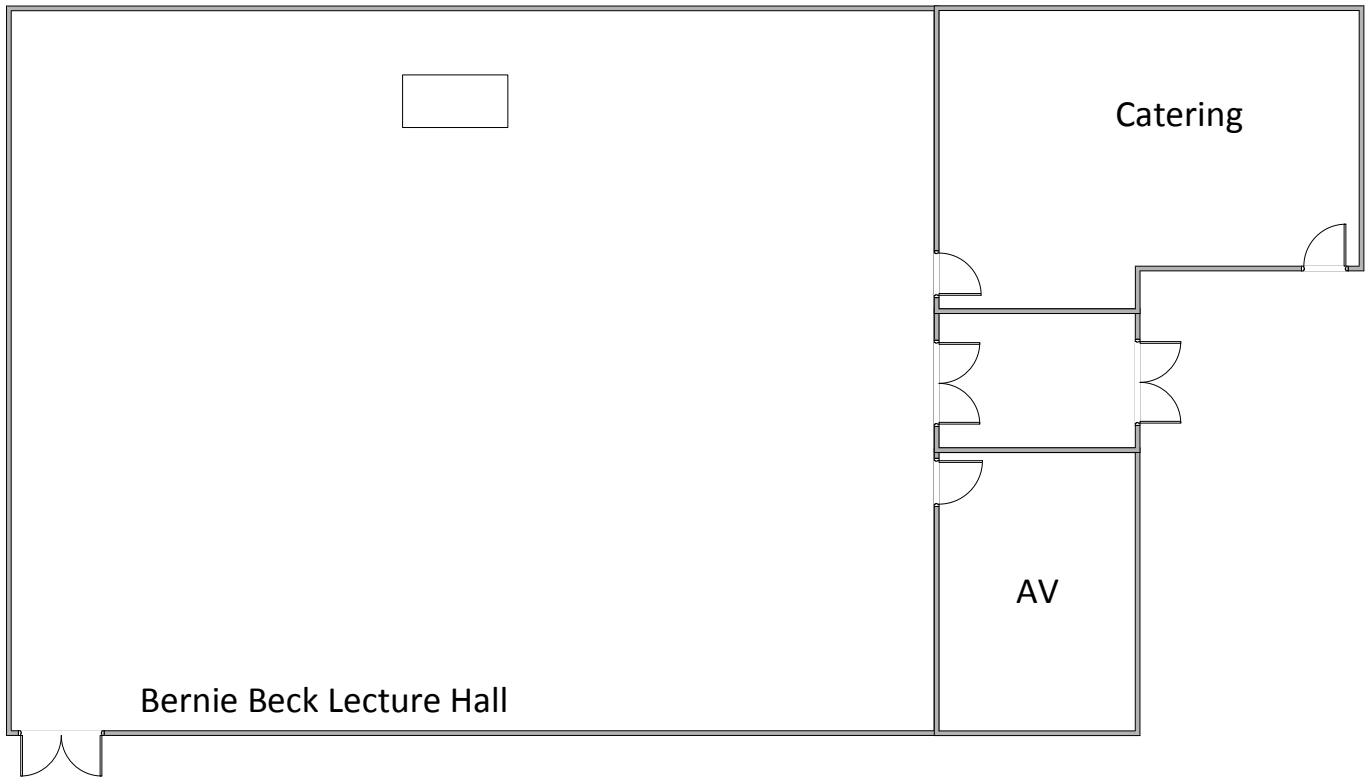
Maximum Occupancy Levels for large lecture halls



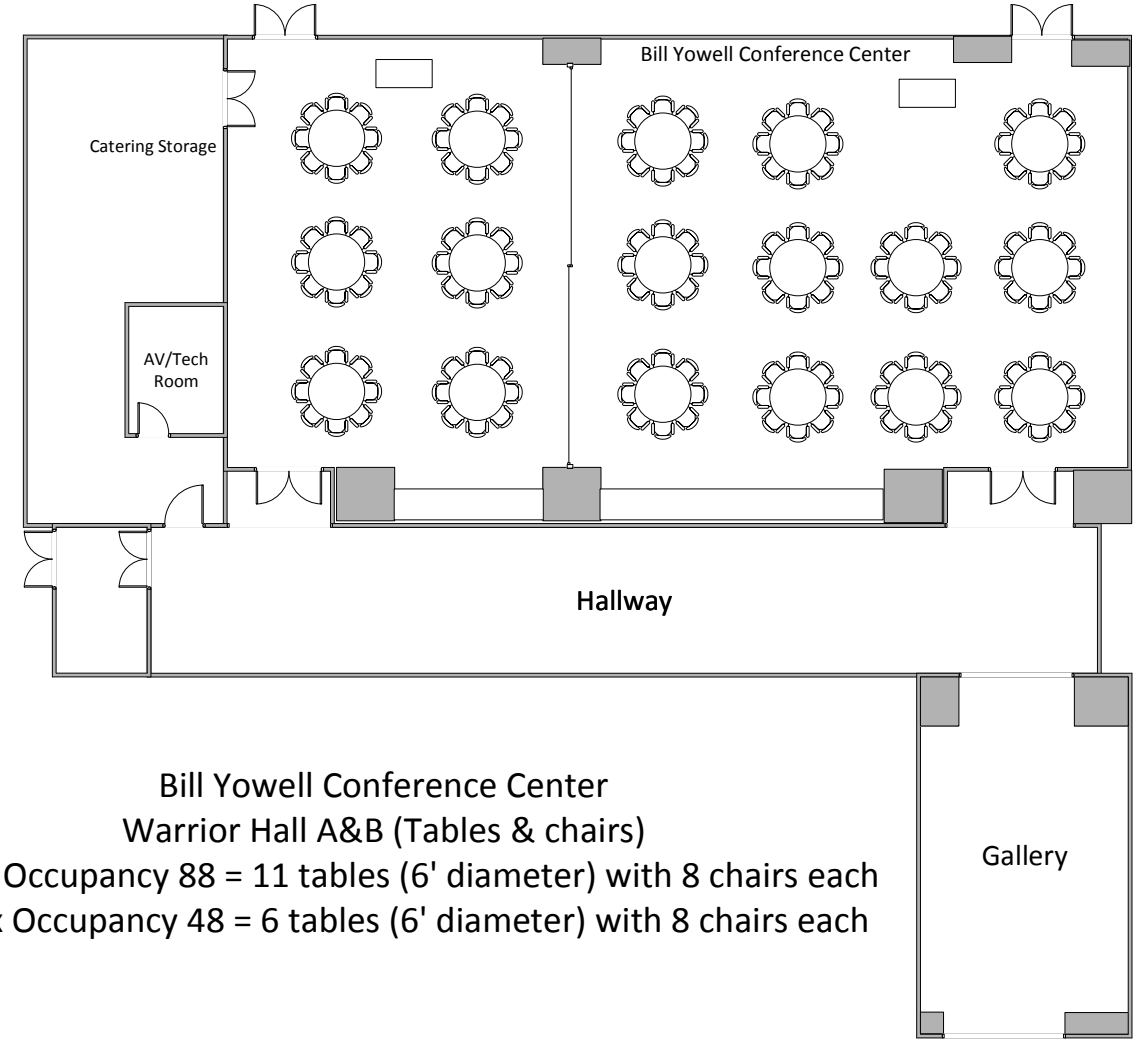
Bernie Beck Lecture Hall, Founder's Hall (Tables & chairs)
Max Occupancy 104 = 13 tables (5' diameter) with 8 chairs each



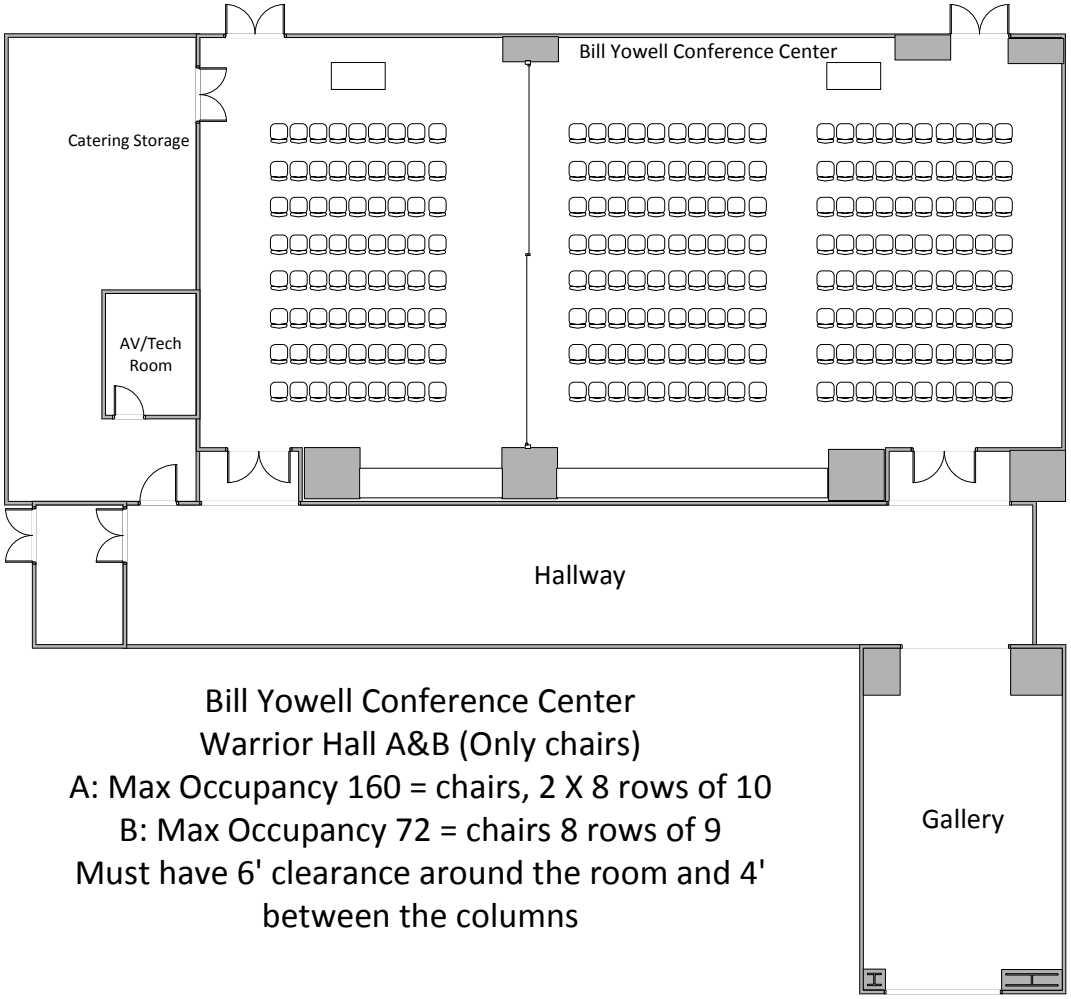
Bernie Beck Lecture Hall, Founder's Hall (Only chairs)
Max Occupancy 150 = 2 X 1 row of 5 and 2 X 7 rows of 10



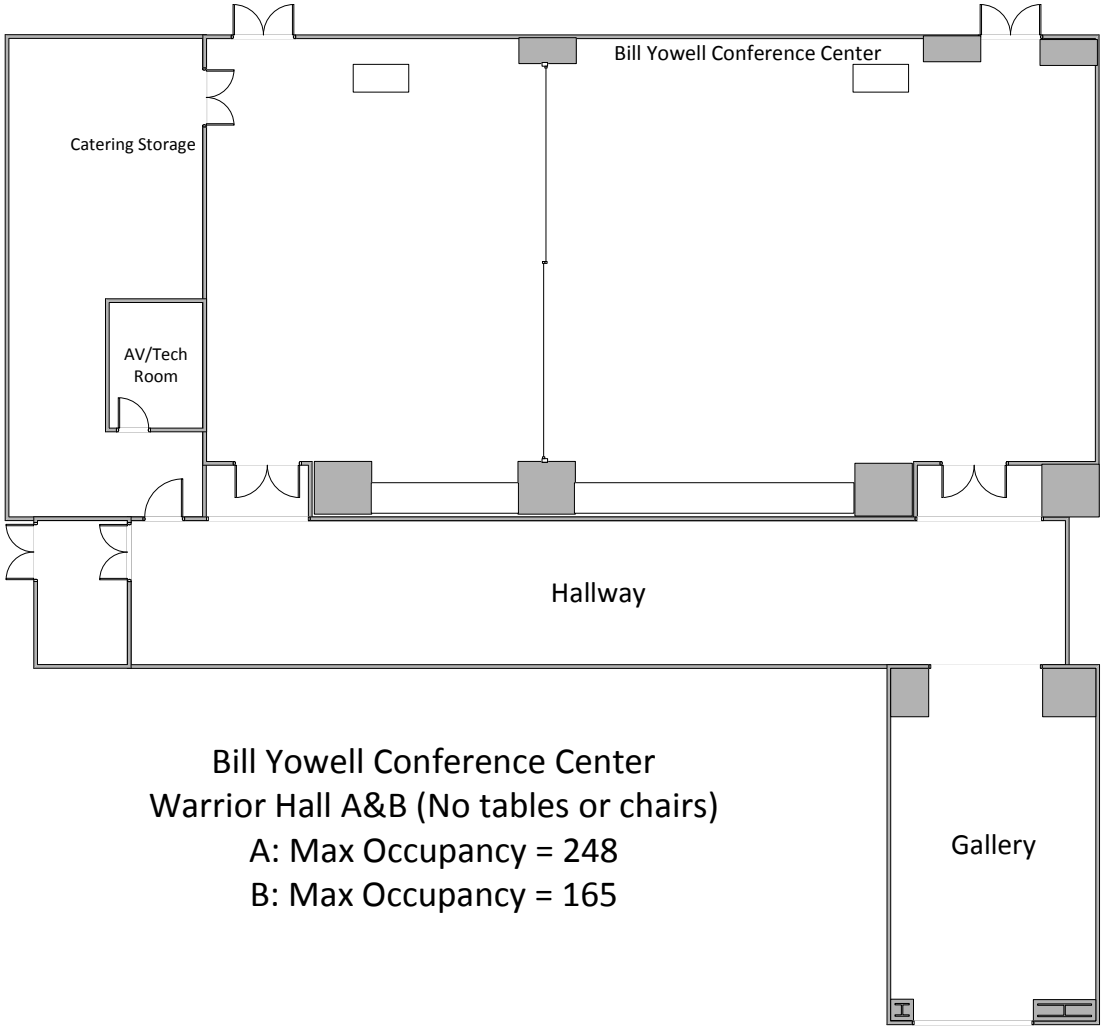
Bernie Beck Lecture Hall, Founder's Hall (No chairs)
Max Occupancy 349



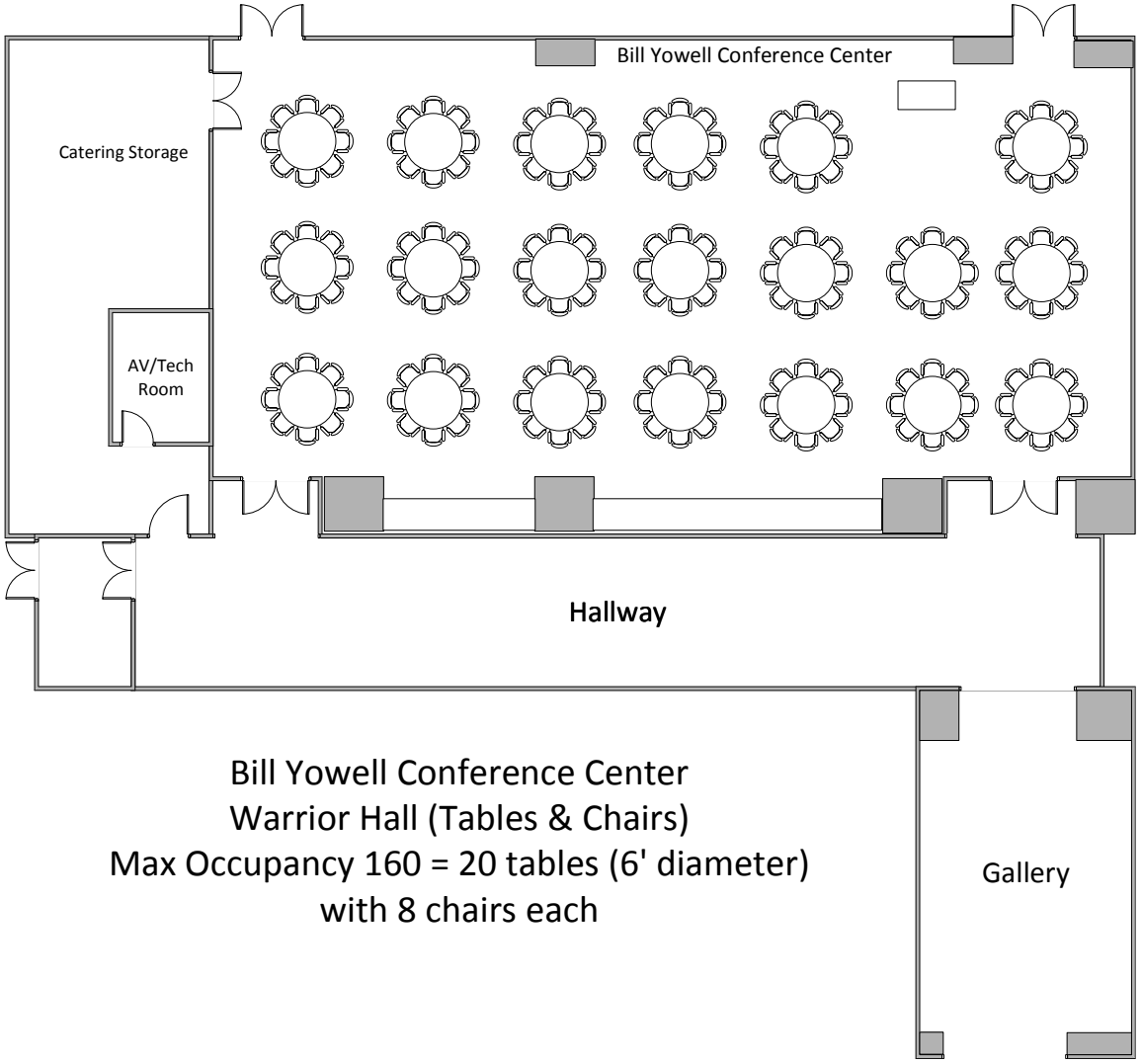
Bill Yowell Conference Center
Warrior Hall A&B (Tables & chairs)
A: Max Occupancy 88 = 11 tables (6' diameter) with 8 chairs each
B: Max Occupancy 48 = 6 tables (6' diameter) with 8 chairs each



