

# **Safety Guidelines for Greek Letter Organizations & Social Fraternities and Sororities**

## **I. Introduction**

### **(A) The University of Alabama Health and Safety Policy Statement**

The University of Alabama, concerned with the health and safety of its students, faculty, staff and visitors, acknowledges its responsibility to endeavor to create, maintain and enhance a healthful and safe environment for all individuals associated with the institution. To this end, the University is committed to provide reasonable resources and support for the development, implementation and maintenance of an effective health and safety program.

The University is committed to the principle that such a program will minimize University losses, reduce costs, improve morale and increase productivity.

For these reasons, the University requires that health promotion and accident prevention be integrated into all its academic and operational activities and has established a central Office of Environmental Health and Safety (EHS). This office has been charged to oversee the development and implementation of an effective health and safety program. To best fulfill this responsibility, the Office of Environmental Health and Safety will develop and assist in implementing University guidelines and standards compatible with existing external agencies' rules and regulations. Compliance with all University health and safety guidelines will be required. All faculty, staff and students are responsible for their own personal safety and to set an example of safe and compliance based practices for other members of the University community.

### **(B) Purpose**

The Office of Environmental Health and Safety has created the Safety Guidelines for Greek Letter Organizations & Social Fraternities and Sororities to address safety concerns on campus and establish uniform procedures in case of fire or other emergency for those occupying fraternity and sorority houses at The University of Alabama. This information is not all-inclusive and EHS is not responsible for any omissions or errors.

### **(C) Responsibilities**

#### **1. University of Alabama Office of Environmental Health and Safety**

The University of Alabama Office of Environmental Health and Safety acts as the liaison between the local and state compliance agencies and the campus community. A representative from EHS responds to each fire alarm on campus occurring during working hours. EHS maintains an active database containing information on each fire alarm on campus. EHS conducts code compliance inspections at all academic, administrative and housing facilities on campus. EHS coordinates numerous safety programs and provides training and information to the University community as needed.

#### **2. University of Alabama Police Department**

The University of Alabama Police Department (UAPD) responds to all emergencies on campus including, but not limited to, reported crimes and fire alarms. UAPD responds to each fire alarm and is responsible for resetting all fire alarms after the Tuscaloosa Fire Department has given the all clear. UAPD acts as a liaison between local crime authorities and the University campus. UAPD provides information regarding crime statistics to the University community as needed.

### 3. City of Tuscaloosa Fire Department

The City of Tuscaloosa Fire Department (TFD) is the local fire department, which responds to all alarms on campus. TFD randomly inspects buildings on campus, including fraternities and sororities. Once an alarm is initiated, TFD is the only entity, which can give the approval to reset a fire alarm system once the fire department has been dispatched.

### 4. Tuscaloosa County Health Department

The Tuscaloosa County Health Department inspects each fraternity and sorority house on the University campus operating a kitchen. The Tuscaloosa County Health Department also responds to any sanitation complaint affecting the University of Alabama campus. EHS acts as the liaison between those entities occupying space on the University campus and the Tuscaloosa County Health Department.

### 5. Greek Letter Organizations Living on University Property

Greek Letter Organizations living on University property must maintain their land and houses to an acceptable level. These entities must absorb the costs of making repairs, renovations and changes to their own houses. When an inspection occurs which indicates safety concerns needing immediate repairs, it is the responsibility of the organization occupying the space to tend to these matters immediately.

### 6. Greek Letter Organization's Chapter House Manager or President

Each Greek Letter Organization has an assigned president or house manager. It is the responsibility of these individuals to know the number and locations of all bedrooms and areas of the houses they occupy. This individual may be requested to provide access to bedrooms or other spaces within the house by locating keys or access codes to these areas. It is also the house manager or president's responsibility to know the sleeping location of any physically impaired individual within the house. The house manager or president should be able to address safety concerns and assure repairs are made to the house in a timely manner.

