



Campus Administrative Policy

Policy Title: **Modification or Securing of Exit Doors and Passengers**

Policy Number: 3037 **Functional Area:** **General Administration**

Effective: July 6, 2004

Date Last Amended/Reviewed: July 6, 2004

Date Scheduled for Review: July 1, 2011

Supersedes: N/A

Approved by: David C. Turnquist
Assistant Vice Chancellor, Facilities Operations

Prepared by: Fire and Safety Officer

Reviewing Office: N/A

Responsible Officer: Fire and Safety Officer

Applies to: University of Colorado Anschutz Medical Campus

A. POLICY STATEMENT

In an effort to ensure that all building occupants have safe options for exiting buildings or areas in case of an emergency , the Facilities Operations Department is establishing a procedure for handling situations when it may become necessary to modify, block or make non-functional exit doors, stairwells, or egress passageways that may have fire and life safety implications.

CU Anschutz Medical Campus has the legal obligation and authority to ensure that the safety of occupants of the building is not compromised. Exit doors and other fire systems have specific code requirements, and it is important to remember that unauthorized modification to exits creates an unsafe condition that could entrap persons. Such acts are a violation of the Uniform Fire Code and the Life Safety Code.

B. PROCEDURES

This procedure shall be mandatory the CU Anschutz Campus

Exit doors, stairwells, and egress passageways are not to be locked such that persons cannot exit, or otherwise be modified, blocked or made non-functional, without first

obtaining advice and approval from the Fire & Life Safety Officer or the Campus Building Official. If neither is available, the decision may be made at the Facilities Operations Director level or above. Several components are necessary before any exit is configured such that persons cannot egress:

1. All means of correcting the situation without using chains, locks, or other devices must have been explored.
2. The door must have signage directing persons to another exit.
3. The sign must state, "**THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS. IF FOUND LOCKED, CONTACT THE FIRE & LIFE SAFETY OFFICER AT PAGER# 303 266-0053.**"
4. Facilities Operations must have established a "unlock/relock" schedule, such that the doors are unlocked at the beginning of the day and locked only after most, if not all persons, have left the building. (Please seek advice should the doors need to be secured when persons must remain in the building after hours.)
5. University Police must be notified, and they must have a key for the securing device.
6. The appropriate Building Administrator must have been contacted and made aware of the situation. (Contact may be through email or phone.)
7. The door must be on a high priority list, such that it is repaired as soon as possible.
8. After the door is repaired, signage must be removed and notification must be made to University Police, the building administrator, and the approving authority for the campus.

Notes

1. Dates of official enactment and amendments:
July 6, 2004: Adopted by Assistant Vice Chancellor for Facilities Operations
May 22, 2019: Modified
2. History:
May 22, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: July 6, 2004
4. Cross References/Appendix:

- Uniform Building Code, 1997 ed.
- Uniform Fire Code, 2000 ed.
- National Fire Protection Association Life Safety Code, 2000 ed.
- Facilities Operations Policy OPP 103-050, Construction & Modifications Code Compliance