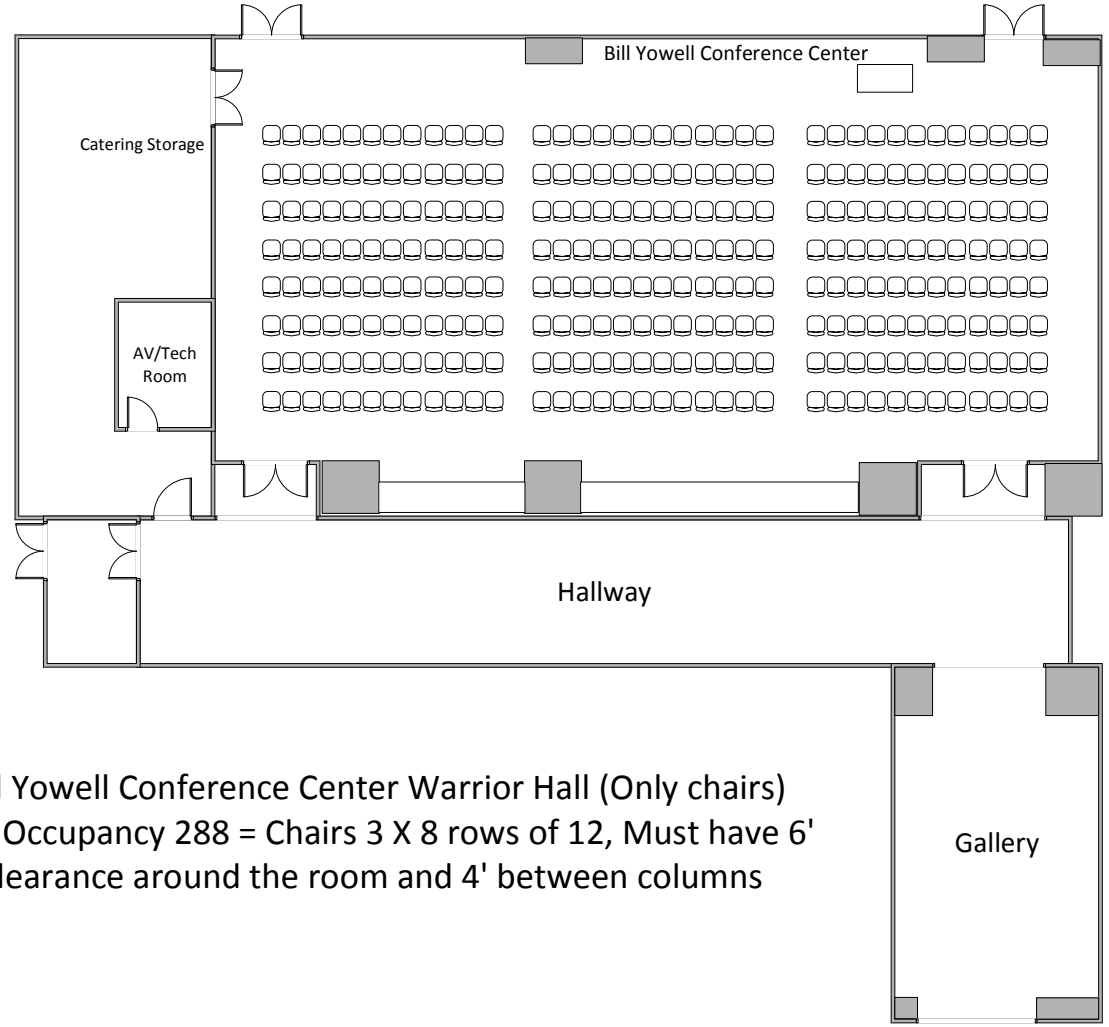
Bill Yowell Conference Center
Warrior Hall A&B (Only chairs)
A: Max Occupancy 160 = chairs, 2 X 8 rows of 10
B: Max Occupancy 72 = chairs 8 rows of 9
Must have 6' clearance around the room and 4' between the columns



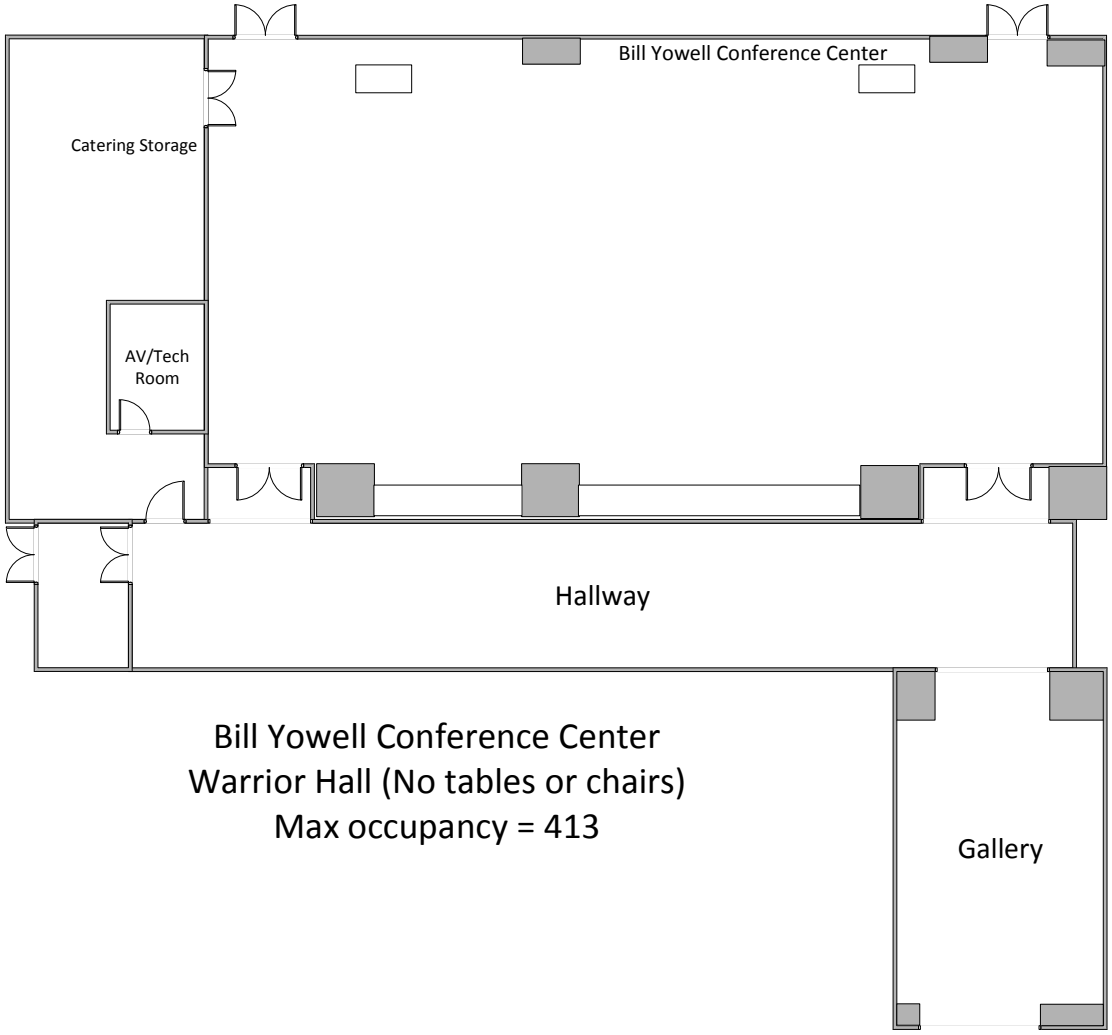
Bill Yowell Conference Center
Warrior Hall A&B (No tables or chairs)
A: Max Occupancy = 248
B: Max Occupancy = 165



Bill Yowell Conference Center
Warrior Hall (Tables & Chairs)
Max Occupancy 160 = 20 tables (6' diameter)
with 8 chairs each



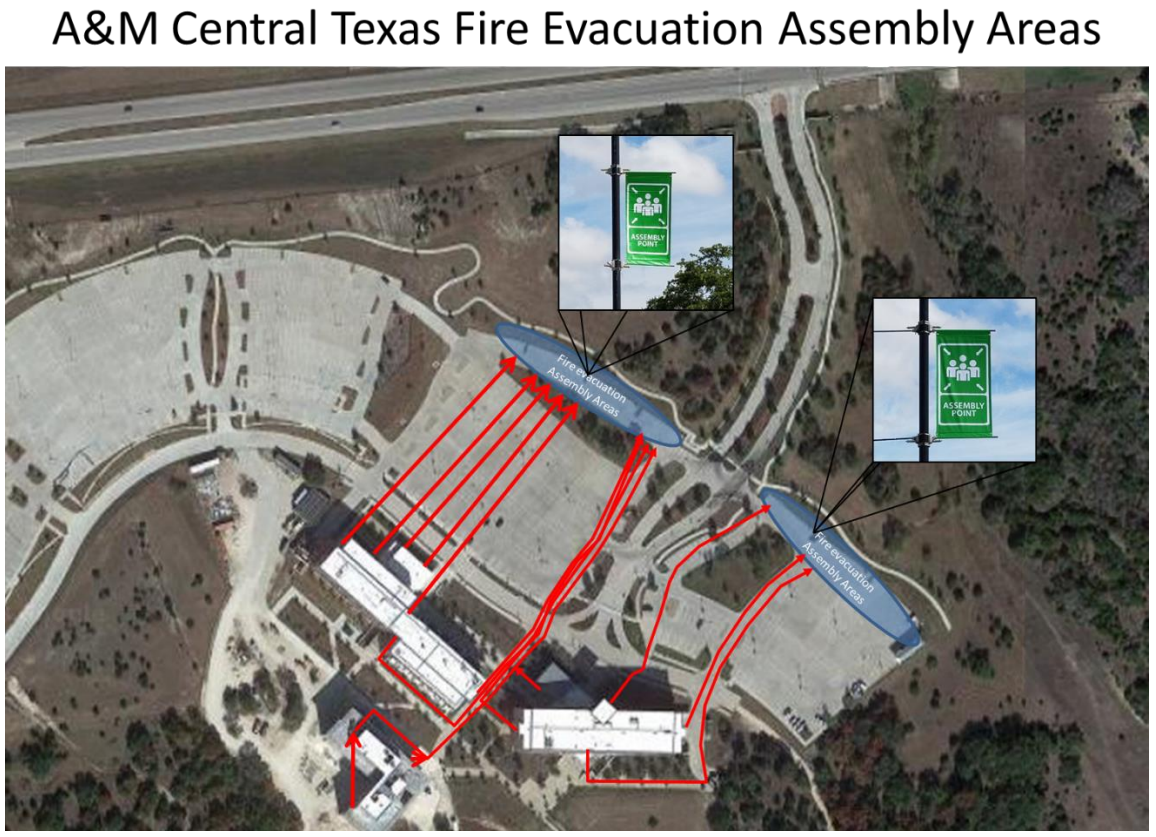
Bill Yowell Conference Center Warrior Hall (Only chairs)
Max Occupancy 288 = Chairs 3 X 8 rows of 12, Must have 6' clearance around the room and 4' between columns



Bill Yowell Conference Center
Warrior Hall (No tables or chairs)
Max occupancy = 413