### 7. University of Alabama Department of Security Technologies

The University of Alabama Department of Security Technologies may assist in securing fraternity or sorority houses during the event of an emergency when necessary.

### 8. University of Alabama Dean of Students or Office of Student Life

The University of Alabama Dean of Students or Office of Student Life may assist in locating substitute housing for any on-campus student, including fraternity or sorority member, whose space is damaged by fire.

### 9. Contractors

It is the responsibility of outside contractors working in University buildings or on the University of Alabama property to provide adequate fire protection to workers on the job site. It is also the responsibility of the contractor to train their employees to evacuate the building safely during a fire alarm. Contractors working on fire alarm systems connected to the University of Alabama fire alarm system must contact UAPD at 348-5454 prior to performing any work on that building's fire alarm system. It is also the responsibility of any contractor working on the University of Alabama campus to contact UAPD if they will be doing any work which could potentially set off the fire alarm system such as sweeping, drilling, or fire alarm maintenance.

## **II. General Safety and Security Measures**

### **(A) Lock Residential Areas and Personal Belongings**

Due to the number of arson, vandalism and theft cases, it is always important to keep doors locked. Many locations on

campus have incorporated the coded combination locks on their front doors. This only works as long as visitors are not given the combination to the doors and the doors automatically close when someone leaves. Keep all room doors locked. Never prop doors open. Use cabinets or drawers to lock valuables inside rooms or lockers to secure personal items.

Always secure bikes properly to bike racks and mark all parts with identification numbers. Bikes can also be registered with Parking Services at the Student Services Center just as vehicles are registered. When leaving personal vehicles, always lock the vehicles with all windows in the up position.

### **(B) Operation Identification**

Always mark valuables with identifying numbers, (e.g., student identification numbers and driver's license numbers). Also, mark textbooks with your name and address on the inside cover. Engravers are available for rental at the UAPD in Gorgas Hall. An Action Card is required for this loan and the loan period is 24 hours. They also have property of registration sheets for you to record each valuable item. Always keep this registration sheet in a safe location away from your valuables.

### **(C) Bama Escort Service**

Escort service is available from 6:00 p.m. to 12:00 a.m. by dialing 348-RIDE. Contact UAPD to determine the areas included in this service.

### **(D) Emergency Phones and Lighting**

There are a number of blue outdoor emergency phones strategically located on campus that directly dial UAPD dispatchers. A list of the locations of the blue outdoor emergency phones can be found in the University of Alabama Public Safety's Safer Living Guide. There are also white help phones in campus buildings that can be used for emergency or on-campus calls. Directions on the use of these phones are adjacent to them on the wall. Passenger elevators are equipped with emergency lines as well. By pushing the red button marked Emergency, UAPD is dialed immediately. Know the locations of emergency phones on campus.

Lighting also contributes to safety on campus. If an outdoor light is not working, check the base for an identification number and letter. Then call the UA Facilities Operations and Maintenance at 348-6001.

### **(E) Travel**

When walking on campus, always ask a friend to go along if possible. Walk with your keys in your hand as you go to and from the vehicle. Never enter a vehicle without looking into your back seat and floor to assure you are alone. When driving, don't stop at a stranded location if you feel you have been followed. Continue driving to a safe location (friend's home or a well-lit area with lots of people) and then call UAPD at 911 or 348-5454. Avoid dark alleys or roads. Travel the main path. Never walk on or near railroad tracks. This is private property. If you think someone is following you on campus, go to an emergency phone and dial 911.

### **(F) Crime Statistics**

The University of Alabama publishes the Annual Campus Security Report, which contains crime statistics for the three recent calendar years and crime prevention policies and procedures. This report is available online at [www.safety.ua.edu](http://www.safety.ua.edu). You may request a printed copy of this report from UAPD by calling the Community Services Lieutenant at 348-8361 or by writing UAPD, Attention: Community Services Lieutenant, Box 870178, Tuscaloosa, AL 35487-0180.

