

University of Georgia Fire Safety Standards

*Maintaining a safe and positive learning environment for chapter members is imperative. The goal of the Greek Life Office is to ensure that all who live in Greek chapter houses are protected to the best of our ability. The responsibility of meeting our fire safety goals also rests with chapter members working in close cooperation with house corporations, alumnae advisors, and national organizations. **These standards apply to fraternity and sorority houses located both on and off campus.***

Chapters with houses must appoint a **fire marshal**. This officer's name and information must remain current and on file with the Greek Life Office. (See attached for fire marshal duties).

Within four weeks of occupancy, either the UGA or Athens-Clark County fire inspector shall inspect all Greek houses. A house that is found to be in violation of fire codes must correct the deficiencies within the period specified by the fire inspector. Habitual delinquency in compliance and/or correction will result in social suspension and possible house closure until corrections are made. On-campus houses must pass fire inspections each semester (two per year). Copies of fire inspection reports must be sent to the Greek Life Office. A copy should also be sent to the chapter advisor and house corporation president.

Groups with zero fire code violations will be recognized at the annual Greek Banquet through the Greek Life Office's Fire Safety Recognition Program.

Chapters must conduct fire drills once a semester. Usually one drill is held during the day and the other at night. Turn off lights, shut doors and windows. EVERYONE must leave the house and remain outside until completed. These drills should be taken seriously and members are expected to fully cooperate with chapter officers and fire officials.

Each fraternity and sorority occupying a house is required to provide the Housing Office with a list of all persons living in their respective houses. An occupancy list must be kept current for each semester as well as any breaks. It is recommended that this list include full names and rooms in which the members are living. The rooms should be numbered or identifiable in some manner.

Each house must have a master key or set of keys for every room and a directory for each room. The President, Fire Marshal and local advisor or house corporation member must have access to the lock box or master key in case of emergency.

All chapters must have posted by common phones, emergency numbers for fire, police, and ambulance, and must have evacuation routes from chapter houses posted in the common areas, on any optional bulleting boards, and on the back of the door of each sleeping room.

Chapters must have a fire safety program annually. Chapters can view the UGA/UNC fire safety video or have a campus or city fire official present a program.

It is recommended that smoking areas be designated. Establish a "No Smoking" policy for areas

designated as non-smoking. Ban smoking in bed and establish other non-smoking areas. Make sure members know where occupants/guests may smoke. Specified smoking areas in the house must follow fire department regulations. If designated as a no smoking facility, proper ash receptacles are to be provided at all entrances.

State law requires that functioning smoke detectors be placed throughout the building. Heat detectors and fire extinguishers should be installed in the mechanical, storage or furnace rooms.

Provide and maintain fire extinguishers. Extinguishers should be well marked and readily available throughout the house. Establish penalties for tampering with a fire extinguisher. Make sure extinguishers are checked and serviced regularly.

Tampering with fire safety equipment (fire alarms, smoke detectors, extinguishers, sprinklers, etc.) In a Greek house is a violation of the UGA Student Code of Conduct and may result in sanctions from the Greek Life Office or the Office of Judicial Programs.

Intentionally set fires or any conduct violation involving fire at chapter houses will be fined a minimum of \$300.00 by the Greek Life Office. These fines will be deposited into the educational programming fund.

Restrict access to dangerous areas. As appropriate, limit or prohibit access to certain areas of the house such as roofs, furnace rooms, fuse boxes, etc.

The use of open flames is not recommended at any time. Open flames from candles can result in serious fire hazards. Any use of an open flame must be in compliance with the Fire Marshal's regulations and must never be left unattended.

Do not overload circuits. Prohibit the use of extension cords, multi-outlet devices, etc. The only exception is computer surge protectors. Do not permit members to install their own custom wiring.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

New state law does not allow grills or any open flame cooking, or cooking apparatus on wood decks, or under wood enclosures outside sleeping facilities.

Outside storage of fireplace wood, reusable construction material and similar items must not become unsightly. When it is stored, it shall be stored at least twelve (12) inches off the ground on racks or frames.