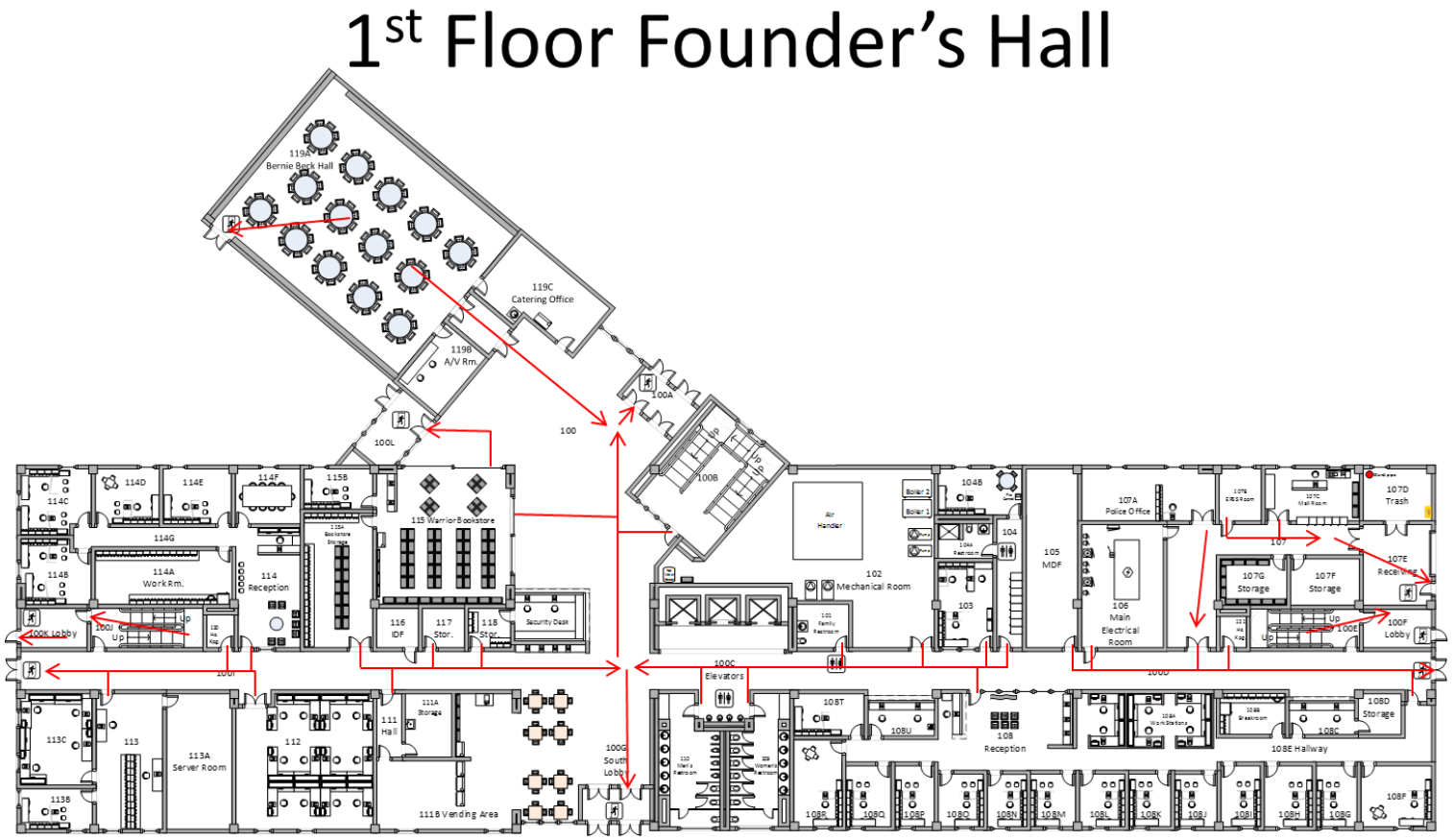
APPENDIX B

EVACUATION ASSEMBLY AREA

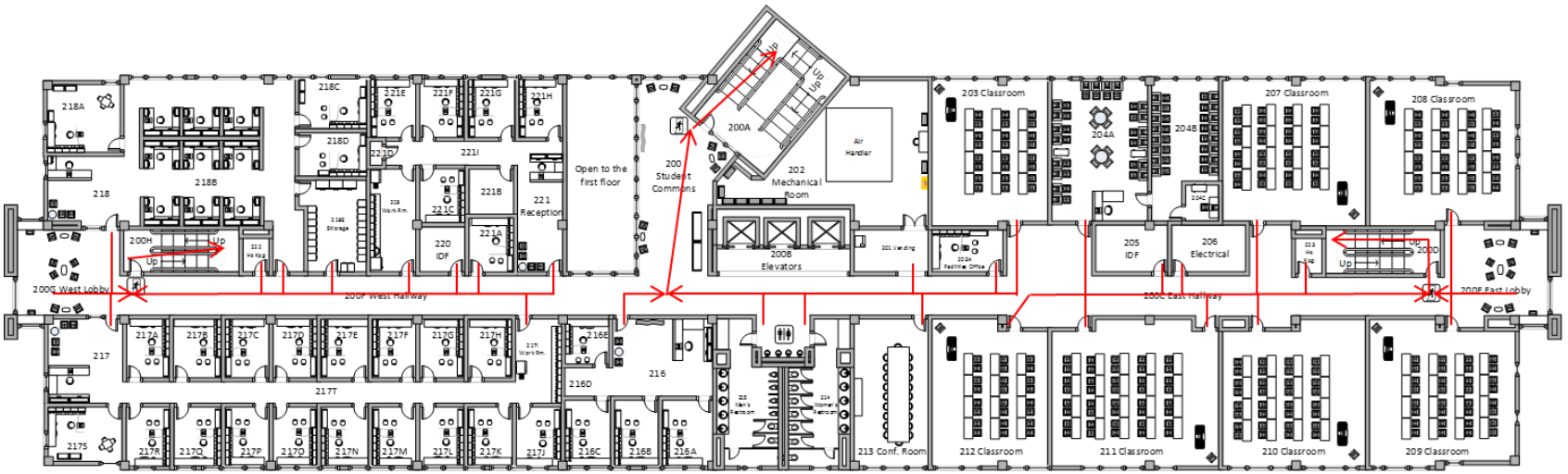


APPENDIX C

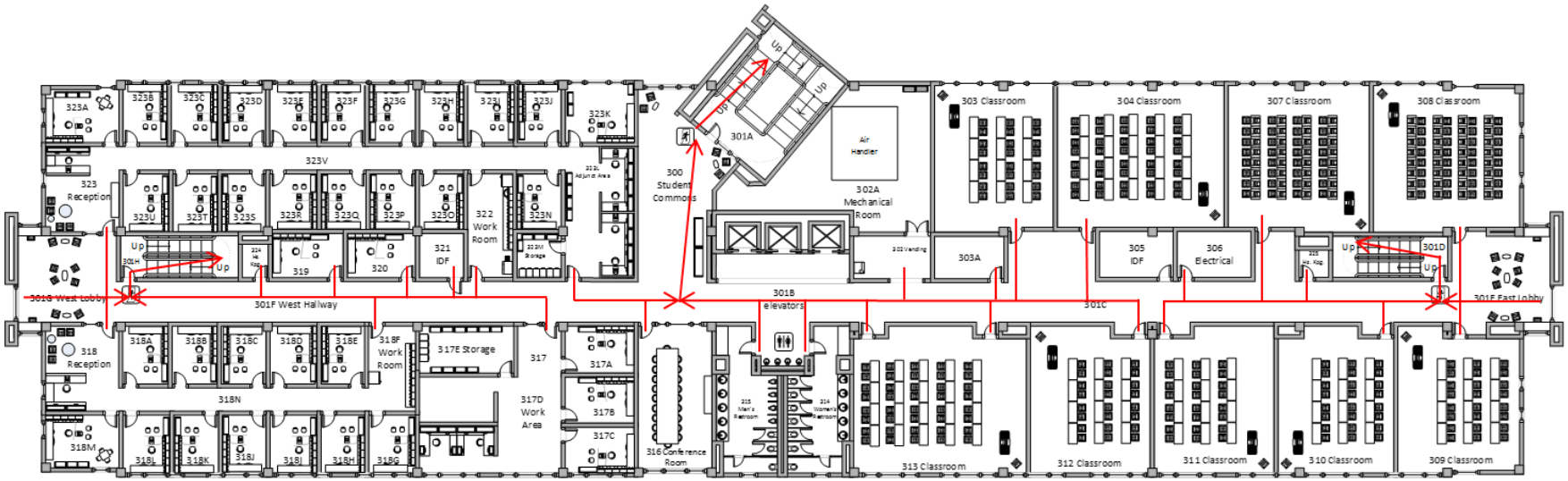
EVACUATION EGRESS ROUTES



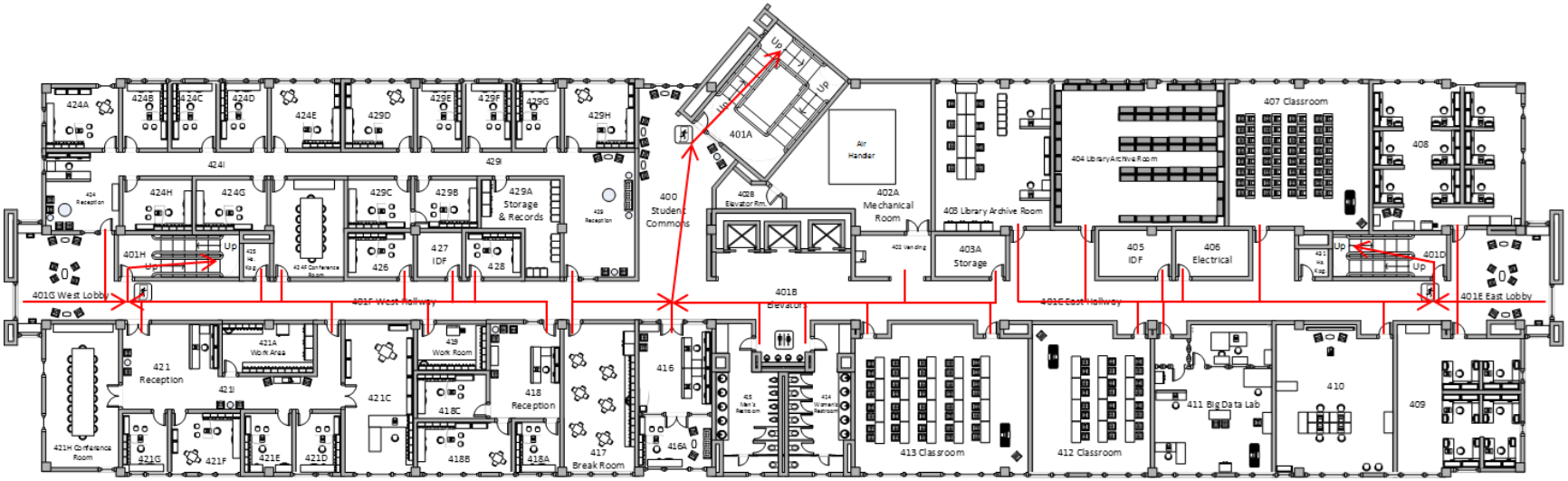
2nd Floor Founder's Hall



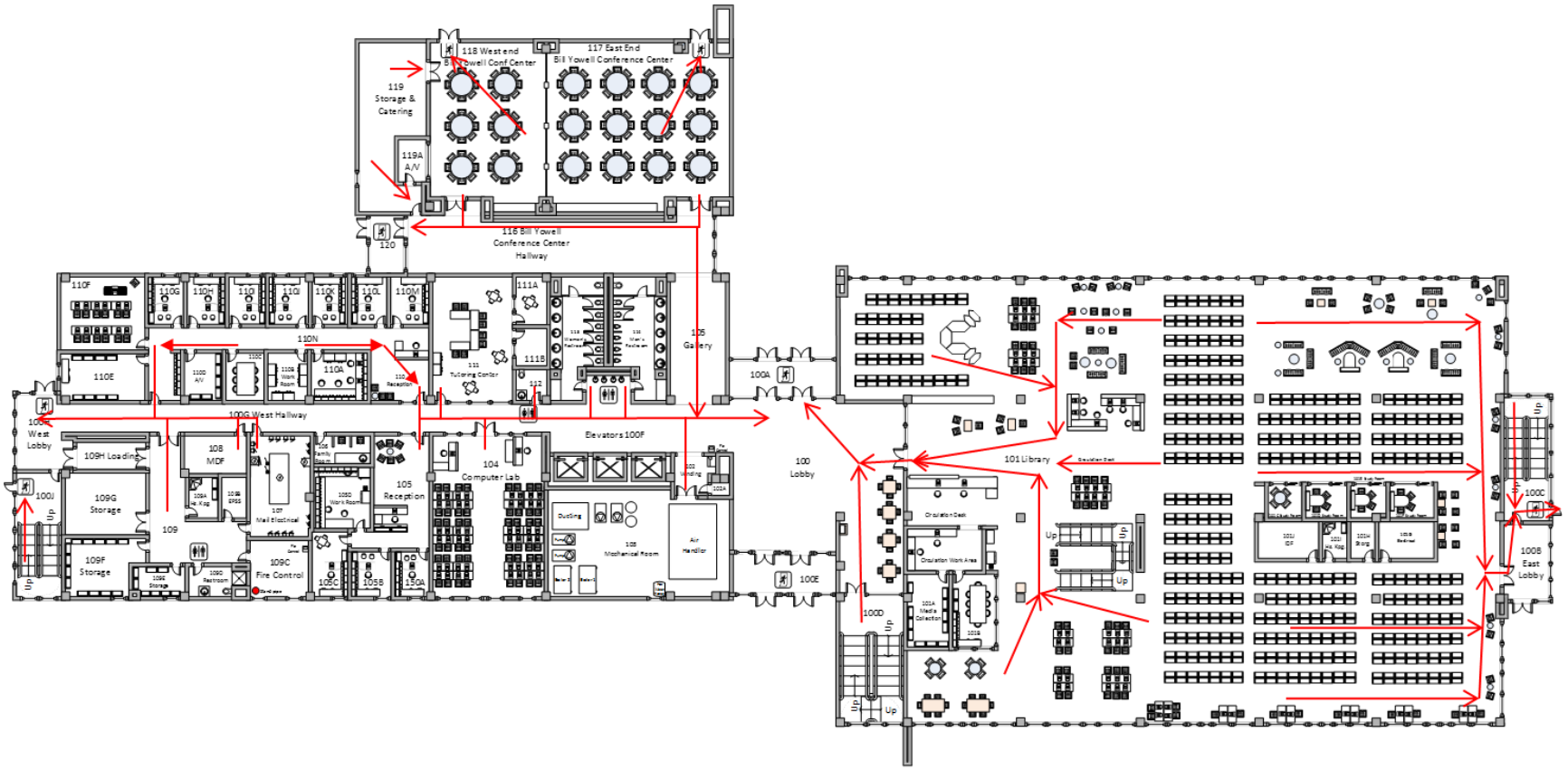
3rd Floor Founder's Hall



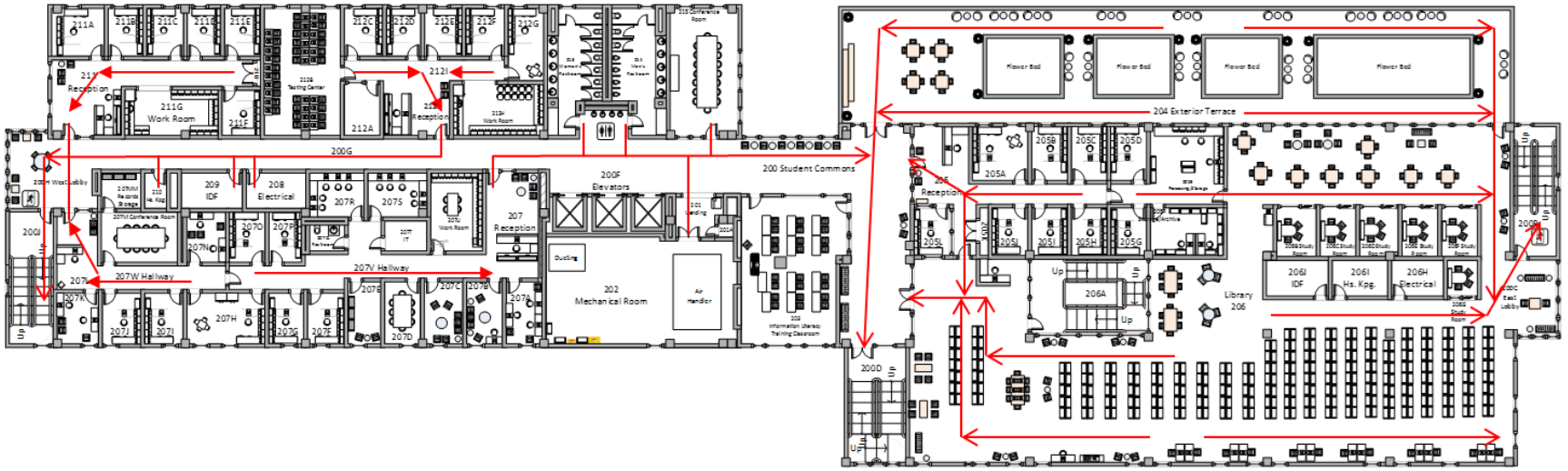
4th Floor Founder's Hall



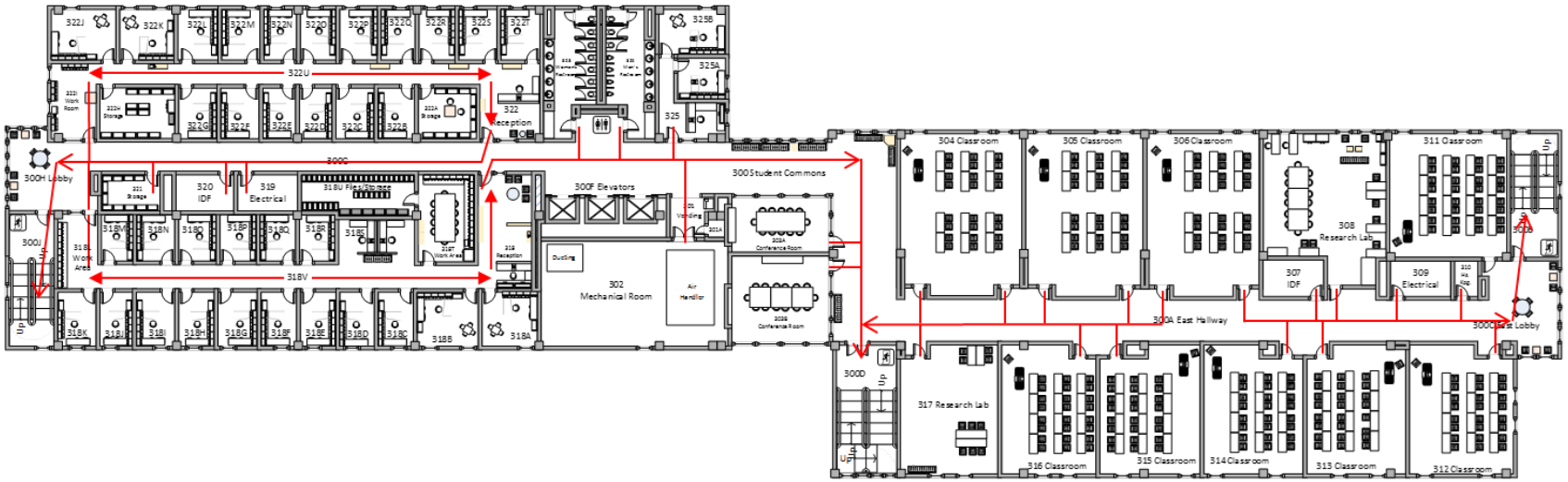
1st Floor Warrior Hall



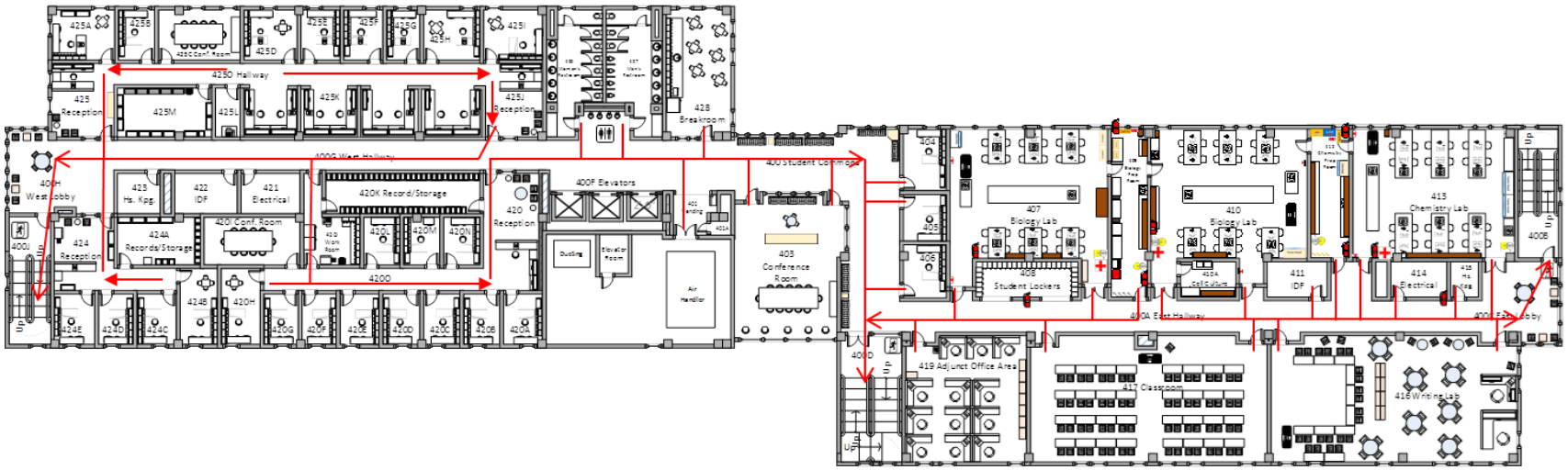
2nd Floor Warrior Hall

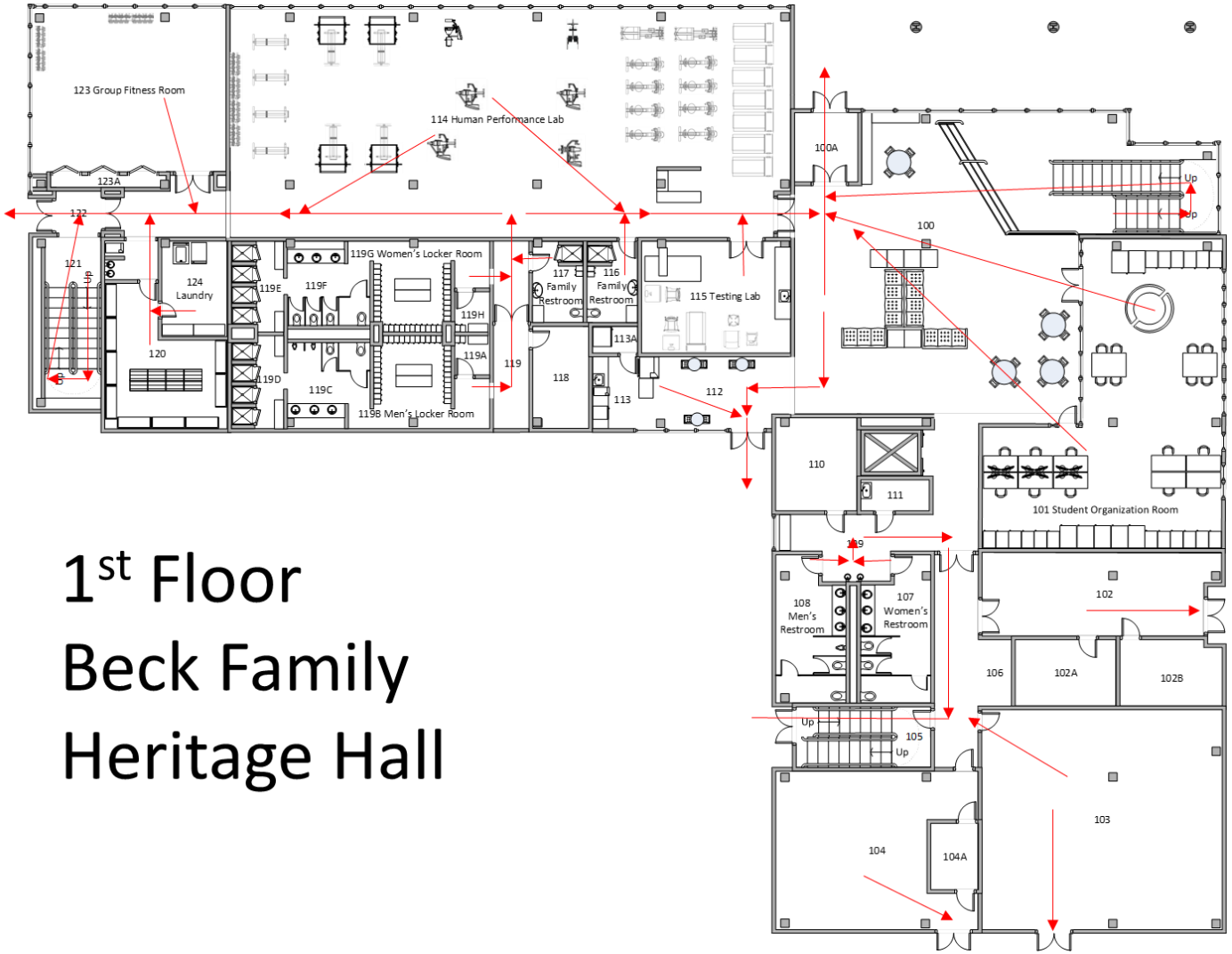


