# **UTDBP3087 Fire and Accident Prevention, Parking/Traffic Rules and Regulations, Radiation Safety**

## **Policy Statement**

## **General Policy**

The information included under this topic is intended to promote a knowledge of policies regarding Fire and Accident Prevention, Parking and Traffic Rules and Regulations, and procedures involved with Radiation Safety.

## **Safety Policy**

This section will establish for the University a safety policy for the protection of life and property, and for the maintenance of a healthy work and study environment conducive to the accomplishment of the goals of the University. This policy is established in addition to those associated with normal University Police activities.

The responsibility for the development and coordination of the University's safety program is assigned to the University Safety Manager, who reports to the Senior Vice President for Administration. However, the implementation of the safety policy is the responsibility of faculty, staff, students and other individuals associated with the University.

A University Safety Committee will be appointed from the academic, administrative and service organizations within the University, and shall serve in an advisory and consultative capacity to the University Safety Manager and provide an avenue of appeal.

A standing subcommittee for radiation safety will be established and will be comprised of the members of what is currently the Radiation Safety Committee. This subcommittee will be

responsible for policies and practices regarding the licensing and use of radioactive material. However, the implementation of the radiation safety program will continue to be delegated to the Radiation Safety Officer.

The University will comply with applicable federal and state legislation. This applicable legislation, along with supporting guides, rules and procedures issued by the University Safety Manager, will provide the necessary standards under which the University will conduct its safety program.

### **Accident Prevention**

Accident prevention requires the support and cooperation of each individual on the UTD campus.

Accidents can best be prevented by removing safety hazards and increasing people's awareness of safety considerations.

Before a safety hazard can be removed or adequate safety measures taken, the University must be notified of its existence (see <u>UTDBP3086</u>). The University is dependent upon the cooperation of its faculty, staff, and students for the performance of this reporting function.

## **Fire Prevention**

**General Policy:** The University Safety Manager is charged with ensuring that UTD is in compliance with all applicable fire safety regulations. Additionally, the University works closely with outside agencies having expertise in fire prevention.

However, an effective fire prevention program is only as good as those utilizing UTD facilities make it. By properly assuming a responsibility toward fire prevention and abiding by the following guidelines, each member of the University can assist the Safety Office to assure UTD has an effective fire prevention program in force:

- 1. Make sure that personal habits do not create a condition that could cause a fire. Most fires at UTD arise from the careless use and disposal of cigarettes, cigars, and pipe smoking remains.
- 2. If flammable, toxic, explosive, or otherwise dangerous materials are being used, they should be handled in an approved manner, observing all appropriate safety precautions.

- 3. At least two (2) avenues of escape should be provided from any area in which hazardous materials, machines, or processes are contained. Hallways and exits must be kept free of obstructions to a width of six (6) feet at all times.
- 4. Be familiar with the location and operation of fire extinguishers in your work area. If there are questions regarding the operation of fire extinguishers, contact the Safety Office (ext. 2141).
- 5. Know how to properly report a fire and protect others with appropriate warnings.
- 6. In the event of a fire, do not panic. Remain calm and evacuate the hazardous area unless you are requested by proper authorities to assist in fighting the fire. The saving of your own life, the lives of others, and valuable property may depend upon your actions before a fire gains serious headway.
- 7. All stairwell doors should be kept closed at all times.
- 1. <u>Reporting of Fires</u>: Report <u>all</u> fires. Many fires that were considered out have restarted!
  - Remove people from danger of the fire.
  - Alert help by calling "911" and activating the fire alarm system.
  - Contain the fire's location by closing doors.
  - Extinguish the fire if possible and if you feel comfortable doing so.
- 2. <u>Use of Fire Extinguishers</u>: Even though University facilities are equipped with alarms (and sprinkler systems in selected areas), a need still exists for portable fire extinguishers accessible and ready for emergency use. Fire extinguishers are located in all public areas, mechanical rooms, and laboratories and are serviced regularly to ensure proper operating standards are maintained.

Most of the fire extinguishers on campus are able to handle a variety of fire situations and are classified as Multiple ABC. This allows the individual using the extinguisher the confidence of knowing that they are using the correct extinguisher for the appropriate fire. The only exceptions to this are in certain laboratories that have combustible metals (Class D) and selected areas that have halon fire extinguishers for protection of very delicate equipment. NOTE: Halon extinguishers will be phased out over the next few years due to the current ban on the production of the halon product.

Fire extinguishers are easy to use and hands-on training is offered by the Safety Office. When using an extinguisher, remember to use the PASS method. P Pull the pin from the extinguisher and have your back to an exit! A Aim the extinguisher at the base of the fire that is about 5 to 7 feet away from you.

- **S** Squeeze the handle of the extinguisher.
- **S** Sweep the base of the fire.

Be aware that the extinguisher has a very limited amount of extinguishing agent in it and may only last for as little as eight (8) seconds. The actual discharging time depends on the size of the extinguisher.