## **III. Fire Safety**

## (A) Inspections

### 1. Life Safety 101 Inspection

EHS performs Life Safety 101 inspections in each Greek Letter Organization or Social Fraternity and Sorority housing facility on campus. During these inspections, houses are checked to assure hallways, stairwells and corridors are clear and unobstructed, exit doors operate properly, and emergency and exit lights are illuminated properly. At this time, all fire suppression equipment is inspected to verify that proper maintenance has been performed and to determine if records indicate this maintenance. Special hazards such as storage of flammables or combustibles, compressed gas storage or poor housekeeping are indicated as well.

### 2. Fire Safety Inspection Prior to Registered Social Event

Prior to any registered social event on the University campus, a fire safety inspection is performed at each location. Deficiencies will be noted and all shall be corrected before the scheduled social event. In all cases, it is the responsibility of those occupying the area to assure testing and maintenance is complete on fire safety equipment. Safety equipment such as exit lights, emergency lights and fire extinguishers are inspected, hallways and stairwells are checked to assure they are clear of storage, and all decorations are reviewed. Review Appendix A for a copy of the fire safety checklist used as a guideline for this inspection. Occupancy limit signs are also examined for the social event and specified location at this time. Contact EHS at 348-5905 to request an occupancy limit for an upcoming social event.

### 3. Routine Equipment Inspection

It is the responsibility of those occupying the house to assure routine equipment maintenance is performed. Usually the House Manager, President or Housemother will maintain these inspections and documentation. Several inspections must be performed prior to students re-occupying the space during the fall semester. Contact EHS at 348-5905 if you have any questions regarding these inspections.

#### a) Fire Extinguishers

Fire extinguishers shall be inspected monthly. Documentation of this inspection shall be placed on the tag. Each fire extinguisher should be visually inspected to determine if the seal and pin are in tact, the extinguisher gauge indicates it is fully pressurized and that the extinguisher is in place and fully operational. Any fire extinguisher found missing a pin or with a low charge indicated should be noted and a fire suppression company should be contacted for servicing this equipment. Portable fire extinguishers should be assessed to determine the need for maintenance or hydrostatic testing annually. All dry powder chemical fire extinguishers must be internally inspected every six years with either maintenance and recharging or hydrostatic testing and recharging performed, while carbon dioxide fire extinguishers are inspected every five years. The seal should be in place as well as the pin. The extinguisher should be placed in a wall-mounted bracket or cabinet. All extinguishers should be conspicuously located and unobstructed. No social event will be approved in any area without adequate fire extinguisher coverage. Each extinguisher shall be inspected, tagged and charged before any social event will be approved and prior to the organization re-occupying the house in the fall. It is the responsibility of the organization that owns the house to maintain the fire extinguishers and contact a fire suppression company for this service.

#### b) Emergency lights

All emergency lights must be tested monthly to assure they are working properly. It is the responsibility of the organization occupying the area to test and maintain their emergency lights. Each emergency light will be inspected and tested before any social event will be approved. Also, any emergency lights that may be damaged or missing will be replaced before any social event is approved. The organization living in the house is responsible for contacting an electrician to complete this work.

### c) Exit lights

All exit lights must be tested monthly to assure they are working properly. Exit lights shall be installed on the power source so that the entire word "EXIT" is illuminated at all times and battery backup shall illuminate the entire word "EXIT" when tested and when normal power fails. No social event will be approved on campus without the exit lights working properly in that area. Each exit light shall be inspected and tested to determine if sufficient illumination is present before any social event will be approved. Also, any exit lights that may be damaged or missing must be replaced before any social event will be approved. It is the responsibility of the organization occupying the area to test and maintain the exit lights.

### d) Hood Suppression Systems

All kitchens in fraternity/sorority houses are considered to be commercial kitchens. For this reason, a kitchen hood suppression system must be appropriately located in each kitchen and inspected every six months by a certified fire suppression company. Each time the suppression system is inspected, an inspection tag must be placed near the pull station that activates this system. This inspection tag will give the date of inspection, inspector's initials, company inspecting the system and an indication of whether the system is compliant. Exhaust hood filters will be inspected at this time and should be cleaned if deemed a hazard by the fire suppression company. It is the responsibility of the organization occupying the building to assure the hood suppression system has been inspected and is compliant. Inspection tags are reviewed before any social event is approved. The organization occupying the house is responsible for contacting a fire suppression company to provide this service.