3rd Floor Warrior Hall

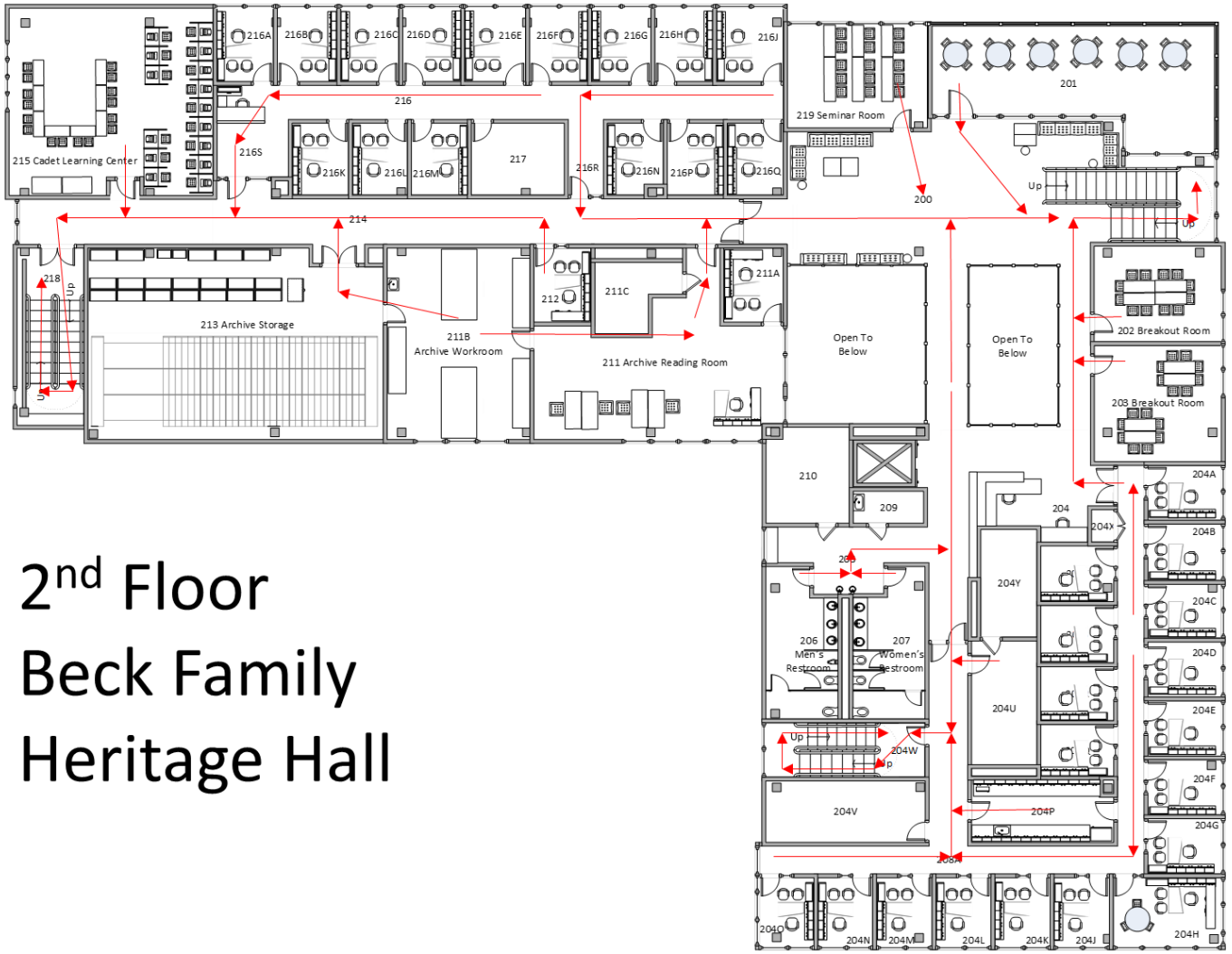


4th Floor Warrior Hall

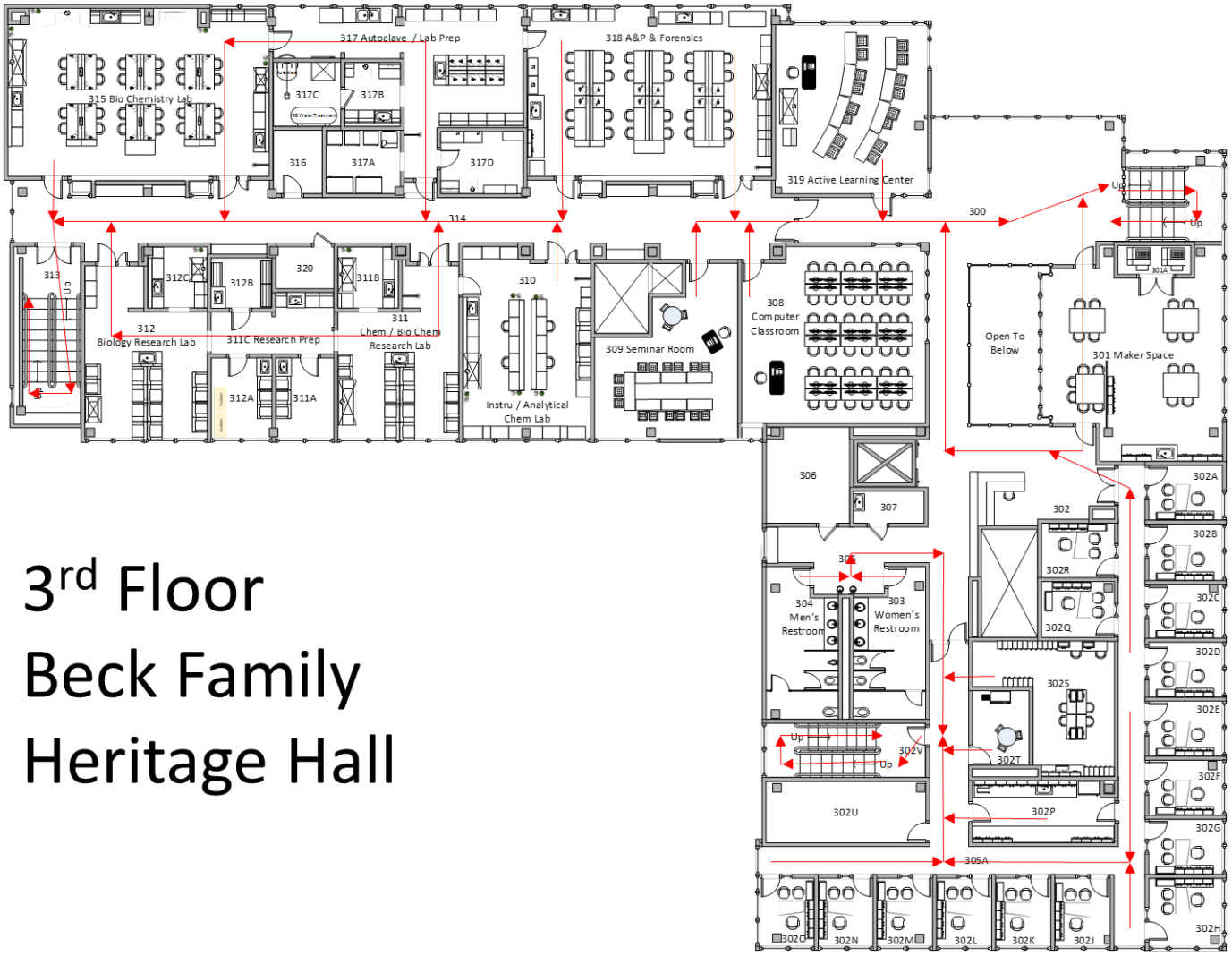




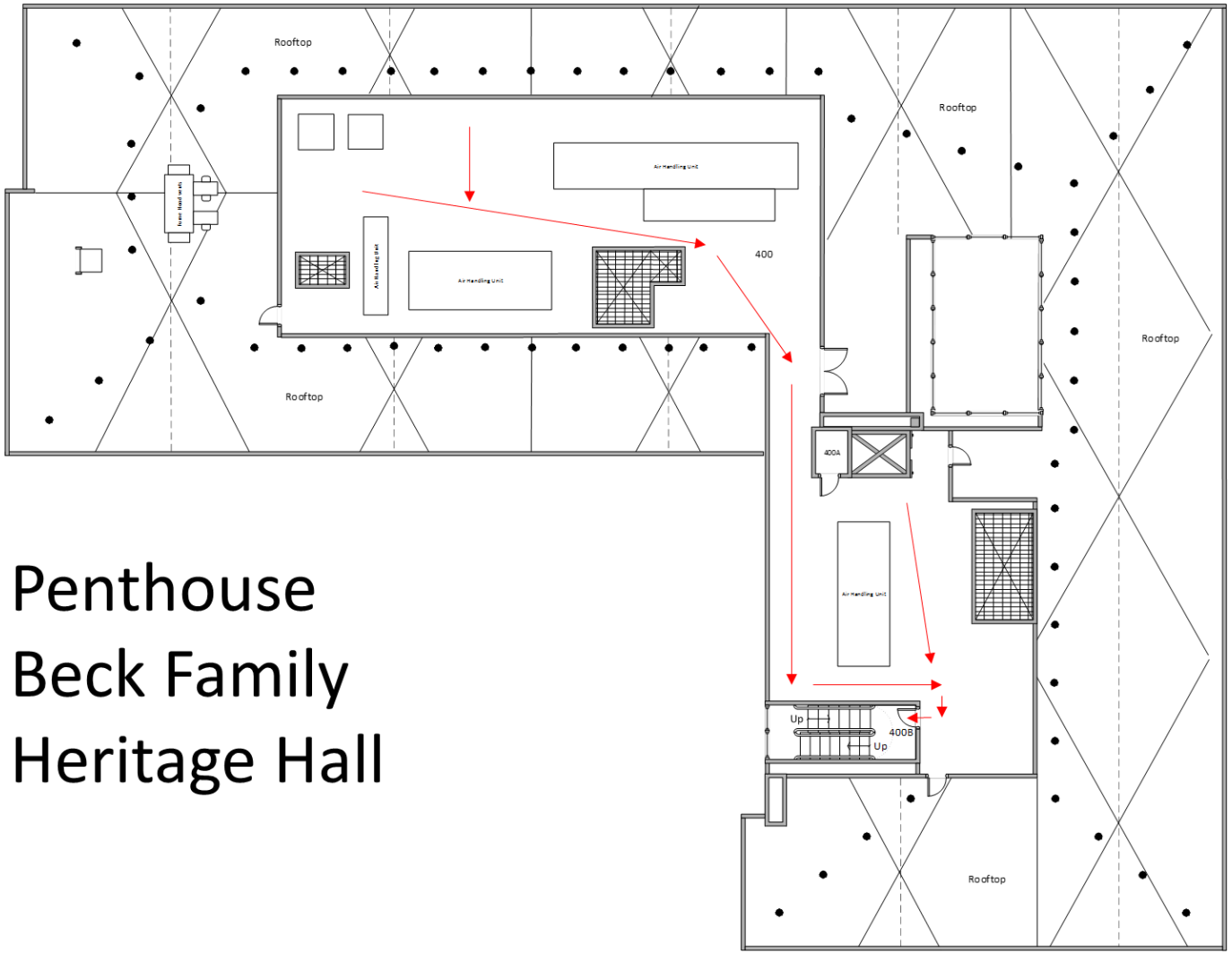
1st Floor
Beck Family
Heritage Hall



2nd Floor
Beck Family
Heritage Hall

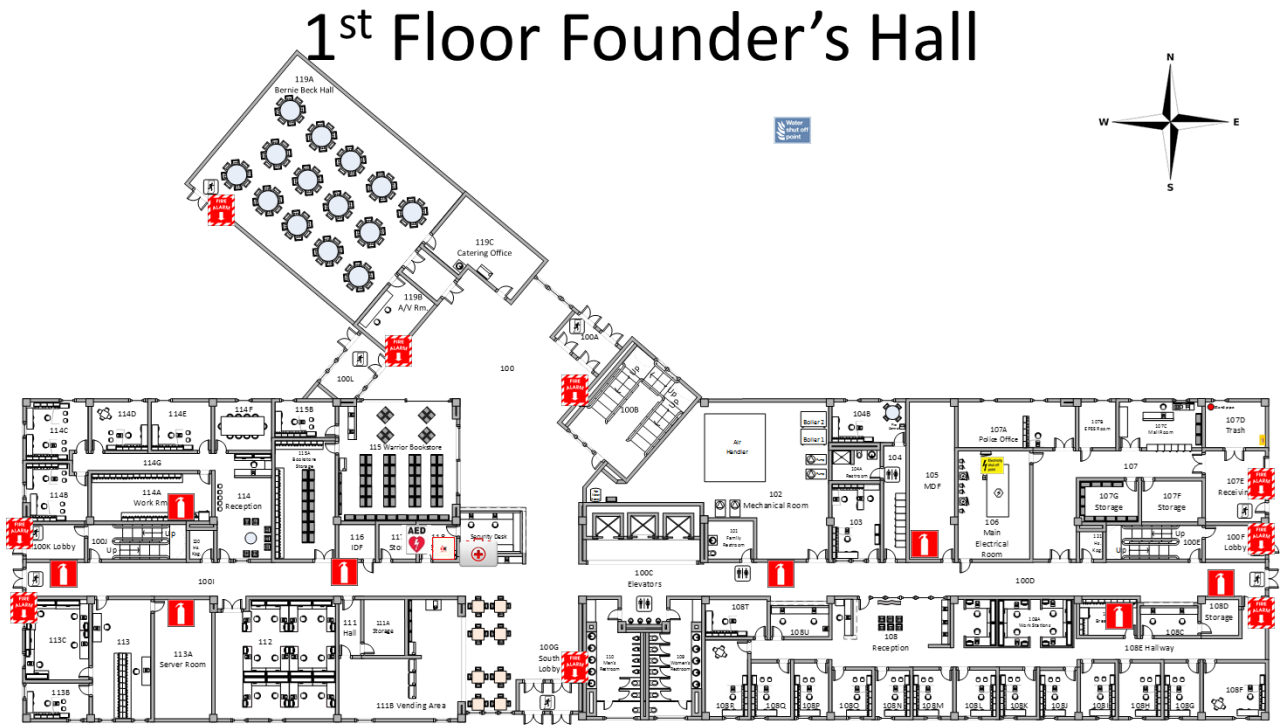


3rd Floor
Beck Family
Heritage Hall

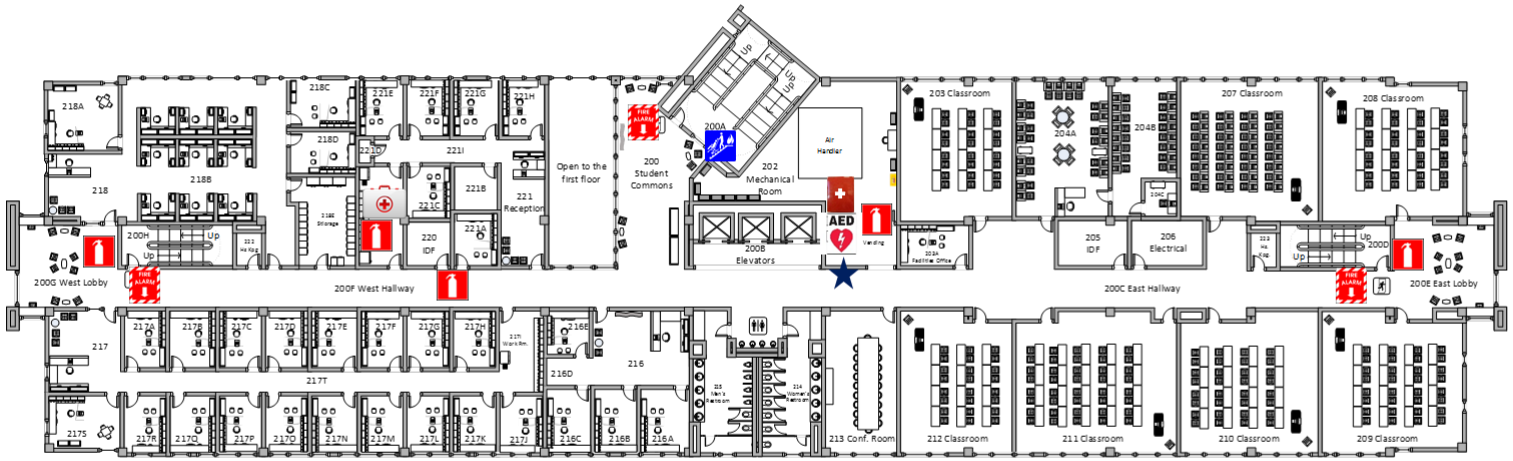


Penthouse
Beck Family
Heritage Hall

FIRE ALARM PULL STATIONS, EXTINGUISHERS, PANIC BUTTONS, AED's, and FIRST-AID KITS



2nd Floor Founder's Hall



Fire Alarm