Extinguishers come in a wide variety of classes, each designed to combat certain kinds of fires. Each extinguisher is clearly marked as to its class and should be used to fight fires only as indicated. Classes of fire extinguishers are:

- Class "A" extinguishers are used on common fires: wood, paper, rubber and many plastics. They contain water, loaded stream, foam or a combination of dry chemicals.
- Class "B" extinguishers are suitable for fires of flammable liquids, gasses, and greases. They hold loaded stream, foam, compressed gases (bromotrifluoromethane and carbon dioxide), dry chemicals, multipurpose dry chemicals, and vaporizing liquids.
- Class "C" extinguishers are designed primarily for fires stemming from or surrounding electrical equipment. Spraying water on this kind of blaze could electrocute the fire fighter; what is needed is an extinguisher with nonconducting flame suppressants.
- **Class "D"** extinguishers work well on fires involving combustible metals such as magnesium, titanium, zirconium, sodium, and potassium. The nameplate on each extinguisher should explain its relative effectiveness for each kind of metal fire.

Contact the Safety Office (Ext. 2141) if fire extinguisher training, the addition of be used by trained personnel.

3. <u>Use of Fire Hoses</u>: Fire hoses may be located in building corridor areas. They should only be used by trained personnel.

### **Laboratory Safety**

Laboratory safety is technically one of the most complex safety problems. No one person can be expert in every chemical reaction, radioactive contamination, behavior of gases, and all other possible laboratory phenomena. The Principal Investigator for each lab is responsible for the laboratory's overall safety.

Thus, for every type of research and each kind of laboratory, a separate set of safety rules is needed. Such rules can come only from experts in their respective fields and must be developed by each department. The Chemical Safety Subcommittee of the Safety Committee formulates and enforces appropriate safety regulations and procedures. The Safety Office will assist in any way possible to ensure adequate safety is evident in laboratory situations.

### **Radiation Safety Policies**

Use of radiation sources is strictly controlled under state and federal law. All persons who receive, possess, use, transfer, own or acquire any source of radiation are governed by the Texas Regulations for Control of Radiation, except where such persons are subject to the regulations issued by the Nuclear Regulatory Commission (successor to the Atomic Energy Commission for all licensing and regulatory functions); such regulations are primary over those of the State of Texas.

Neither set of regulations shall be interpreted as limiting the intentional exposure of patients to radiation for the purpose of medical diagnosis or therapy; provided, however, that no radiation may be deliberately applied to human beings except by or under the supervision of an individual authorized by and licensed in accordance with Texas statutes to engage in the healing arts.

- 1. **Duties of Radiation Safety Officer:** The UTD Radiation Safety Officer shall ensure that this institution is in compliance with the provisions of the Texas Regulations for the Control of Radiation.
- 2. Licensing: The State of Texas requires that no person shall receive, possess, use, transfer, own, or acquire radioactive material except as authorized in a specific or general license issued pursuant to Part 41 of the Texas Regulations for Control of Radiation. There are several specific exemptions which are cited in Paragraph 41.3 of the Regulations. No person at the University is to be licensed without approval of the Radiation Safety Committee.

Within The University of Texas at Dallas, the Radiation Safety Officer will coordinate all matters relating to licensing.

3. **Storage and Inspection of Materials:** Sources of radiation must be secured against unauthorized removal from the place of storage.

Caution signs, labels, and signals must be used and conspicuously posted in accordance

with Paragraph 21.203 of the Texas Regulations for Control of Radiation. Radioactive materials must be inspected and surveyed at least once each quarter.

- 4. **Disposal:** The University of Texas at Dallas currently disposes of its radioactive materials by transfer to an authorized recipient as provided in Part 41 of the Texas Regulations for Control of Radiation.
- 5. **Records, Reports and Notification:** Records of surveys, radiation monitoring and disposal must be maintained in accordance with Paragraph 21.401 of the Texas Regulations for Control of Radiation.
- 6. **Purchase of Radioactive Materials:** Any proposed acquisition of radioactive materials must first be approved by the UTD Radiation Safety Officer who ensures that the University has a license for such material and that the quantity being requested does not exceed that authorized in the license. The Radiation Safety Officer will place the appropriate license number on the purchase requisition for further processing by the UTD Procurement Management Office.

#### **Research Involving Human Subjects**

The University's Committee on Research Involving Human Subjects must be informed of any research (whether supported by a granting agency or not) involving human subjects that is conducted by members of the faculty and staff. This Committee should be informed at the earliest moment (and at the very latest, one month before submission of a Department of Health & Human Services, DHHS, proposal) to provide time for the Committee to examine the research and make recommendations. The following should be taken into consideration:

- 1. A "subject" is any human being exposed to a research procedure. This includes living donors of body fluids, organs and tissues. A "subject at risk" is any individual who may be exposed to the possibility of injury, including physical, psychological, or social injury, as a consequence of participation as a subject in any research, developmental, or related activity which departs from the application of those established and accepted methods necessary to meet the needs, or which increases the ordinary risks of daily life, including the recognized risks inherent in a chosen occupation or field of service.
- 2. Even if human tissues are obtained from another institution, the individual using them is responsible, in the last analysis, for their proper initial procurement.
- 3. All research, whether or not under Public Health Service grants, is subject to these restrictions.