### e) Fire Alarm Systems and Pull Station Covers

Each fraternity/sorority house on campus has a fire alarm system that automatically connects to UAPD, EHS, and most importantly, TFD. Fire alarm systems have been upgraded to include smoke detector activation throughout campus. Each fire alarm system shall be tested and inspected annually, along with each fire alarm system's detectors and audiovisuals. Smoke detectors shall be cleaned annually. Organizations, which have installed audible pull station covers over the fire alarm pull stations, must replace the batteries to these covers at least annually. It is the responsibility of the organization to replace any damaged or missing devices. Prior to any work being done on any fire alarm system on the University of Alabama campus, contact UAPD at 348-5454. Before any social event is approved or before students may re-occupy the space in the fall semester, documentation of all these inspections and compliance should be sent to EHS, 15 Research Drive, Tuscaloosa, AL 35487 or faxed to 348-7773

### f) Sprinkler Systems

Each fraternity/sorority chapter house having sprinkler system protection must assure that the sprinkler system has been properly inspected according to NFPA 25 guidelines. A sprinkler system test shall be performed quarterly to assure water flow devices work properly. An annual inspection of the sprinkler system should also investigate all sprinkler heads (including spare heads) for corrosion, paint, damage, obstructions or improper orientation. Valves and antifreeze solution should also be inspected at this time. Prior to any sprinkler system test or inspection, contact UAPD at 348-5454 to notify the fire alarm supervisory department of any testing which might activate a false fire alarm. Contact a sprinkler system company regarding these inspections. It is the responsibility of those that occupy the building to assure all testing is complete and to assure compliance with any state, federal or local codes or guidelines. Before students can occupy the area, documentation of these inspections and compliance must be sent to EHS, 15 Research Drive, Tuscaloosa, AL 35487 or faxed to 348-7773.

### g) Bedroom Smoke Detectors

Hard-wired smoke detectors installed inside each bedroom and/or sleeping area in fraternity/sorority houses on campus shall be inspected, cleaned and tested annually. It is the responsibility of the organization to repair or replace any missing or broken smoke detectors. Before any social event is approved or before students can

occupy the area, documentation of these inspections and compliance must be sent to EHS, 15 Research Drive, Tuscaloosa, AL 35487 or faxed to 348-7773.

## **(B) Equipment**

### **1. Fire Extinguishers**

Fire extinguishers shall be installed in each fraternity and sorority house on University property. Extinguishers should be located in common areas near sleeping areas, building maintenance areas, laundry areas, party rooms and kitchens. Usually, multi-purpose type ABC fire extinguishers are found throughout these houses with the exception being the kitchens. Many kitchens are equipped with an additional type BC fire extinguisher. Contact a local fire suppression company if you have questions regarding the placement or type of extinguisher for the area at hand. Documentation should be placed on each extinguisher regarding any maintenance performed on the extinguisher.

### **2. Emergency Lights**

Emergency lights shall be installed in each stairwell and every sleeping area of the house. Emergency lights are also installed in windowless areas that may be used for assembly such as chapter rooms. These lights should illuminate the area for at least ninety minutes after normal power fails. It is the responsibility of the organization occupying the space to assure the emergency lights work properly during a power outage.

### **3. Exit Lights**

Exit lights are found throughout all fraternity/sorority houses indicating the means of egress. Exit lights should be illuminated at all times so the entire word "EXIT" can be read. Exit lights should remain illuminated for at least ninety minutes after normal power fails. Any exit light found with bulbs out should be reported to the house manager so that repairs or bulb replacement can be made. Exit lights may not be removed from any exit or means of egress without prior written approval from the TFD. Contact EHS at 348-5905 to discuss concerns regarding the placement of exit lights.

