



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Policy and Procedure

TTUHSC EL PASO FIRE EVENT REPORTING

All fires and fire alarms must be reported as directed below

Fire reporting requirements exist for both the Senior Director of Facility Operations and Maintenance and the Senior Director of Safety Services in El Paso. This ensures that the TTUHSC and TTUHSC El Paso Fire Marshals are made aware of any fire-related problem in a timely manner. Accurate and prompt reporting of fire-related events is necessary to meet the requirements of the State Fire Marshal, and for proper fire prevention and fire protection planning.

All three categories of Fire Events must be reported through the online Fire Reporting system located at:

<http://elpaso.ttuhsce.edu/elpsafetyservices/forms/Fire.aspx>

1. Fire alarms (Any fire alarm system activation).
2. Overheating events (No actual fire but noticeable smoke or odor due to heating)
3. **Fires that cause facility damage or injury to persons.**

Phone contact is required to digital pager 915-269-6537 and to the Safety Services Office at 915-215-4820. In addition to the phone reports, an online report utilizing the web link listed below is required no later than one business day after the occurrence.

Please call the Safety Office with any comments or questions: 215-4820.