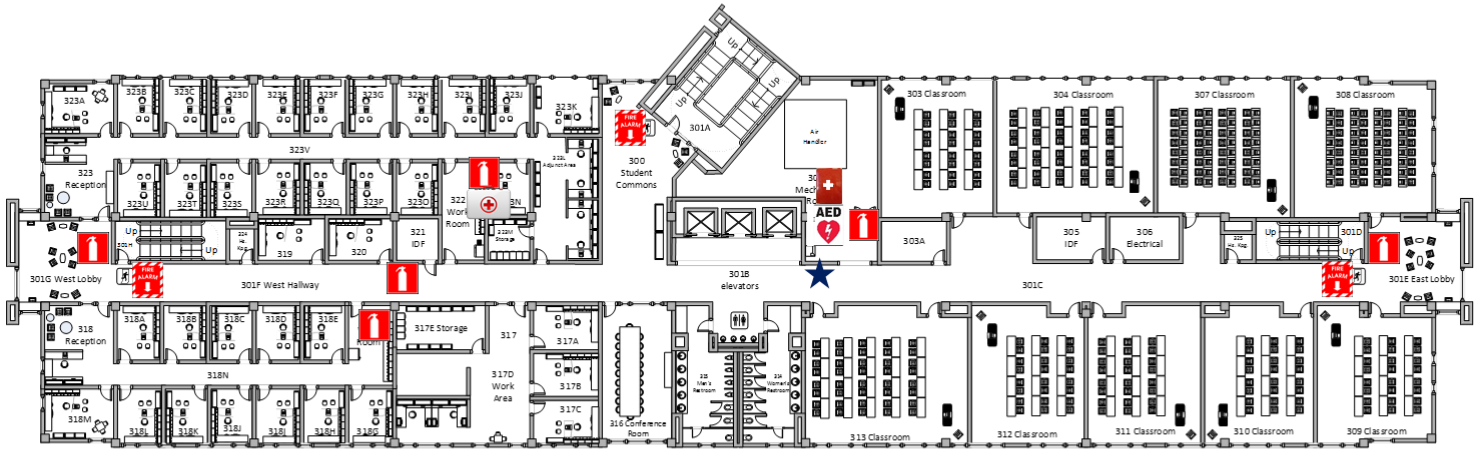
Fire Extinguisher

First-Aid Kits

Automated Electronic Defibrillator

★ Panic Button Locations

3rd Floor Founder's Hall



Fire Alarm

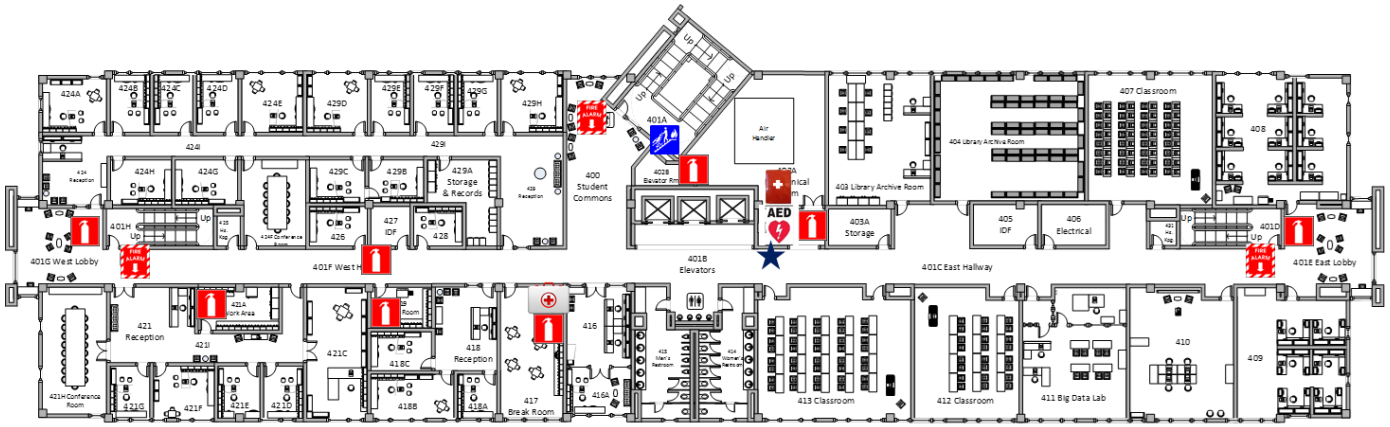
Fire Extinguisher

First-Aid Kits

Automated Electronic Defibrillator

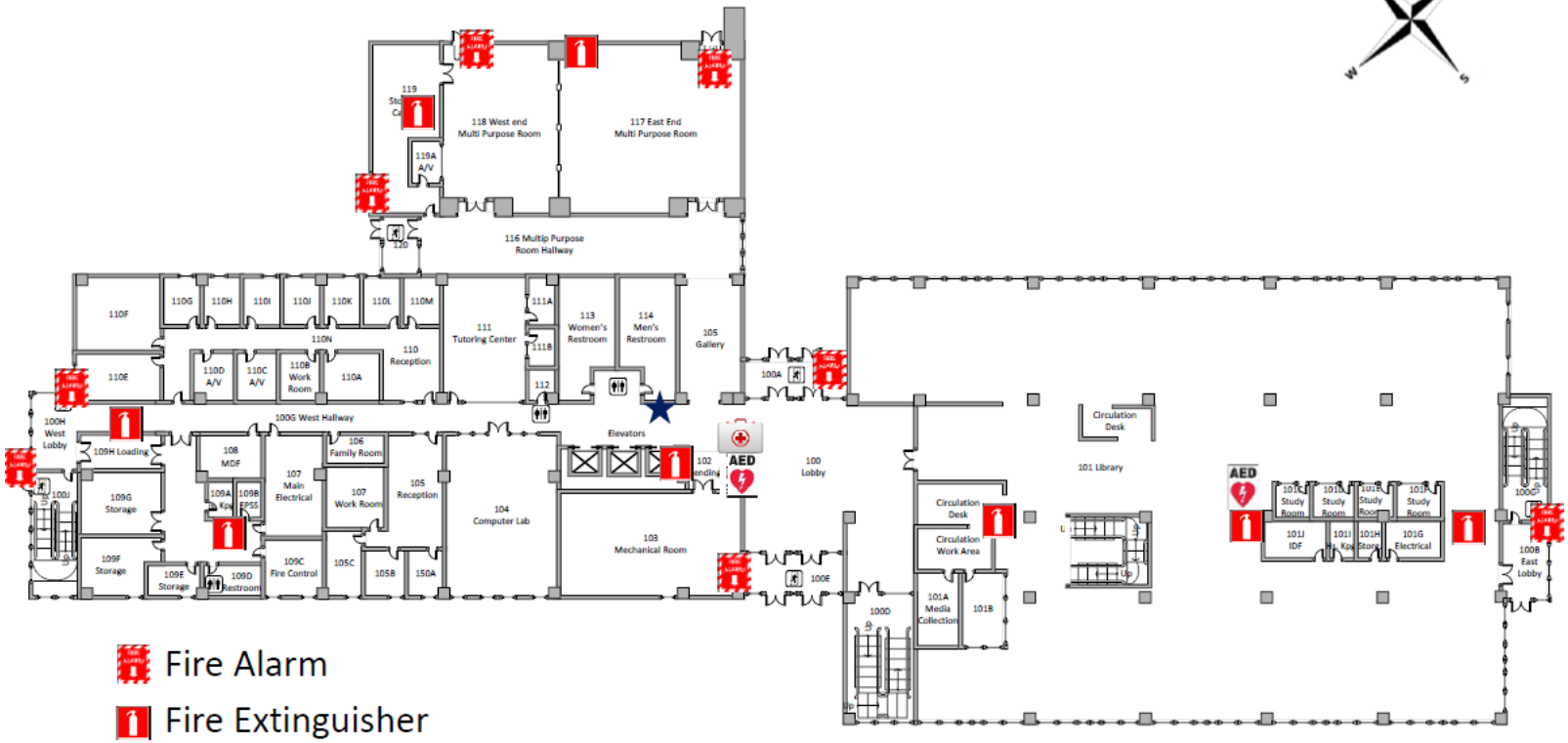
★ Panic Button Locations

4th Floor Founder's Hall

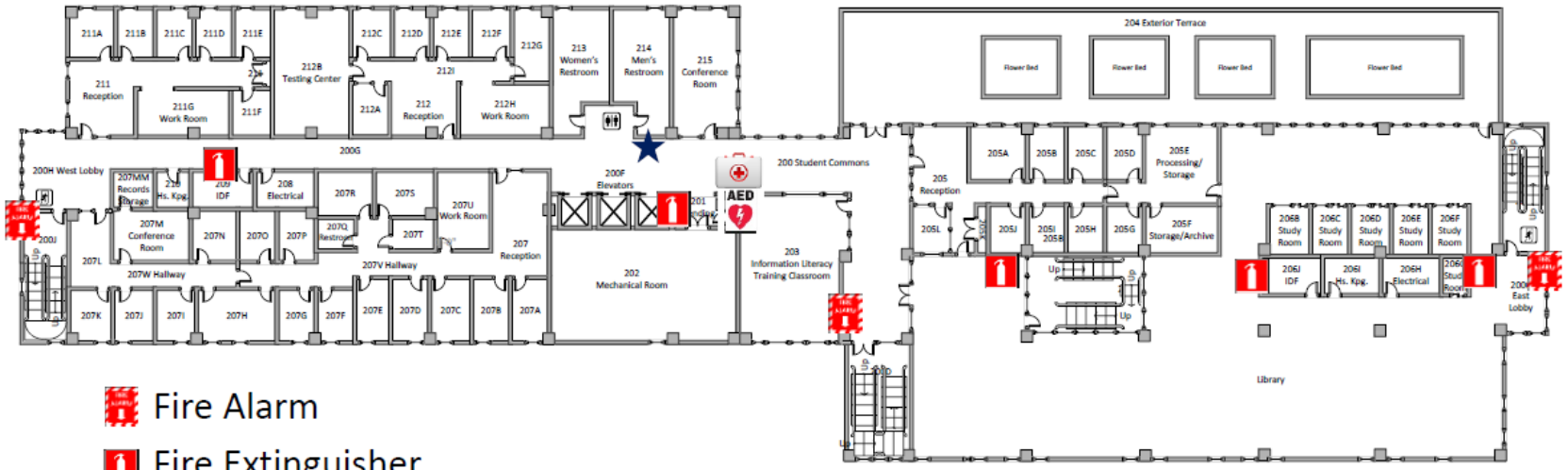


- Fire Alarm
- Fire Extinguisher
- First-Aid Kits
- Automated Electronic Defibrillator
- ★ Panic Button Locations
- Stairway Evacuation Chair

