



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Material and Equipment in Corridors and Stairwells

FEB 9 2011

Instruction 4103

(EHS)

ABSTRACT

This Instruction implements the Occupational Safety and Health Act (OSHA) requirements concerning Means of Egress. This section of the Act requires that there be adequate and clear means of egress from all occupied spaces. In addition to the safety of staff personnel the safety and efficiency of firefighters will be severely affected if hallways are not kept clear. This instruction establishes the Uniformed Services University of the Health Sciences (USUHS) policy and responsibilities for compliance with the OSHA regulation.

A. REISSUANCE AND PURPOSE

This Instruction reissues USUHS Instruction 4103^a to:

1. Establish policy pertaining to the use of corridors, stairwells, and access ways for storage of materials and equipment in accordance with federal and local regulations.

2. Ensure corridors are an obvious and adequate means of egress in an emergency, provide adequate space through which emergency personnel and equipment can move, and to allow for the safe passage of people, goods, and materials during the normal use of the building.

3. Comply with OSHA regulations^b and the NFPA Life Safety Codes^c.

B. REFERENCES.

References used in this instruction are in the *Enclosure 1*.

C. BACKGROUND.

The USUHS was designed and constructed in accordance with criteria established by MIL-STD-3007^f for universities and educational institutions. The corridors and stairwells were designed to accommodate the passage of routine faculty, staff, and student traffic. There are restrictions on locating operating mechanical equipment and combustibles in passageways^g. The means of egress from corridors and stairwells cannot be obstructed. Obstructions include physical barriers to the designed traffic flow, restrictions that significantly limit the amount of traffic, items that generate smoke in the event of a fire, or situations where the direction of egress is obscured. The few exemptions to these restrictions that are allowed usually involve the placement of vending machines and copy machines. Chairs are not allowed in hallways or corridors.

D. APPLICABILITY.

The provisions of this Instruction apply to all departments, divisions, and activities within the USUHS buildings located on the Naval Support Activity, Bethesda.

E. POLICY.

1. The fundamental principle of the fire safety codes is to provide for a safe and adequate means for egress from buildings in the event of an emergency. Regulatory agencies (OSHA) and fire inspectors interpret this to mean no material can be stored or equipment operated in any corridor or hallway, even when the halls or corridors exceed the code-specified minimum widths. It is the policy of the USUHS to ensure that all corridors are maintained in accordance with applicable federal and local regulations. **Accordingly, no material will routinely be stored in corridors, hallways, or stairwells.**

2. Exceptions to this policy will not be allowed unless the proposed storage is investigated by Environmental Health and Occupation Safety (EHS) and specifically approved by the EHS. Such exceptions are only granted on a temporary basis until appropriate storage can be arranged, only if all other alternatives have been considered, and only if the benefits from such storage significantly outweigh any increased risk to USUHS personnel. If temporary storage exists or is being considered, contact EHS for guidance. It is emphasized that such exceptions are expected to be unusual.

F. RESPONSIBILITIES.

1. Environmental Health and Occupational Safety shall:

a. Conduct Safety Audits inspections periodically to ensure only approved items are stored in corridors or hallways. Instances of unauthorized corridor storage will be brought to the attention of the responsible party for timely corrective action.

b. Inform the responsible party that immediate corrective action is necessary when the storage situation represents an immediate and substantial hazard.

c. Arrange for removal/relocation of the items to eliminate the hazard in those instances where action is not taken by the responsible party.

2. Department Chairpersons and Activity Heads shall:

a. Ensure that their department complies with this instruction.

b. Respond in a timely manner to identified inappropriate hallway storage problems.

c. Request any exceptions to this policy through the USUHS, EHS Department.

3. USUHS EHS shall. Review all requests for temporary or permanent hallway storage and recommend to the President, USUHS approval or disapproval of the request.

G. EFFECTIVE DATE.

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice", with a stylized flourish at the end.

Charles L. Rice, M.D.
President

Enclosure:

1. References

REFERENCES

(a) USUHS Instruction 4103, "Material and Equipment in Corridors and Stairwells," dated February 9, 1993 (hereby canceled)

(b) 29 C.F.R. 1910.35-1910.38, Occupational Safety and Health Administration, Subpart E, "Means Of Egress," dated July 1, 2010

(c) National Fire Protection Association, NFPA 101, Life Safety Code, Chapter 7 "Means of Egress" and Chapter 39, "Existing Business," 2009 Edition

(d) MIL-STD-3007f, "Standard Practice for Unified Facilities Criteria," dated December 13, 2007



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



EXECUTIVE SUMMARY/COVER BRIEF

FEB 9 2011

MEMORANDUM FOR THE PRESIDENT, USUHS

FROM: Patricia A. Burke, Director, Administrative Support Division

SUBJECT: Proposed USUHS Instruction 4103, "Material and Equipment in Corridors and Stairwells"

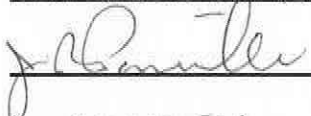
PURPOSE: To obtain your signature on the attached USUHS document.

NOTE: All comments for this Instruction have been properly reviewed and incorporated.

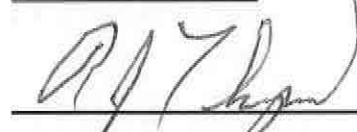
RECOMMENDATION

It is recommended that the proposed changes be approved and signed. (It is requested that all documents be signed and returned to ASD within 5 working days of the processed date for signature.)


OFFICE OF PRIMARY
RESPONSIBILITY (EHS)


09 Nov 10
DATE

CHIEF OF STAFF


4 Feb 2011
DATE

VICE PRESIDENT FOR FINANCE
AND ADMINISTRATION


4 Feb 11
DATE

RECEIVED
4 Feb 11