



UNIVERSITY OF OREGON FIRE MARSHAL'S OFFICE SAFETY & RISK SERVICES PROCEDURE

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Fire Marshal Fire Safety Inspections

REASON FOR PROCEDURE

To describe the procedure for conducting fire and life safety inspections, and follow-up re-inspections on all the structures and premises owned, rented or leased by the University of Oregon.

PURPOSE

The University of Oregon through its University of Oregon Fire Marshal's Office, and as mutually agreed upon with the Eugene Springfield Fire Marshal's Office (the governmental authority having jurisdiction) commits itself to the enforcement of the regulations contained in the most recent edition of the Oregon Fire Code adopted by the Oregon State Fire Marshal as authorized in ORS 476.030 in order to eliminate conditions hazardous to life, property or public welfare in the occupancy of structures or premises.

UNIVERSITY OF OREGON FIRE MARSHAL'S OFFICE

The University of Oregon Fire Marshal's Office is established within the University of Oregon under the direction of the University Fire Marshal. The function of the University of Oregon Fire Marshal's Office shall be the implementation, administration and enforcement of the provisions of the Oregon Fire Code.

As provided in Oregon Fire Code (code) Section 104, the University Fire Marshal, and the staff of the University Fire Marshal's Office are authorized to enforce the provisions of the code and shall have the authority to render interpretations of the code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of the code and shall not have the effect of waiving requirements specifically provided for in the code. Such policies and procedures shall not be less stringent than the minimum fire code adopted by the Oregon State Fire Marshal.

INSPECTION PROGRAM

Scheduled Fire Inspections

The University Fire Marshal's Office, under direction of the University Fire Marshal, will conduct scheduled fire and life safety occupancy inspections of all University of Oregon buildings and facilities, and the uses or processes conducted in them. The goal is to inspect all occupancies and portions thereof on a regular basis, with emphasis on high-hazard and high value occupancies.

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During these inspections, the University Fire Marshal's Office staff enforces the provisions of the code, in order to identify fire hazards and see that they are abated. This should result in fewer and less destructive fires. A secondary inspection purpose is to encourage safe practices among building occupants by promoting awareness about fire and its potential for occurrence, and recommending practices and procedures that improve fire safety.

Additionally, this program familiarizes University Fire Marshal's Office staff with the physical arrangement of the university's buildings on campus, and the hazards therein. This knowledge will enable University Fire Marshal's Office staff to respond to emergency incidents more efficiently and with greater personal safety. It will also enable them to become a resource for emergency responders during emergency operations.

Documentation and Abatement of Violations:

Pursuant to Oregon Fire Code Section 109.2 and in accordance with ORS 479.170, University Fire Marshal's Office staff finding during an inspection a building, premises, vehicle, storage facility or outdoor area that is in violation of the provisions of the code, will prepare a written notice of violation (inspection report) describing the conditions deemed unsafe and, when compliance is not immediate, specifying a reasonable time for re-inspection. Copies of the inspection report will be provided to the responsible party for the occupancy or portion thereof where the violations exist. When all normal enforcement efforts are exhausted without compliance, abatement of violations shall be pursued through enforcement action by the City of Eugene Fire Marshal as authorized in ORS 479.170, 479.990, 476.990 and 480.990.

The University Fire Marshal shall coordinate for the proper abatement of violations of the code discovered during inspections with the pertinent university departments.

In those instances in which due to the nature and/or extent of the violations noted, the budgetary requirements, work and time associated with their abatement is considered to exceeding normal operations for a single university department, the University Fire Marshal will notify the Safety & Risk Services Director of Operations, and shall be responsible for developing a report identifying available abatement solutions and cost estimates.

Scope of the Scheduled Fire and Life Safety Inspection Program

The scope of the University of Oregon Fire Marshal's Office Inspection Program includes all occupancies and portions thereof including, but not limited to academic, research, housing, athletic, assembly, office, maintenance services and other types of occupancies.

Inspection Frequency

Oregon Revised Statutes provide as follows regarding the required frequency of fire and life safety inspections:

- (ORS 479) - Requires that certain occupancies (institutional, child care, inpatient care, and residential care) subject to licensing requirements by the state be inspected once per year.
- Oregon Fire Code Section 106.2 – This section establishes the Oregon Fire Marshal's Office duty to inspect every building, structure or premises on university property to verify that the requirements of the code are met. This section does not, however, establish the frequency of inspections. The code does not presume to interpret each institution's political, social and economic priorities. Therefore, the code leaves up to each of institution the establishment of different inspection priorities and frequencies based on the availability of inspection resources, the value of premises to the university or the potential disruption to the continuity of services and programs essential to the mission of the university.

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The inspection frequency established by the University Fire Marshal is based on:

- The staff available to conduct among other fire and life safety inspections
- The occupancy classification assigned by the code to the different buildings based on the fuel load and occupant load.
- The hazard category assigned by the National Fire Protection Association associated with the building use and occupancy (Low Hazard, Moderate Hazard and High Hazard).

The inspection frequency of scheduled fire inspections for university buildings or portions thereof is as follows:

- **High Hazard Facilities** (i.e.; Autzen Stadium, Resident Housing Facilities, the Central Power Station) annually.
- **Moderate Hazard Facilities** (i.e.; Willamette Hall research and teaching labs, Millrace Woodshop, Romania Chevrolet Building) every two years.
- **Low Hazard Facilities** (Johnson Hall, Oregon Hall, the Collier House) every three years.

New Construction and Tenant Improvement Inspections

The University Of Oregon Fire Marshal's Office provides permitting, project design review and inspection services to ensure that buildings and systems are constructed in accordance with the Oregon Fire Code. Permitted activities and inspections include additions, redesigns, relocations, alterations or removal of:

- Fire detection and alarm systems
- Fire sprinkler systems
- Fixed fire suppression systems (including hood and duct systems and FM 200 type systems)
- Clean agent based fire suppression systems

Special Inspections

Special inspections are intended to identify code violations or reveal unsafe situations which may present themselves during special events, peak occupancy times or in response to a citizen fire safety complaint.

COMPLIANCE WITH FIRE SAFETY REGULATIONS

Pursuant to University of Oregon Safety – Physical Space and Environment Policy, Policy Number IV.05.01, it shall be the responsibility of all University employees to cooperate promptly with fire safety correction directions from the University of Oregon Fire Marshal's Office or the designated Campus Planning and Facilities Management staff assigned to perform corrective work. Employees who fail to cooperate shall be reported to the Safety & Risk Services Director of Operations.

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