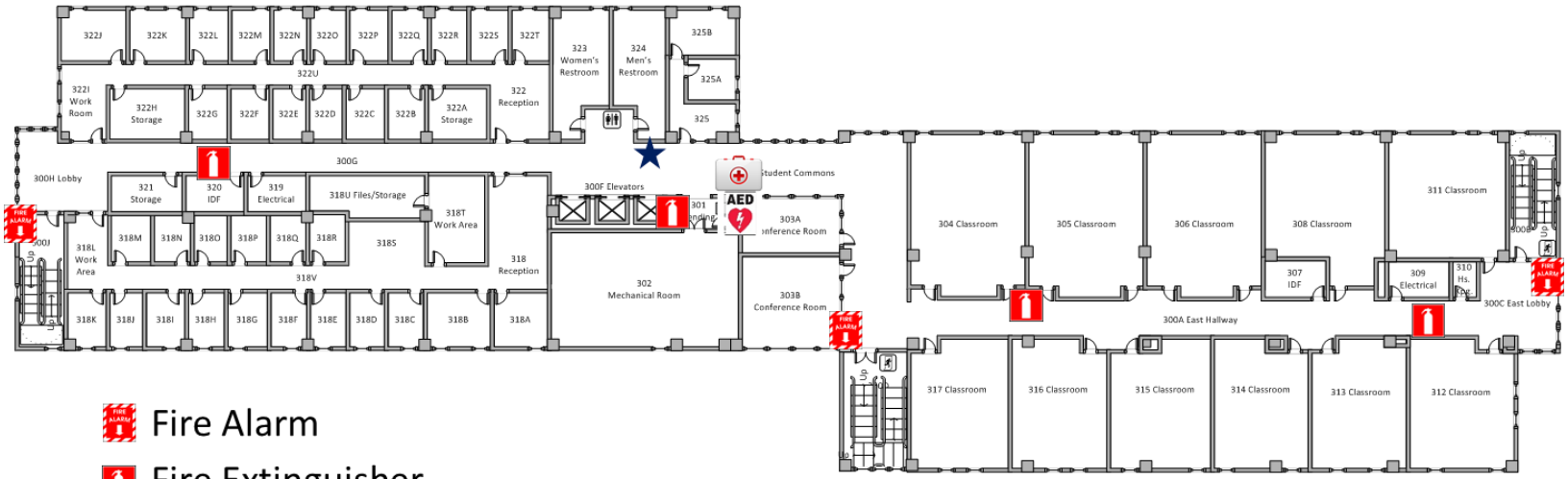
1st Floor Warrior Hall



2nd Floor Warrior Hall



3rd Floor Warrior Hall



Fire Alarm

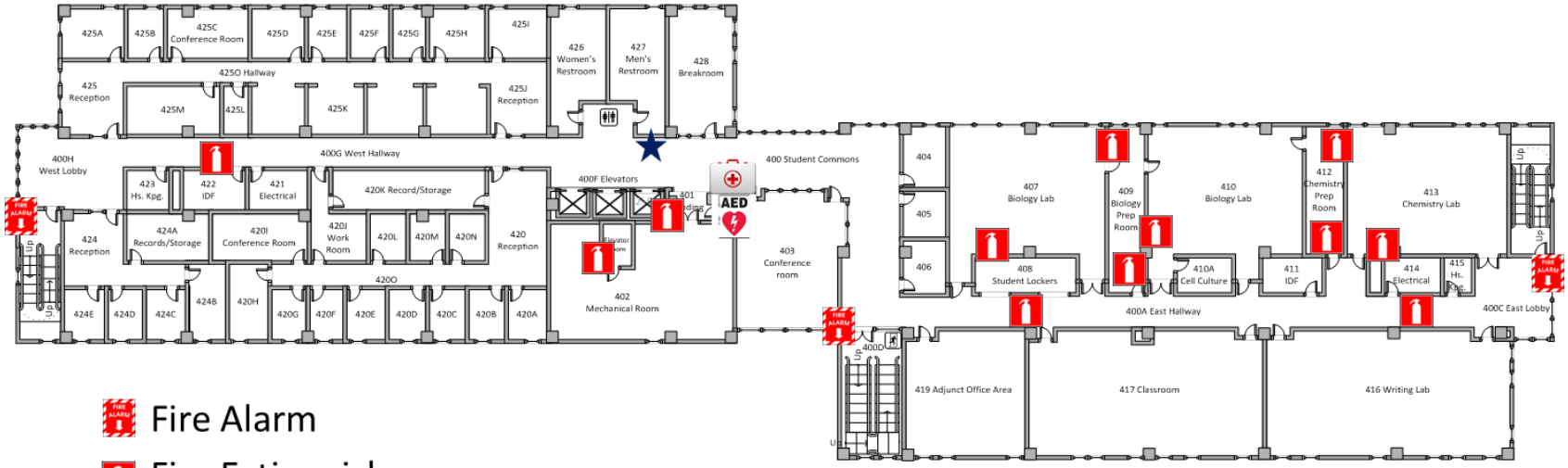
Fire Extinguisher

First-Aid Kit

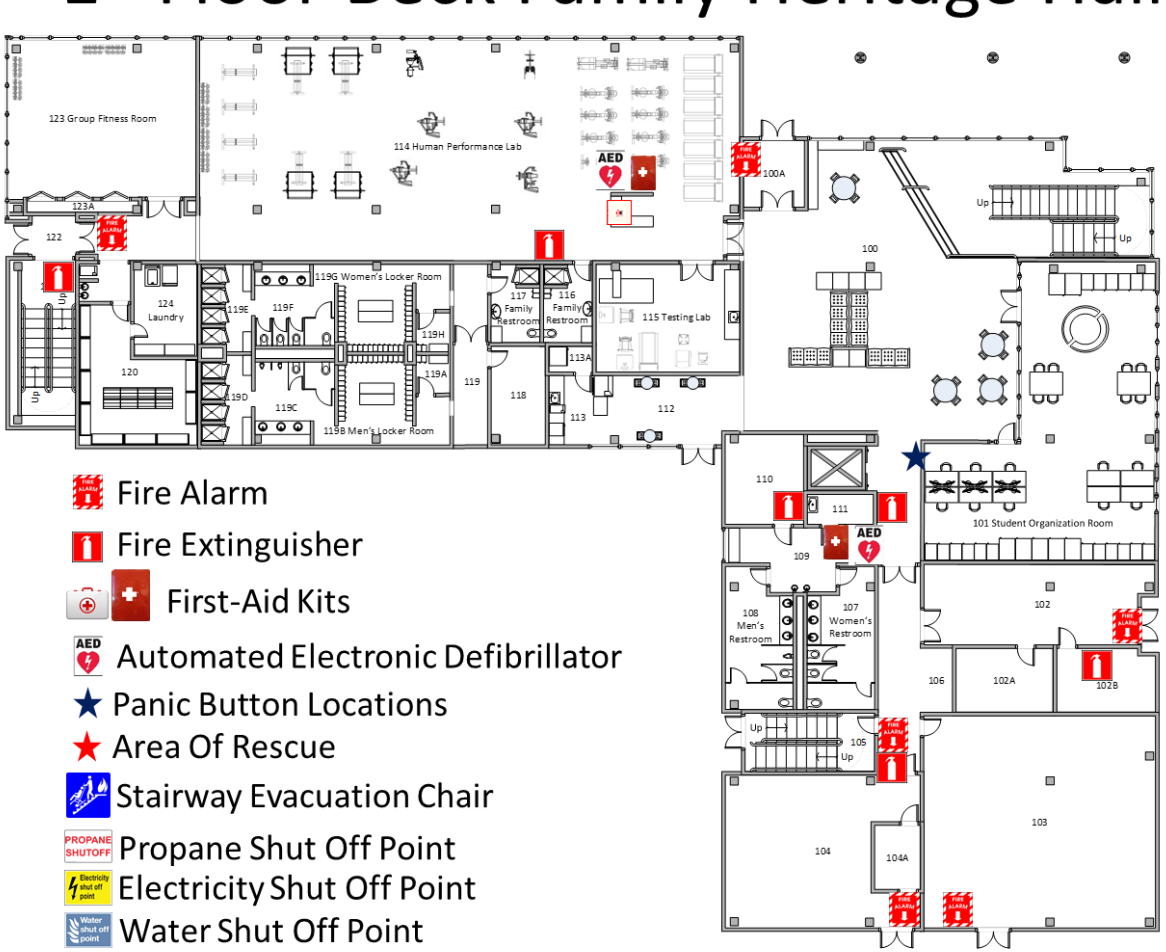
Automated Electronic Defibrillator

★ Panic Button Locations

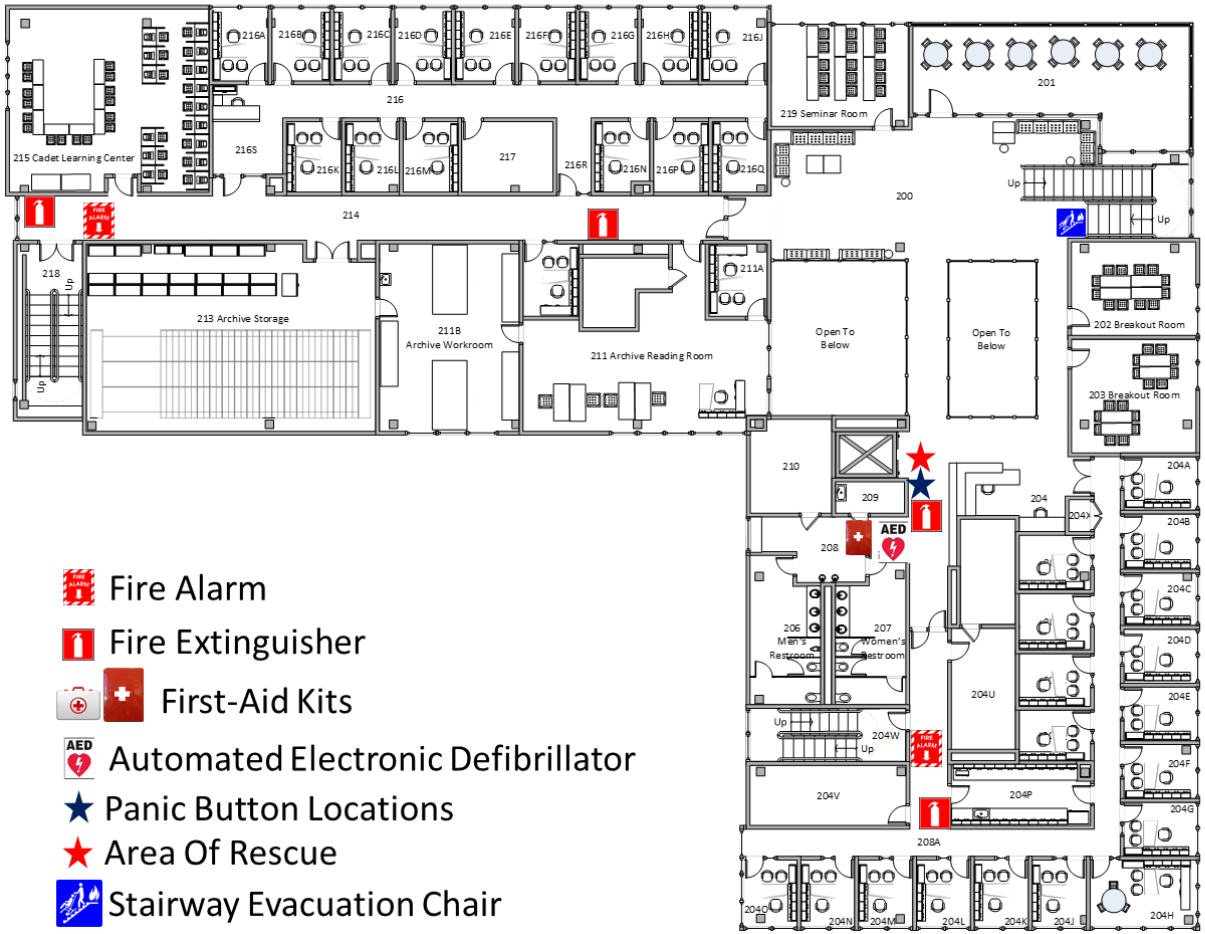
4th Floor Warrior Hall



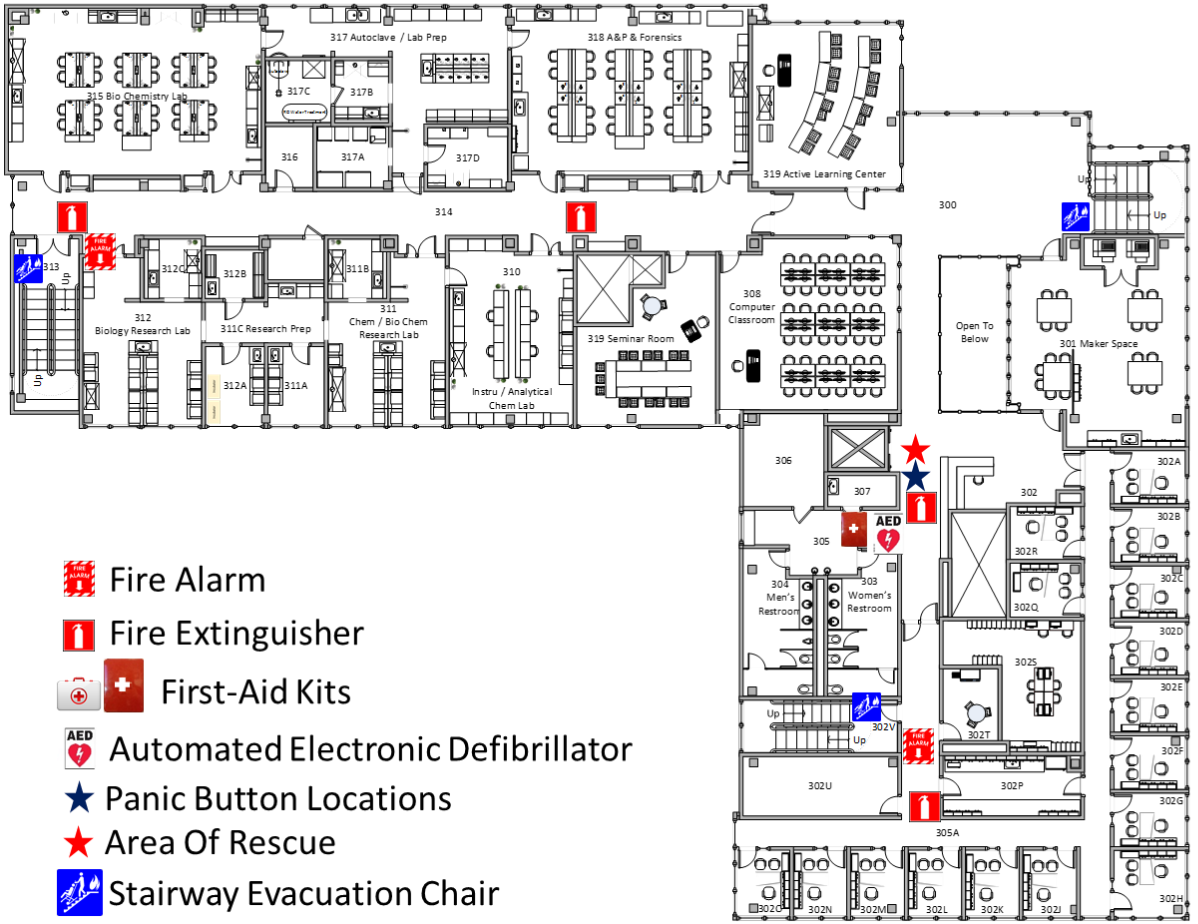
1st Floor Beck Family Heritage Hall



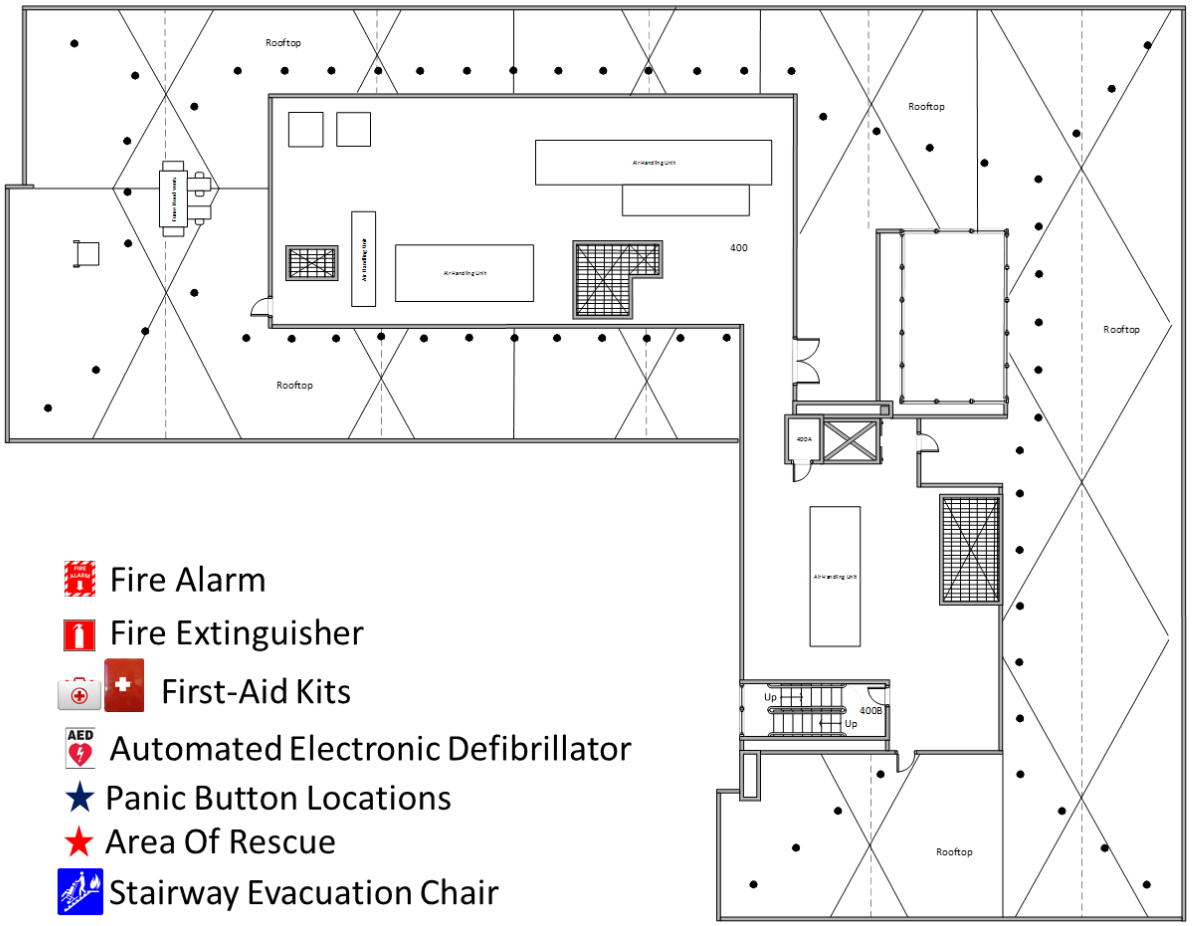
2nd Floor Beck Family Heritage Hall



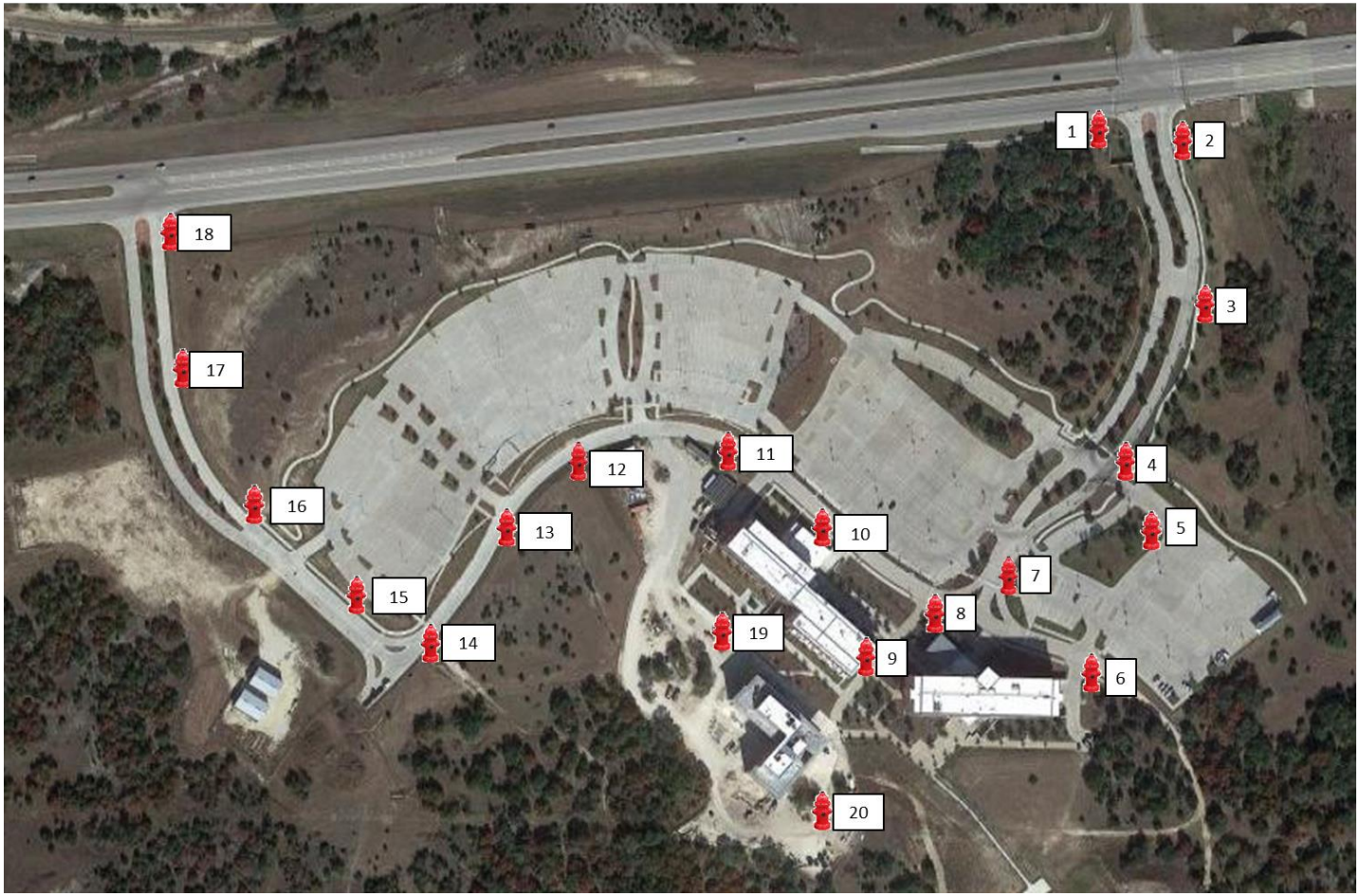
3rd Floor Beck Family Heritage Hall



Penthouse Beck Family Heritage Hall



TAMUCT Fire Hydrant Placement



TAMUCT Blue Emergency Phone Placement

Appendix D

Fire & Life Safety Inspection Schedule

Inspection Item	Responsibility	Frequency
Fire Extinguisher Inspection	Safety & Risk Management	Monthly
AEDs	Safety & Risk Management	Monthly
Personnel Locator Table	Safety & Risk Management	Monthly
Building Safety Inspection	Safety & Risk Management	Monthly
Building Panic Buttons	UPD	Monthly
Parking Lot Emergency Phones	UPD	Monthly
Spill Containment Inspection & Drainage	Facilities Maintenance (SSC)	Monthly
Oil/Diesel/Propane Tanks	Facilities Maintenance (SSC)	Monthly
Emergency Generators	Facilities Maintenance (SSC)	Monthly
Laboratory Safety Inspection	Facilities Maintenance (SSC)	Monthly
Bloodborne Pathogen and Hazard Communication training, and Hepatitis B Accept/Decline Forms	Safety & Risk Management, Human Resources, College of Arts and Sciences & UPD	Monthly
AEDs (Licenses & Prescription)	Safety & Risk Management	Annually
Fire Hydrants	Safety & Risk Management	Twice Annually
Fire Drills	Safety & Risk Management & UPD	Once Annually
Elevators Inspection/Certification	Facilities Maintenance (SSC)	Annually
Sprinkler System Inspection	Facilities Maintenance (SSC)	Annually
Fire Suppression System Inspection	Facilities Maintenance (SSC)	Annually
Smoke/Heat Detector Inspection	Facilities Maintenance (SSC)	Annually
Fire Extinguisher Inspection	Facilities Maintenance (SSC)	Annually
Boiler Inspection	Facilities Maintenance (SSC)	Annually
Backflow Prevention Valves Inspection	Facilities Maintenance (SSC)	Annually
Switch Gear and Transformer inspection	Facilities Maintenance (SSC)	Annually
Rooftop Davit Inspection (Warrior Hall)	Facilities Maintenance (SSC)	Annually

Fire & Life Safety Monthly Report
Date: _____

Inspection Item	Inspection Month	Work order	Pass/Fail
Fire Extinguisher Inspections		☐Yes ☐No	☐Pass ☐Fail
AEDs		☐Yes ☐No	☐Pass ☐Fail
Personnel Locator Table		☐Yes ☐No	☐Pass ☐Fail
Building Safety Inspection		☐Yes ☐No	☐Pass ☐Fail
Building Panic Buttons		☐Yes ☐No	☐Pass ☐Fail
Parking Lot Emergency Phones		☐Yes ☐No	☐Pass ☐Fail
Spill Containment Inspection & Drainage		☐Yes ☐No	☐Pass ☐Fail
Oil/Diesel/Propane Tanks		☐Yes ☐No	☐Pass ☐Fail
Emergency Generators Load Bank		☐Yes ☐No	☐Pass ☐Fail
Lab Safety Inspections		☐Yes ☐No	☐Pass ☐Fail
Elevator Firefighter Emergency Operation monthly tests		☐Yes ☐No	☐Pass ☐Fail

Comments:

See attached inspection forms.