### **4. Hood Suppression Systems**

Hood suppression systems can be found throughout all fraternity and sorority houses on campus. These kitchens are considered commercial kitchens and must be handled as such. It is the responsibility of the organization occupying the space to assure the hood is inspected prior to occupancy or use of the kitchen.

### **5. Fire Alarm Systems**

Each fraternity/sorority house on campus has a fire alarm system that connects to UAPD, EHS, and most importantly, TFD. Therefore, each time the fire alarm sounds, UAPD and TFD responds. Never try to reset any fire alarm. Fines and/or required community service can be distributed to all active members if it is determined that someone has been tampering with fire safety equipment.

Fire alarm systems have been upgraded to include smoke detector activation in common areas throughout campus. Smoke detectors in bedrooms are not tied into the fire alarm system. When a fire alarm system pull station is activated, the fire alarm system will immediately sound and send a signal to the Fire Department. If a smoke detector or heat detector tied into the fire alarm system is activated, it will automatically cause the fire alarm to sound and signal the fire department to respond, thereby evacuating the building as well. Remember smoke detectors may activate the fire alarm system if aerosols are sprayed near or into the smoke detector or if cigarettes or some other object is lit beneath the detectors. Smoke machines also will initiate the smoke detectors activating the fire alarm system. On occasion, even heavy amounts of steam will activate these detectors. Always take into account that a smoke detector cannot differentiate steam from smoke or cigarette smoke from any other type of smoke.

Fraternities and sororities which report intruders tampering with fire alarm pull stations will be required to provide pull

station covers which sound an audible alarm when they are removed. These covers help reduce the number of false alarms related to tampering with pull stations. Added security measures may also be required if this problem continues.

## 6. Sprinkler Systems

If a fraternity or sorority house on campus has a sprinkler system, it must be maintained according to the National Fire Protection Association's (NFPA) guidelines.

## 7. Bedroom Smoke Detectors

All bedrooms in student housing facilities on campus are equipped with smoke detectors that are tied into the electrical system, unless they are equipped with smoke detectors that are tied into the fire alarm system. It is the responsibility of the organization occupying the house to maintain, repair or replace any damaged or missing smoke detectors and a copy of this annual inspection must be received at EHS from the contractor performing the work.

## 8. Fire zone and Fire Hydrants

Fire zones and hydrants may not be blocked at any time. If fire zones or hydrants are found blocked, UAPD can authorize a vehicle removal. If a car is towed, it will be towed at the owner's expense.

### **(C) Fire Drills and Emergency Evacuation Plans**

EHS conducts fire drills twice a year in all facilities that house students on the University campus (including fraternities and sororities). The first fire drill is scheduled within the first two weeks of the fall semester. This drill is announced to the House Corporation Presidents or Housemothers. It is the responsibility of these individuals to notify residents. The second fire drill is held at the beginning of the spring semester. This drill is unannounced. The purpose of these drills is to assure students and employees evacuate quickly and safely and to assure everyone can hear the alarm and understands that it signifies an emergency where evacuating the building is necessary. It is the responsibility of each occupant to evacuate or move to an area of rescue assistance during a fire alarm if possible. Failure to comply with these fire drills and evacuate the building is justification for fines and/or required community service. Buildings may be searched to assure all occupants have evacuated properly.

Early into each semester, a safety awareness meeting shall be conducted with all residents to discuss the Fire Prevention Plan and the Emergency Evacuation Plan. Appendix B contains a Sample Fire Prevention Plan for Greek Letter Organizations on the University of Alabama Campus. For assistance with creation of the Emergency Evacuation Plan or fire safety information, contact EHS at 348-5905. Proper evacuation, possible evacuation routes, locations of safety equipment, proper use of safety equipment and the buddy system, are all topics of fire safety information which should be discussed with residents. Residents shall be informed of the need for immediate evacuation during fire alarms or fire drills, the penalties for causing a false alarm, misusing, tampering with or damaging fire equipment, and the penalties of not evacuating during a fire alarm or drill. An emergency evacuation map shall be distributed to all members living in the house that outlines the locations of fire safety equipment and possible evacuation routes. Minutes and a sign-in sheet from this meeting shall be forwarded to EHS at 15 Research Drive, Tuscaloosa, AL 35487.

