

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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#### 4. Unit Management Responsibilities

- x Ensure employees are provided the necessary training and instruction in maintaining documentation.
- x Enforce all Lamar University policies and procedures.
- x Take appropriate action on all reported fire and life safety complaints. If the complaint cannot be resolved in the department, forward the complaint to the EHS Fire Marshal's Office.
- x Auxiliary groups including, but not limited to, Student Housing and Residential Life, the Student Center, and the Athletics Department shall participate in university programs established for the maintenance of fire protection equipment. Contracted services must be pre-approved by EHS Fire Marshal's Office. Documentation of contracted services and work performed must be provided to the EHS Fire Marshal's Office.

#### 5. Individual Responsibilities

- x All employees will acquaint themselves with [y23 (o)-6.6 (c)-3876 (w)-3.4 ((t)-3 fi0 Tw 17 012.4 (ns)-7