Fire & Life Safety Annual Inspection Report
Date: _____

Inspection Item	Inspection Month/Year	Work order	Pass/Fail
Elevators		☐Yes ☐No	☐Pass ☐Fail
Sprinkler System Inspection		☐Yes ☐No	☐Pass ☐Fail
Fire Suppression System Inspection		☐Yes ☐No	☐Pass ☐Fail
Smoke/Heat detector Inspection		☐Yes ☐No	☐Pass ☐Fail
Fire Extinguisher Inspection		☐Yes ☐No	☐Pass ☐Fail
Fire Hydrants		☐Yes ☐No	☐Pass ☐Fail
Boiler Inspections		☐Yes ☐No	☐Pass ☐Fail
Backflow prevention valves		☐Yes ☐No	☐Pass ☐Fail
Switch gear and transformers		☐Yes ☐No	☐Pass ☐Fail
Rooftop Davits (Warrior Hall)		☐Yes ☐No	☐Pass ☐Fail
Lab Fume Hoods/Biosafety Cabinets		☐Yes ☐No	☐Pass ☐Fail
Semi Annual Generator PM Checks		☐Yes ☐No	☐Pass ☐Fail
Lightning Protection Certification every 3 years		☐Yes ☐No	☐Pass ☐Fail

Comments:

See attached inspection forms

FIRE SAFETY EQUIPMENT MONTHLY INSPECTION REPORT

BUILDING: Founder's Hall Year: 2019 Inspector: Shawn Kelley, Safety & Risk Management Officer

Check for the following. If extinguisher fails any part of inspection, it will be removed from service immediately.

1. No obstruction to access or visibility.
2. Is in designated location (serial # matches).
3. Pressure gauge is in proper range (within green).
4. Tamper indicators and seals are unbroken.
5. Hose free from cracks, dry rot, etc.; nozzle unobstructed.
6. Annual inspection tag marked, and in place.
7. Extinguisher full (test by lifting).
8. Ensure operating instructions are legible.
9. No corrosion, leakage, or physical damage.
10. Loosen powder by inverting/shaking at least three times (dry chemical extinguishers only).
11. Replace extinguisher with operating instructions facing outward.
12. Initial and date inspection tag.

Serial Number	Location of Fire Extinguisher	Type	Size	Manufacturer	Last Annual Inspection	Next Scheduled Inspection	Date of Inspection											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
338967	East entrance 1st Floor Hallway	ABC	10	Buckeye	03/19	03/20												
382406	Room 108 B	ABC	5	Kidde	03/19	03/20												
338966	Hallway by Family Restroom	ABC	10	Buckeye	03/19	03/20												
382414	Room 114 A	ABC	5	Kidde	03/19	03/20												
338964	Hallway by IDF Room 116	ABC	10	Buckeye	03/19	03/20												
F-52820379	Server Room 1st Floor	Clean Agent	25	Ansul	03/19	03/20												
E-72594335	Room 105 MDF Room	Clean Agent	25	Ansul	03/19	03/20												
338983	West Entrance in 1st Flr Hallway	ABC	10	Buckeye	03/19	03/20												
338979	East Alcove 2nd Floor	ABC	10	Buckeye	03/19	03/20												
338976	Vending Alcove 2nd Floor	ABC	10	Buckeye	03/19	03/20												
338977	Hallway by Room 219	ABC	10	Buckeye	03/19	03/20												
382415	Copy Room 219	ABC	5	Kidde	03/19	03/20												
338969	West Alcove 2nd Floor	ABC	10	Buckeye	03/19	03/20												
338978	East Alcove 3rd Floor	ABC	10	Buckeye	03/19	03/20												
338968	Vending Alcove 3rd Floor	ABC	10	Buckeye	03/19	03/20												
382404	Copy Room 322	ABC	5	Kidde	03/19	03/20												
338963	Hallway by IDF Room 321	ABC	10	Buckeye	03/19	03/20												
259086	Work Room 318 F	ABC	5	Badger	03/19	03/20												
338955	West Alcove 3rd Floor	ABC	10	Buckeye	03/19	03/20												
338982	East Alcove 4th Floor	ABC	10	Buckeye	03/19	03/20												
338957	Vending Alcove 4th Floor	ABC	10	Buckeye	03/19	03/20												
382417	Faculty Lounge Room 417	ABC	5	Kidde	03/19	03/20												
338965	Hallway by IDF Room 427	ABC	10	Buckeye	03/19	03/20												
382416	Copy Room 421 A	ABC	5	Kidde	03/19	03/20												
24177	Copy Room 419	ABC	5	Badger	03/19	03/20												
338864	West Alcove 4th Floor	ABC	10	Buckeye	03/19	03/20												
C-99272031	Elevator Equipment Room 4th Fl	ABC	5	Amerex	03/19	03/20												
F-52820302	SEM Lab Room 411	Clean Agent	25	Ansul	03/19	03/20												

Notes: _____

FIRE SAFETY EQUIPMENT MONTHLY INSPECTION REPORT

BUILDING: Warrior Hall Year: 2019 Inspector: Shawn Kelley, Safety & Risk Management Officer

Check for the following. If extinguisher fails any part of inspection, it will be removed from service immediately.

1. No obstruction to access or visibility.
2. Is in designated location (serial # matches).
3. Pressure gauge is in proper range (within green).
4. Tamper indicators and seals are unbroken.
5. Hose free from cracks, dry rot, etc.; nozzle unobstructed.
6. Annual inspection tag marked, and in place.
7. Extinguisher full (test by lifting).
8. Ensure operating instructions are legible.
9. No corrosion, leakage, or physical damage.
10. Loosen powder by inverting/shaking at least three times (dry chemical extinguishers only).
11. Replace extinguisher with operating instructions facing outward.
12. Initial and date inspection tag.

Serial Number	Location of Fire Extinguisher	Type	Size	Manufacturer	Last Annual Inspection	Next Scheduled Inspection	Date of Inspection											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CB426287	Outside Fire Control Room	ABC	10	JL Industries	03/19	03/20												
CB391121	West End Hallway 1st Floor	ABC	10	JL Industries	03/19	03/20												
CB426230	Vending Alcove 1st Floor	ABC	10	JL Industries	03/19	03/20												
F-52820377	Room 108 MDF Room	Clean Agent	25	Ansul	03/19	03/20												
CB426301	Multipurpose Room 117	ABC	10	JL Industries	03/19	03/20												
CB426298	Catering Room 119	ABC	10	JL Industries	03/19	03/20												
CB426293	Library Circulation Desk	ABC	10	JL Industries	03/19	03/20												
CB426288	Library around from 101 J	ABC	10	JL Industries	03/19	03/20												
CB426299	Library around from 101 G	ABC	10	JL Industries	03/19	03/20												
CD413648	Library outside stairwell 2nd Fl	ABC	10	JL Industries	03/19	03/20												
CB426269	Library around from IDF 206 J	ABC	10	JL Industries	03/19	03/20												
CB426285	Library around from 206 G	ABC	10	JL Industries	03/19	03/20												
CB426296	Vending Alcove 2nd Floor	ABC	10	JL Industries	03/19	03/20												
CB426300	West End Hallway 2nd Floor	ABC	10	JL Industries	03/19	03/20												
CB426295	East Hallway by IDF 320 3rd Fl	ABC	10	JL Industries	03/19	03/20												
CB426278	Vending Alcove 3rd Floor	ABC	10	JL Industries	03/19	03/20												
CB426309	Hallway by Room 304	ABC	10	JL Industries	03/19	03/20												
CB413652	Hallway by Room 312	ABC	10	JL Industries	03/19	03/20												
CB426289	East End Hallway by IDF 422	ABC	10	JL Industries	03/19	03/20												
CD413659	Vending Alcove 4th Floor	ABC	10	JL Industries	03/19	03/20												
CB391118	Biology Lab 407	ABC	10	JL Industries	03/19	03/20												
CB426291	Hallway by Lockers 4th Floor	ABC	10	JL Industries	03/19	03/20												
CD413658	Biology Prep Room 409	ABC	10	JL Industries	03/19	03/20												
A39661380	Biology Prep Room 409	ABC	10	JL Industries	03/19	03/20												
CB391125	Biology Lab 410	ABC	10	JL Industries	03/19	03/20												
CB426303	Chemistry Prep Room 412	ABC	10	JL Industries	03/19	03/20												
A39661431	Chemistry Prep Room 412	ABC	10	JL Industries	03/19	03/20												
CB426170	Chemistry Lab 413	ABC	10	JL Industries	03/19	03/20												
CB426286	West Hallway by Elec Rm 414	ABC	10	JL Industries	03/19	03/20												
CB426294	Elevator Ctrl Room, Rm 402A	ABC	10	JL Industries	03/19	03/20												

Notes: _____

FIRE SAFETY EQUIPMENT MONTHLY INSPECTION REPORT

BUILDING: Heritage Hall Year: 2019 Inspector: Shawn Kelley, Safety & Risk Management Officer

Check for the following. If extinguisher fails any part of inspection, it will be removed from service immediately.

1. No obstruction to access or visibility.
2. Is in designated location (serial # matches).
3. Pressure gauge is in proper range (within green).
4. Tamper indicators and seals are unbroken.
5. Hose free from cracks, dry rot, etc.; nozzle unobstructed.
6. Annual inspection tag marked, and in place.
7. Extinguisher full (test by lifting).
8. Ensure operating instructions are legible.
9. No corrosion, leakage, or physical damage.
10. Loosen powder by inverting/shaking at least three times (dry chemical extinguishers only).
11. Replace extinguisher with operating instructions facing outward.
12. Initial and date inspection tag.

Serial Number	Location of Fire Extinguisher	Type	Size	Manufacturer	Last Annual Inspection	Next Scheduled Inspection	Date of Inspection											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
F-52820312	Room 110 MDF 1st Floor	Clean Agent	25	Ansul	03/19	03/20												
E-72594336	Room 102B Server Room 1st	Clean Agent	25	Ansul	03/19	03/20												
E-53367595	Fitness Center	ABC	10	Buckeye	03/19	03/20												
E-96440111	West Stairwell 1st Floor	ABC	10	Buckeye	03/19	03/20												
E-96482023	Elevator Lobby 1st floor	ABC	10	Buckeye	03/19	03/20												
E-96440109	South Stairwell 1st Floor	ABC	10	Buckeye	03/19	03/20												
E-96440115	Hallway across from 216R	ABC	10	Buckeye	03/19	03/20												
E-96440125	Elevator Lobby 2nd Floor	ABC	10	Buckeye	03/19	03/20												
E-96490096	Hallway by Workroom 204P	ABC	10	Buckeye	03/19	03/20												
E-96440116	West Stairwell 2nd Floor	ABC	10	Buckeye	03/19	03/20												
E-96440117	West Stairwell 3rd Floor	ABC	10	Buckeye	03/19	03/20												
E-96440103	Hallway by Room 310	ABC	10	Buckeye	03/19	03/20												
E-96440108	Elevator Lobby 3rd Floor	ABC	10	Buckeye	03/19	03/20												
E-96440113	Hallway by Room 302P	ABC	10	Buckeye	03/19	03/20												
B-08048703	Spare Heritage Hall Room 102	ABC	10	Amerex	03/19	03/20												
C-99272026	Spare Heritage Hall Room 102	ABC	10	Amerex	03/19	03/20												

Notes: _____

FIRE SAFETY EQUIPMENT MONTHLY INSPECTION REPORT

BUILDING: UPD Patrol Vehicles Year: 2019 Inspector: Shawn Kelley, Safety & Risk Management Officer

Check for the following. If extinguisher fails any part of inspection, it will be removed from service immediately.

1. No obstruction to access or visibility.
2. Is in designated location (serial # matches).
3. Pressure gauge is in proper range (within green).
4. Tamper indicators and seals are unbroken.
5. Hose free from cracks, dry rot, etc.; nozzle unobstructed.
6. Annual inspection tag marked, and in place.
7. Extinguisher full (test by lifting).
8. Ensure operating instructions are legible.
9. No corrosion, leakage, or physical damage.
10. Loosen powder by inverting/shaking at least three times (dry chemical extinguishers only).
11. Replace extinguisher with operating instructions facing outward.
12. Initial and date inspection tag.

Serial Number	Location of Fire Extinguisher	Type	Size	Manufacturer	Last Annual Inspection	Next Scheduled Inspection	Date of Inspection											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
E-81666749	UPD Patrol Vehicle #1	ABC	5	Kidde	03/19	03/20												
C-86501104	UPD Patrol Vehicle #2	ABC	5	Kidde	03/19	03/20												

Notes: _____

FIRE SAFETY EQUIPMENT MONTHLY INSPECTION REPORT

BUILDING: SSC Mechanical Lift Year: 2019 Inspector: Shawn Kelley, Safety & Risk Management Officer

Check for the following. If extinguisher fails any part of inspection, it will be removed from service immediately.

1. No obstruction to access or visibility.
2. Is in designated location (serial # matches).
3. Pressure gauge is in proper range (within green).
4. Tamper indicators and seals are unbroken.
5. Hose free from cracks, dry rot, etc.; nozzle unobstructed.
6. Annual inspection tag marked, and in place.
7. Extinguisher full (test by lifting).
8. Ensure operating instructions are legible.
9. No corrosion, leakage, or physical damage.
10. Loosen powder by inverting/shaking at least three times (dry chemical extinguishers only).
11. Replace extinguisher with operating instructions facing outward.
12. Initial and date inspection tag.

Serial Number	Location of Fire Extinguisher	Type	Size	Manufacturer	Last Annual Inspection	Next Scheduled Inspection	Date of Inspection											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
843025	SSC Mechanical Lift	ABC	5	Badger	03/19	03/20												

Notes: _____

AED Maintenance Check Form

Year: 2019

Location	Serial Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Founder's Hall													
1st floor Security Desk	4418919												
2nd floor vending area	4143849												
3rd floor vending area	377280												
4th floor vending area	4418968												
Warrior Hall													
1st floor library	X14G692272												
1st floor vending area	X14D668218												
2nd floor vending area	X14C664507												
3rd floor vending area	X14G690808												
4th floor vending area	X14G692297												
Beck Family Heritage Hall													
1st floor restroom	X17F931482												
1st floor fitness center	X17F931480												
2nd floor restroom	X17F931952												
3rd floor restroom	X17F929771												
Police Vehicles													
Police Vehicle #1	X12A533448												
Police Vehicle #2	X12A534017												

Attachment 3.1 – Monthly Inspection

Table G-16 Inspection Form

The ***monthly*** inspection form is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12.(c)(6), and 112.12(d)(4), as applicable.

SPCC Monthly Inspection Form*

General Inspection Information:

Inspection Date: _____ (Retain inspection record for at least 36 months from inspection date)

Inspector Name: _____ UIN: _____ Dept.: _____
Printed Name and Signature

Tanks / Containers Inspected (ID #'s): _____

_____

_____

Inspection Guidance:

- ✓ **Who can perform inspections**? This periodic inspection covers easily observable condition of bulk storage tanks/containers, oil-filled operational equipment , and containment structures. It *does not require a certified inspector and may be performed by any trained person* who knows the site and can identify changes and developing problems……..
- ✓ Where available, follow the manufacturer recommended inspection/testing schedules and procedures.
- ✓ Upon discovery of water in the primary tank/container, secondary containment area, interstice, or spill container, remove promptly or take other corrective action. Before discharge to the environment, inspect water for oil or other regulated products and disposed of it properly.
- ✓ Non-conforming items important to tank/container or containment integrity may require evaluation by an experienced engineer, inspector, or manufacturer representative to determine the corrective action. Note non-conformances and corrective actions in the comment section.
- ✓ Retain the completed checklists for 36 months.
- ✓ In the event of severe weather (snow, ice, wind storms) or maintenance (such as painting) that could affect the operation of critical components (normal and emergency vents, valves), an inspection of these components is required immediately following the event.
- ✓ **A YES indicates a non-conformance requiring action to address an observed problem. Whenever possible, immediately correct an observed problem.**

The Texas A&M University-Central Texas		
Spill Prevention, Control & Countermeasure Plan	Program:	Environmental Management
	Doc. No.:	ENVM-24-L2-S14-CH4-001
	Rev No:	000
Level 2	Date:	07/20/2015
	Office:	A&M-Central Texas Safety & Risk Management

	Item	Status YES	Status NO	Comments (Include tank/container number(s) and describe the deficiencies.)
1.0	**Primary and Secondary Containment**			
1.1	Noticeable distortions, buckling, denting, bulging, rust, loss of coating or other physical deterioration of primary container?			
1.2	Tanks / containers improperly positioned or stored?			
1.3	Water in primary container, secondary containment, interstice, or spill container?			
1.4	Secondary containment dikes, walls, moats or curbs not in good condition?			
1.5	Debris or fire hazard in containment?			
1.6	Drain valves inoperable or found in the open position?			
1.7	Egress pathways obstructed or gates/doors inoperable?			
2.0	**Leak Detection**			
2.1	Visible signs of leakage from or around the **1.** tank or container, **2.** support pad or foundation, **3.** secondary containment, **4.** surrounding storage area or ground or **5.** interstice?			
3.0	**Tank Equipment, Attachments and Appurtenances**			
3.1	Liquid level gauge (if present) unreadable or in poor condition?			
3.2	Any tank / container valves or openings improperly sealed?			
3.3	Any aboveground valves, piping, or appurtenances in poor condition?			

The Texas A&M University-Central Texas		
Spill Prevention, Control & Countermeasure Plan	Program:	Environmental Management
	Doc. No.:	ENVM-24-L2-S14-CH4-001
	Rev No:	000
Level 2	Date:	07/20/2015
	Office:	A&M-Central Texas Safety & Risk Management

	Item	Status YES	Status NO	Comments (Include tank/container number(s) and describe the deficiencies.)
3.5	Spill containment box on fill pipe filled with debris or water or overfill alarm or valve inoperable (if so equipped)?			
3.4	Support structure, foundation, ladder and/or platform unsecure or showing signs of severe corrosion or damage?			
4.0	**Facility Drainage and Other Conditions**			
4.1	Diked or undiked drainage deteriorated or damaged?			
4.2	Campus/facility storm water outfalls show evidence of oil releases?			
4.3	Are there other conditions that should be addressed for continued safe operation or that may affect the site SPCC plan?			
Additional Comments:				

* Form modified from Steel Tank Institute (STI) SP001 Monthly Inspection Checklist
...STI SP001 is the Steel Tank Institute industry standard for inspecting tanks. With very few exceptions, tanks within the A&M System are shop-built with capacities ≤5,000 gallons, making them Category 1 small tanks or portable containers. Accordingly, for SPCC and tank maintenance purposes, inspections and integrity testing can merely consist of periodic external inspections conducted by trained owner (i.e., university/agency) staff.