### **(D) Safe Fire Alarm Evacuation Procedures**

#### 1. Procedures for Students, House Staff Members, and Guests

##### a) Activating the Fire Alarm

- If a fire is noticed, leave the hazard area. Do not risk a life by remaining in the unsafe building. If operating a heat source or flame, please extinguish before exiting the building.
- On the way out of the building, pull a fire alarm system pull station. It may be necessary to break the glass or raise the pull station cover in order to pull the alarm. Some common locations of pull stations are at stairwell doors and exits.
- By sounding the alarm, occupants of the building are notified of a fire hazard and should also evacuate the building. However, most importantly, UAPD, EHS, and TFD are notified immediately of the hazard.

## b) Evacuating the Building

- When the fire alarm sounds, everyone must proceed with their emergency evacuation plan or evacuate the building immediately, even if another individual tells you that the fire alarm is being tested. Do not assume it is just a drill. Failure to evacuate the building during a fire alarm is grounds for required community service.
- When evacuating, turn off any appliance or equipment you might be operating. Isolate your area by closing doors and windows and leave the building if time permits.
- Only use a portable fire extinguisher to control a small fire or assist yourself or someone else to evacuate the area. Remember, not all fire extinguishers are effective on all types of fires; so do not try to extinguish the fire unless you have been properly trained. Do not fight the fire if it is already beginning to spread beyond the location where it started, if you can't fight the fire with your back to an exit, or if the fire can block your only exit.
- Walk; do not run when evacuating the building. Assist those individuals with disabilities or those unable to evacuate by telling authorities their locations within the building. (See Safe Fire Alarm Evacuation Procedures for the Physically Challenged)
- To avoid smoke, stay low to the ground and cover your mouth and nose with a damp cloth if possible to help you breathe.
- Never use the elevators to evacuate.
- When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit or stairwell door. Then travel vertically down the stairwell until you reach an exit leading to the outside. Most stairwells are fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.
- If you must open corridor doors, hallway doors, bedroom doors, or office doors, feel of them first by using the back of your hand (never the palm). If they are cool, open them and continue to follow the emergency evacuation plan and move towards an exit or stairwell if conditions allow.

## 2. Procedures for Physically Challenged

Although the University of Alabama requires all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need assistance or special procedures to evacuate effectively. For this reason, they should inform other individuals, especially the House Manager, President or Housemother that they may need assistance in a fire alarm during the emergency evacuation-planning phase. Below are some tips that may prove useful during a fire alarm evacuation:

### a) Utilize the Buddy System

- During the first few days at a new job or after moving into a new residential area, discuss with others your need for a "buddy" if the fire alarm goes off.
- Obtain several buddies in different locations where you may be during an alarm and discuss your evacuation plan with your buddies (especially the House Manager, President, or Housemother).
- Explain what type of assistance you would need during a fire alarm.
- Plan and practice your procedure or evacuation during a fire alarm.
- If possible, your buddy should assure your location, capabilities and need for assistance during a fire alarm (however, do not risk life).
- Your buddy should inform UAPD or the TFD of your need for assistance, plan, and location during a fire alarm.

### b) Recognize your Capabilities and Limitations for Evacuating the Building

- When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit or stairwell door. Then travel vertically down the stairwell until you reach an exit leading to the outside.
- Most stairwells are fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.