Trash must be stored or removed from the premises with such frequency as to prevent nuisances. It should be placed in a clean, supervised area away from sources of ignition. Outside burning of trash and garbage is prohibited.

All staircases that are required to be, must be compartmentalized.

All exits, exit corridors, passages, halls, and stairs must be illuminated at all times. Exit signs and emergency lighting shall be installed in accordance with State Code requirements.

Keep the chapter house clean. All hallways, stairways, and exits must be cleared of clutter, furniture, vending machines or any other material at all times. Outside, regular inspections of fire escapes should be scheduled to check their operation and to make sure they are clear of obstacles.

All electrical switches, outlets, and fixtures must be properly covered and arranged.

All installation or replacement of glass doors and windows that are subject to human impact should be glazed with approved safety glass and marked in such a manner that will make it apparent that they are closed.

All interior paint should be either latex paint or fire retardant paint (no oil based paints). This applies to all future interior painting.

Upgrade Guidelines

Estimates for these upgrades must be completed by June 2000. Copies must be filed with the Greek Life Office and the fraternity/sorority house corporation.

Each house is strongly encouraged to get an estimate for the installation of a sprinkler system.

It is strongly recommended that every fraternity and sorority facility be equipped with a fully functional fire alarm system. The fire alarm system shall have distinctive alarm horns and visual signals, simple action pull stations, audio-visual trouble signs, and audio-visual trouble signals at the control stations. In addition, the fire alarm system must be integrated with all heat and smoke detectors installed in the building.

Each house should have a fire, smoke, and heat detector system that rings into either the UGA Police Department or the Athens Fire Department.

Fire Marshall

Duties are as follows:

- Reside in the chapter house
- Ensure chapter compliance with UGA Fire Safety Standards.
- Attend the fire marshall training session each semester (\$100.00 fine if absent).
- Keep in a folder (semesterly fire drill documentation, monthly self-inspection documentation, and semesterly Athens Fire Department inspection report).
- Conduct and document an unannounced fire drill once a semester (\$50.00 fine if not completed by deadline).
- Conduct and document a monthly self-inspection of the house (\$50.00 fine if not completed on time). Responsible for having own monthly fire inspection reports for the house turned into the Greek Life Office.
- Assist Athens Fire Marshall or University Fire Inspector in conducting semesterly fire inspections, must accompany during semesterly fire inspection.
- Show the fire safety video tape at a chapter meeting each semester.
- Prepare a permanent fire safety evacuation plan and post in the hallway on each floor.
- Correct all fire code violations discovered during the semesterly fire inspection within the time permitted.
- Have kitchen fire suppression system inspected every 6 months (The date of the last inspection and the name and number of the company that works on these systems is on the tag of the fire suppression system).
- Check status of fire alarm system monthly to ensure its operation 24 hours a day (houses with un-maintained fire alarm systems will have their fire marshal subject to judicial action).
- All flammable liquids such as gasoline, gas mowers, gas grills, gas trimmers, mopeds, motorcycles, etc. are to be removed from the house immediately, this is a major violation and very dangerous.
- Remove all items from all hallways & fire escapes at all times (bicycles, furniture, couches, mattresses, trash cans, etc.).
- Recharge any fire extinguishers that are spent and have fire extinguishers inspected annually. Arrange for regular servicing of fire extinguishers.
- Remove any extension cords (the only exception is computer surge protectors).

- All door catches must be in good working order and all hallway doors are not propped open.
- Be sure that no one is on your roof. Chapters are fined \$100 for each time a person is on the roof. The fine is paid to the Greek Life Office by the chapter. If the chapter wishes to collect the money from the individual that is up to the chapter but the check must be from the chapter.
- Make sure all exits are clearly marked and that fire doors are locked at all times.
- Display telephone number of the fire department prominently next to each telephone. Even with the widespread use of the 911 emergency number, occasionally the line fails.
- See that smoke detectors are checked regularly and that batteries are replaced as needed.