The Texas A&M University-Central Texas		
Spill Prevention, Control & Countermeasure Plan	Program:	Environmental Management
	Doc. No.:	ENVM-24-L2-S14-CH4-001
	Rev No:	000
Level 2	Date:	07/20/2015
	Office:	A&M-Central Texas Safety & Risk Management

SPCC Annual Inspection Form

General Inspection Information:

Inspection Date: _____ (Retain inspection record for at least 36 months from inspection date)

Inspector Name: _____ UIN: _____ Dept.: _____
Printed Name and Signature

Tanks / Containers Inspected (ID #'s): _____

_____

_____

Inspection Guidance:

- ✓ Who can perform annual inspections? The annual inspection examines external conditions and meets the EPA's SPCC periodic integrity testing requirements (40 CFR §112.8(c)(6)) for Category 1 bulk storage tanks/containers and oil-filled operational equipment. This visual inspection does not require a Certified Inspector and may be performed by an owner's inspector who is familiar with the site and can identify changes and developing problems. Tanks >5,000 gallons or Category 2 or 3 tanks require additional inspection and possibly testing by a Certified Inspector.†
- ✓ For equipment not included in this form, follow the manufacturer recommended inspection/testing schedules and procedures.
- ✓ Remove promptly upon discovery standing water or liquid in the primary tank, secondary containment area, interstice, or spill container. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and disposed of it properly.
- ✓ In order to comply with EPA SPCC (Spill Prevention, Control and Countermeasure) rules, a facility must regularly test liquid level sensing devices to ensure proper operation (40 CFR 112.8(c)(8)(v)).
- ✓ Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in AST design, a Certified Inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section.
- ✓ Retain the completed checklists for 36 months.
- ✓ Complete this checklist on an annual basis supplemental to the owner monthly-performed inspection checklists.
- ✓ Note: If a change has occurred to the tank system or containment that may affect the SPCC plan, the condition should be evaluated against the current plan requirement by a Professional Engineer knowledgeable in SPCC development and implementation.
- ✓ **A YES designates an item in a non-conformance status. This indicates that action is required to address a problem.**

The Texas A&M University-Central Texas		
Spill Prevention, Control & Countermeasure Plan	Program:	Environmental Management
	Doc. No.:	ENVM-24-L2-S14-CH4-001
	Rev No:	000
Level 2	Date:	07/20/2015
	Office:	A&M-Central Texas Safety & Risk Management

	Item	Status YES	Status NO	Comments(Include tank/container number(s) and describe the deficiencies.)
1.0	**Primary and Secondary Containment**			
1.1	Containment structure shows evidence of: • Holes or cracks in containment wall or floor • Washout • Liner degradation • Corrosion • Leakage • Paint failure • Tank settling			
2.0	**Tank Foundation and Supports**			
2.1	Foundation shows evidence of settlement or washout?			
2.2	Concrete pad or ringwall is cracking or spalling?			
2.3	Supports shows signs of corrosion, paint failure, etc.?			
2.4	Water does not drain away from tank or container?			
2.5	Grounding strap is not secure or is deteriorated?			
3.0	**Cathodic Protection**			
3.1	For a galvanic cathodic protection system, is the system nonfunctional or the wire connections deteriorated?			
3.2	For an impressed current system, are the operational components (power switch, meters, and alarms) nonfunctional or in poor working order and are there missing records of hour meter, ammeter and voltmeter readings?			
4.0	**Tank Shell, Heads and Roof**			
4.1	Is the tank / container coating failing or deteriorated?			
4.2	Does the tank / container shell have dents, buckling, bulging, corrosion or cracking?			

	Item	Status YES	Status NO	Comments(Include tank/container number(s) and describe the deficiencies.)
4.3	Does the tank / container top have low points or standing water indicating slope problems?			
5.0	**Tank Equipment**			
5.1	Vent components not moving freely or vent passageways obstructed for: • Emergency vent covers • Pressure/vacuum vent poppets • Other moving vent components			
5.2	Are valves leaking, corroded or damaged?			
5.2.1	Anti-siphon, check or gate valve not properly operating?			
5.2.2	Pressure regulator valve not operating properly?			
5.2.3	Expansion relief valve not operating properly?			
5.2.4	Solenoid valve not operating properly?			
5.2.5	Fire and shear valves not operating properly?			
5.3	Interstitial leak detection equipment not working properly?			
5.4	Spill containment boxes (if present) on fill pipe compromised?			
5.5	Strainer in dirty or poor condition?			
5.6	Filter in poor condition, expired or leaking?			
5.7	Flame arrestors corroded or blocked?			
5.8	Leak detector for submersible pump systems failing, not the correct part, or improperly installed?			
5.9	Liquid level equipment (if installed) not operating properly?			
5.10	Overfill equipment not suitable or not functioning according to design?			

The Texas A&M University-Central Texas		
Spill Prevention, Control & Countermeasure Plan	Program:	Environmental Management
	Doc. No.:	ENVM-24-L2-S14-CH4-001
	Rev No:	000
Level 2	Date:	07/20/2015
	Office:	A&M-Central Texas Safety & Risk Management

	Item	Status YES	Status NO	Comments(Include tank/container number(s) and describe the deficiencies.)
6.0	**Insulated Tanks**			
6.0	Damaged or missing insulation?			
6.2	Damaged insulation cover or jacket?			
7.0	**Miscellaneous**			
7.1	Electrical wiring and boxes damaged or in poor condition?			
7.2	Labels and tags missing, not intact, or unreadable?			
7.3	Drainage control inadequate for transfer/fueling areas and piping?			
7.4	Barrier system to protect against vehicular impact damaged, missing or inadequate?			
7.5	Security not adequate or is inconsistent with SPCC plan requirements?			
7.6	Fuel/oil transfer procedures not posted or being followed?			
7.7	Spill control equipment and supplies not adequate?			
Additional Comments:				

* Form modified from Steel Tank Institute (STI) SP001 Monthly Inspection Checklist

† STI SP001 is the Steel Tank Institute industry standard for inspecting tanks. With very few exceptions, tanks/containers within the A&M System are shop-built with capacities ≤5,000 gallons, making them Category 1 small tanks or portable containers. Accordingly, for SPCC and tank maintenance purposes, inspections and integrity testing can merely consist of periodic external inspections conducted by trained owner (i.e., university/agency) staff. For oil-filled operational equipment, although not required, annual inspection will be done along with normal annual maintenance.

Attachment 3.3 – Dike Drainage Log – onshore facilities (excluding production)

There is no diked drainage at A&M-Central Texas. If this changes in the future, the following drainage log will be employed.

Table G-18 Facility Drainage and/or Bulk Storage Drainage Log

Name of Responsible Person _____ UIN# _____ Signature _____

Date	Equipment ID #	Equipment Type	Building Name	Bypass valve found closed	Retained water free of oil	Valve reclosed after drainage	Drainage activity supervised	Observations

Name of Responsible Person _____ UIN# _____ Signature _____

Fire Hydrant Annual Inspection Form

Hydrant #	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	2019												
2	2019												
3	2019												
4	2019												
5	2019												
6	2019												
7	2019												
8	2019												
9	2019												
10	2019												
11	2019												
12	2019												
13	2019												
14	2019												
15	2019												
16	2019												
17	2019												
18	2019												
19	2019												
20	2019												

TEXAS A&M UNIVERSITY – CENTRAL TEXAS
POLICE DEPARTMENT

Emergency Equipment Test Log

This document is required to be completed by the officer on duty during the midnight shift on the 20th day of the month or during the week of the 20th day of the month and turned in to the Patrol Sergeant. Due to the blue phones terminating at the county 911 center, it is imperative that prior to testing the blue phones, the officer conducting the test MUST contact and inform the Bell County Communications Center (911) dispatcher of the test and remind the dispatcher to press the "#" button to terminate the blue phone connection.

EMERGENCY EQUIPMENT TESTED:

Item Tested	Date	Time	Person(s)	Test Results
Blue Phone				
Lot A1				
Lot A2				
Lot B1				
Lot B2				
Lot C1				
Lot C2				
Lot D1				
Lot E1				
Emergency Button / Pull Station				
Founders Hall (Next to Mechanical Rooms)				
2nd Floor East				
3rd Floor East				
4th Floor East				
Warrior Hall (Next to Restroom Area)				
1st Floor				
2nd Floor				
3rd Floor				
4th Floor				
Heritage Hall (Next to Elevators or in Laboratories) (PULL SWITCHES)				
1st Floor (across from elevator)				
2nd Floor (next to elevator)				
3rd Floor (next to elevator)				
3rd Floor (lab Room 311)				
3rd Floor (Lab Room 312)				
Heritage Hall AOR				
2nd Floor (next to elevator)				
3rd Floor (next to elevator)				

Sept. 2018

tamuct.edu • 1001 Leadership Place • Killeen, Texas 76549 • 254.501.5800 • fax 254.501.5806

TEXAS A&M UNIVERSITY – CENTRAL TEXAS
POLICE DEPARTMENT

Emergency Equipment Test Log

Emergency Buttons

Founders Hall

Warrior Hall

Sept. 2018

tamuct.edu • 1001 Leadership Place • Killeen, Texas 76549 • 254.501.5800 • fax 254.501.5806

Generator Monthly PM/Loadbank	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Generator start switch off													
Check belts for cracks													
Check engine and hoses for leaks													
Check exhaust system for leaks													
Inspect batteries and connections													
Check oil and coolant level													
Start and loadbank for 30 mins.													
Check for odd noise or vibration													
Shut down and return to normal													
Ensure generator is in AUTO													
Amps A													
B													
C													
Volts A													
B													
C													
Initials / Date													

TEXAS A&M UNIVERSITY CENTRAL TEXAS

BUILDING INSPECTION FORM

BUILDING: _____

INSPECTED BY: _____ DATE: _____

OUTSIDE				
ITEM	YES	NO	N/A	COMMENTS
Fire Dept connections unobstructed (weeds, shrubs, bushes, etc.)?				
Building entrances/exits are unobstructed?				
Obvious safety concerns (slip/trip/fall hazards; bee/wasp nests, etc.)?				
Parking lot free of obvious safety concerns (potholes, etc.)?				
FIRE SAFETY				
Fire extinguishers mounted and unobstructed?				
Fire extinguishers inspected monthly?				
Fire extinguishers inspected annually and tagged?				
Pull alarms unobstructed/undamaged?				
Smoke/heat detectors, audible alarms, strobes, and sprinkler heads unobstructed /undamaged?				
Anything stored or stacked within 18" of sprinkler head?				
Fire doors are not blocked open or obstructed, and latch automatically when released?				
Fire panel unobstructed?				
Ceiling tiles intact, undamaged, in place?				
Fire alarm system inspected within last year, and tagged on fire panel?				
EGRESS				
Exits are marked, and signs illuminated?				
Exit Doors, and doors / hallways leading to an exit are unobstructed / able to open to outside?				
Exit Stairs/Stairwells unobstructed – no storage in stairwells?				
Evacuation routes posted near doors?				
Stairwell evacuation chairs in place and operational?				
STORAGE				
Storage areas uncluttered to prevent slips, trips or falls?				
Accumulation of combustible materials held to a minimum to avoid fire hazard?				

Shelving is stable/secure / not overloaded?				
Materials are stored / secured to prevent falling?				
Mechanical / Electrical rooms free of storage?				
Flammables and acids stored properly?				
ELECTRICAL SAFETY				
Electrical cords and plugs are in good condition? No missing prongs, frayed, exposed wires, no straining, etc.?				
Extension cords are UL listed and adequate gauge?				
Extension cords are not attached or run through walls, doorways, ceilings, under carpets/rugs, daisy chained or pinched?				
Power strips not daisy chained and have surge protector?				
Cords placed in a manner that prevents tripping hazard?				
Electrical outlets / covers loose or damaged / exposed wires?				
Electrical panels have 36" clearance?				
Do all vending machines have or are plugged into GFCI outlets?				
Are all large appliances plugged directly into outlets (no extension cords)?				
Electrical rooms free of storage?				
GENERAL SAFETY				
Mats in place at entrances and lying flat?				
Walking areas free of tripping hazards (cords, storage, rugs lying flat, etc.)?				
AEDs in proper locations/no expired items?				
Stairwells adequately lit, handrails secure, and steps in good repair?				
First Aid Kits in proper locations/stocked/no expired items?				
Trauma kits in proper locations/stocked/no expired items?				
Are uncarpeted floors in good repair – no missing or loose tiles?				
Water Fountains clean, sanitary, working?				
OTHER ITEMS NOTICED				

TAMUCT
LAB SAFETY INSPECTION FORM

Department Name:	Safety & Risk Mgmt.	Area Inspected:	
Inspected by:	Shawn Kelley	Date of Inspection:	

Administrative:

☐	Yes	☐	No	☐	NA	Are SDS available in the lab?
☐	Yes	☐	No	☐	NA	Is there a current Chemical Hygiene Plan (CHP) in the lab?
☐	Yes	☐	No	☐	NA	Is there a current Hazardous Communication Plan (HazCom) in the lab?
☐	Yes	☐	No	☐	NA	Is the chemical inventory current (updated within 12 months)?

General Safety Concerns

☐	Yes	☐	No	☐	NA	Are rooms, cabinets, designated areas containing such materials as regulated hazardous substances, radioactive materials, and biohazardous materials, posted with the appropriate warning signs?
☐	Yes	☐	No	☐	NA	Are all exits and aisles to the outside free from any obstructions?

Fire Safety

☐	Yes	☐	No	☐	NA	Is overhead storage minimized?
☐	Yes	☐	No	☐	NA	Is overhead storage restrained?
☐	Yes	☐	No	☐	NA	Is overhead storage kept 24" below ceiling or 18" below sprinkler heads?
☐	Yes	☐	No	☐	NA	Are emergency shutoff valves free from any obstructions?

Personal Protective Equipment (PPE)

☐	Yes	☐	No	☐	NA	Is the appropriate personal protective equipment required for the lab available?
						☐ Safety Glasses ☐ Goggles ☐ Face Shields
						☐ Gloves ☐ Lab Coats
☐	Yes	☐	No	☐	NA	Are appropriate extinguisher(s) available?

Laboratory Equipment

☐	Yes	☐	No	☐	NA	Is the eyewash free from any obstructions?
☐	Yes	☐	No	☐	NA	Is the eyewash station tested weekly?
☐	Yes	☐	No	☐	NA	Is the emergency shower free from any obstructions?
☐	Yes	☐	No	☐	NA	Is the emergency shower tested weekly?
☐	Yes	☐	No	☐	NA	Are all GFCI outlets tested and working properly?
☐	Yes	☐	No	☐	NA	Has the fume hood been tested within the last year?
☐	Yes	☐	No	☐	NA	Is storage with the fume hood minimized?
☐	Yes	☐	No	☐	NA	Is non-ionizing radiation equipment (lasers, microwave sources, ultraviolet light sources) properly posted and shielded?
☐	Yes	☐	No	☐	NA	Are vacuum systems that are capable of imploding protected with cages or barriers?
☐	Yes	☐	No	☐	NA	Are glass LN2 dewars wrapped or shielded?
☐	Yes	☐	No	☐	NA	Are proper gloves and safety glasses available for use with liquid nitrogen?
☐	Yes	☐	No	☐	NA	Are use logs maintained for all autoclave activities?
				☐		Are biohazard symbols on bags identified as "AUTOCLAVED"?
				☐		Is a log maintained for all autoclave use?
				☐		Is each biohazardous waste autoclaving activity logged?

Refrigerators/Freezers

☐	Yes	☐	No	☐	NA	Are food and beverages kept out of work areas and out of laboratory refrigerators/freezers?
☐	Yes	☐	No	☐	NA	Is the proper type of refrigerator used i.e., explosion-proof for flammable liquids?
☐	Yes	☐	No	☐	NA	Are laboratory refrigerators/freezers are properly marked, prohibiting the storage of food or drink?

☐	Yes	☐	No	☐	NA	Are refrigerators/freezers free of chemical spills or contamination
☐	Yes	☐	No	☐	NA	Are all containers/packages tightly closed or sealed?

Compressed Gasses

☐	Yes	☐	No	☐	NA	Are all cylinders properly secured in an upright position?
☐	Yes	☐	No	☐	NA	Are protective caps in place when the cylinder is not in use?
☐	Yes	☐	No	☐	NA	Are incompatible cylinders stored at least 20 feet apart, or in a welder's cart with a fire wall?
☐	Yes	☐	No	☐	NA	Are the regulators, connections and supply lines in good condition?
☐	Yes	☐	No	☐	NA	Are shatter-resistant supply lines utilized (no hard plastic)?
☐	Yes	☐	No	☐	NA	Are flash arresters on flammable gas supplies for atomic absorption instruments, hydrogen and oxy-acetylene torch lines?

Hazardous Materials/Wastes

☐	Yes	☐	No	☐	NA	Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
☐	Yes	☐	No	☐	NA	Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
☐	Yes	☐	No	☐	NA	Are all chemicals color-coded to identify proper storage location?
☐	Yes	☐	No	☐	NA	Are all chemicals and wastes stored according to hazard classification and compatibility?
☐	Yes	☐	No	☐	NA	Are all containers of potential peroxide-forming chemicals dated upon receipt and utilized or disposed of within one year?
☐	Yes	☐	No	☐	NA	Are flammable liquids stored in flammable liquid storage cabinets or in closed metal safety cans whenever possible?
☐	Yes	☐	No	☐	NA	Are flammable cabinets free of corrosion, spills, and damage?

☐	Yes	☐	No	☐	NA	Are corrosive cabinets free of corrosion, spills, and damage?
☐	Yes	☐	No	☐	NA	Is storage of corrosive chemicals above eye level avoided?
☐	Yes	☐	No	☐	NA	Are all containers kept tightly closed except when adding or removing waste?
☐	Yes	☐	No	☐	NA	Are liquid waste containers kept in secondary containment tubs?
☐	Yes	☐	No	☐	NA	Are all "sharps" collected in puncture and leak resistant containers?
☐	Yes	☐	No	☐	NA	Is broken glass collected in puncture resistant containers, marked with the words "Broken Glass"
☐	Yes	☐	No	☐	NA	Is broken glass collected in puncture resistant containers, marked with the words "Broken Glass"

Additional Comments

Inspection Authentication

Name Printed:	Shawn Kelley	Signature:	