**Policy**

It shall be the policy of the University of Tennessee that all employees are able to respond to fires in a safe and effective manner. Response shall take the forms of evacuations, notification of occupants and emergency forces, initial suppression measures and basic fire prevention.

**Scope**

This plan shall apply to all facilities under the direct control of the main campus of the University of Tennessee, Knoxville. This also applies to university leased facilities in Knox County, Tennessee.

**Procedures**

**Department Heads** shall:

- a. Develop fire plans for the facilities under their control
- b. Ensure that staff are adequately trained in their fire plan
- c. Maintain a copy of their department-specific fire plan

**Environmental Health and Safety** shall:

- a. Develop a template suitable for use in developing department-specific fire plans
- b. Disseminate the template to departments
- c. Assist departments with developing fire plans for their area
- d. Provide training for departments upon request
- e. Execute fire drills that test the fire plan. See safety procedure FS 5 (Fire Drills) for additional details.
- f. Provide feedback on fire drill performance
- g. Maintain documentation of fire drills.

**Recordkeeping**

The most recent departmental fire plan must be kept by the department. Subsequent copies may be discarded provided no challenges (e.g. litigation) are likely. Environmental Health and Safety shall maintain documentation of fire drills.
Standards

NFPA 101
OSHA 29 CFR 1910.38(e)

Forms

Contact Environmental Health and Safety regarding a template to develop a fire plan