- 4. Not only is all **ongoing research** subject to these restrictions, but also any **proposed research**.
- 5. The Committee on Research Involving Human Subjects is an **Ad Hoc** Committee of The University of Texas at Dallas Academic Council. The Committee has the authority to delay or reject research proposals that are found to reflect either:
  - a. insufficient regard for the rights of human subjects, or
  - b. insufficient scientific benefit from the research in light of risks to human subjects.

It is the **primary responsibility** of the individual to inform the Committee of any ongoing or proposed research involving human beings in the broadest sense.

## **Parking and Traffic Policies**

The Parking and Traffic Rules and Regulations have been devised to allow for the safe and efficient use of roadways and parking areas provided by the University.

The use of these facilities is considered a privilege, not a right, and the privilege is conditioned, in part, on the individual's compliance with these rules and regulations.

All University Police Officers have the authority to direct traffic and issue citations on campus.

The speed limit on campus is thirty (30) miles per hour, except where posted speed limits differ.

The Campus is defined as all property under control of The University of Texas at Dallas, Richardson, Texas.

- Permits, Regulations, Registration, Fees and Violations: Policies involving permits, regulations, registration of vehicles, fees, and violations can be found in the booklet "Traffic and Parking Regulations." This booklet is distributed with each decal purchased. The booklet is updated frequently and contains the most current revisions of the rules and regulations. The complete legal-sized document is on file in McDermott Library as well as the Decal Office.
- 2. **Resolution of Citations:** Administrative fees for parking or traffic violations should be paid at the Bursar's Office in the lower level of the McDermott Library. If the fee is not

paid within seven (7) calendar days after the issuance of the citation, a \$7.50 late charge will be assessed.

If a person accumulates several tickets, and neglects or refuses to pay these administrative fees, the University Police may issue a Court Appearance Citation. This citation must be resolved at the Collin County Government Center, 661 E. 18th Street, Plano, Texas.

3. **Impounding and Towing of Vehicles:** The University Police Department has the authority to tow and impound vehicles. If an unauthorized vehicle is illegally parked in such areas as loading docks, fire lanes, or in any manner which obstructs traffic flow, a private towing company will be called. The owner of the illegally parked vehicle is responsible for all fines and towing fees.

#### 4. Disabled Parking Permits:

- a. **Temporary Disability:** A person suffering a temporary disability, such as a broken leg, etc., may obtain a temporary disabled parking permit by bringing a written request from the doctor indicating the type of disability and probable date of recovery to the University Police Decal Office, PG1.204, who will then issue a temporary disabled parking permit.
- b. Permanent Disability: One of the following must be on file in the Decal Office to obtain a free disabled decal:
  - I. Application for disabled plate;
  - II. Texas Vehicle Registration Receipt with validated sticker number, or
  - III. Permanently Disabled Person Identification Card.

All of the above are provided by the County Tax Assessor/Collector.

#### 5. Bicycle Regulations:

- a. Bicycles are to be parked in University-owned bicycle racks across campus.
- b. Bicycles are prohibited in buildings.
- c. Bicycles are to be walked in mall areas.

#### 6. Decal Replacement and Refunds:

a. Replacement decals and additional decals are \$5.00 each. To obtain a replacement decal, the owner must bring in the decal remnants. When

purchasing additional decals, the purchaser must provide proof of ownership of all vehicles. See Parking and Traffic Regulations.

- b. An employee may obtain a refund by bringing the parking decal(s) remnants to the Decal Office, PG1.204, on the last day of employment. Under no circumstances will a refund be made before the last of day employment. Any outstanding citations must be paid before the refund is issued. The refund is prorated based on the date of separation and is mailed to the employee.
- c. Student decals are non-refundable except when the error lies with The University of Texas at Dallas.

#### **Electrical Power Failures**

- 1. **Purpose:** The purpose of this procedure is to establish a definitive system for handling partial or total electrical power failures (blackouts) within a building or all buildings on campus.
- 2. Procedures:
  - a. Remain calm.
  - b. Do not leave your immediate area unless adequate lighting is available for exiting the building.
  - c. If you can reach a telephone, call the University Police at ext. 2020, or the Physical Plant at ext. 2177, and supply them with the following information:
    - I. Name of caller;
    - II. Type of emergency;
    - III. Building and floor level.
  - d. The University Police or Physical Plant will then follow this procedure:
    - I. Assure the caller that action is being taken;
    - II. Call key Physical Plant personnel;
    - III. Call Texas Utilities, if required;
    - IV. Call other key University personnel, per Emergency Procedures Telephone Contact List;
    - V. Go to the scene and render assistance;

VI. Report problem/status after restoring power.

#### **RESPONSIBLE PARTY**

#### LAST REVIEWED

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#### HISTORY

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