- Persons utilizing wheelchairs should be taken to an area of rescue assistance (usually stairwell landings) or stay where they are located. This still requires their buddy notify UAPD or the Fire Department of their location once they reach the assembly location outside. If the mobility-impaired individual is alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where they located or are going.
- Persons with mobility impairments but without the need of a wheelchair will need to attempt to evacuate the building, allowing traffic to pass when needed in areas like stairwells. These individuals may decide to remain in place and contact 911 with their location if there is no sign of imminent hazard and due to their impairment they would not be able to evacuate the building at this time without assistance.
- Persons with physical impairments, such as hearing impairments, may need rooms equipped with additional warning signals to inform them of activation of the fire alarm. A buddy may still be needed to notify or assist the physically impaired during an emergency. Contact EHS at 348-5905 so that the House Corporation President and Fire Department can be notified of your specific needs.
- Individuals who are visually impaired may need a buddy to assist him/her through the evacuation route. If the visually impaired individual is unable to evacuate, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where they are located. Notify EHS at 348-5905 so that the House Corporation President and Fire Department can be notified of your specific needs.

### 3. Procedures if Trapped in a Building Which is Burning

- If the door is hot, only open it slowly.
- If there is too much smoke or fire in the hallway for a safe evacuation, then remain in the room. Close the door and position towels or articles of clothing (dampened if possible) around the bottom edge of the door.
- Call 911 and tell the dispatcher your name, where you are located and the reason you could not evacuate. The dispatcher will contact the UAPD officers on the scene who will notify the Fire Department.
- If you have a window that can be opened, also open the window and hang a sheet, piece of clothing or another similar object out the window and wave it to the fire department. This open window will allow fresh air to circulate into the room.
- If the window cannot be opened, create a sign to display at the window indicating that you need help.
- If you feel as though you can no longer breathe, break the window out using a chair and wave an object at the Fire Department.
- Remain calm and wait for the Fire Department to assist you in evacuating the area.

### 4. Procedures if You are on Fire

- Stop where you are.
- Drop to the floor.
- Roll until the flames have been smothered.

### 5. Procedures if Someone Else is on Fire

- Try to smother flames by wrapping the individual on fire in a blanket or some other item that could be used to smother flames.
- If unable to assist the individual on fire, insist that the person stop, drop and roll.

### 6. Once Outside

- Move away from the building to a predesignated location where a headcount must be made by the House Manager, President or Housemother.
- Notify UAPD of anyone needing assistance exiting the building.

- The house representative or some other supervisory personnel should notify UAPD of anyone unaccounted for during the evacuation.

#### 7. Resetting the Fire Alarm and Re-entering the Building

- Remain outside and away from the building until you are given further instructions from the TFD, UAPD or a representative from EHS.
- Only TFD can authorize the fire alarm system being reset or silenced after the initiation of a fire alarm.
- UAPD and the representative of EHS responding to the alarm have access to the fire alarm panel keys.
- UAPD and the representative from EHS are the only entities on campus authorized to reset a fire alarm once approved by TFD.
- Once the fire alarm system has been reset and TFD has given the approval for re-entering the building, then staff, students, guest or others can reoccupy the area.

### **(E) Occupancy Limit**

All Fraternities and Sororities have occupancy limit signs available for their party/dining rooms. This signage must be posted and visible during any social event. If space within the house that has previously not used for assemblies will be used in the future, contact EHS for an appropriate occupancy limit for the area. All occupancy limits take into account the square footage of the area in question, by the type of seating to be provided, by the type of activity planned and by the obstacles and exits of the area in question. Obstacles such as tables, chairs, and band platforms are always considered to be obstacles in the determination of an occupancy limit.

### **(F) Zero Tolerance Policy**

TFD has established a “Zero Tolerance Policy” for false fire alarms. Each time a fire alarm is initiated in any building on the University campus, TFD responds as well as UAPD. When an alarm is initiated on campus, multiple fire trucks are dispatched simultaneously, since TFD is aware of the number of students living and attending the University of Alabama. TFD responds to each alarm on campus as if it were a true emergency, often placing their lives in danger to try and reach the campus in a timely manner. Due to the number of false alarms on campus in the past few years, the zero tolerance policy was established to deter individuals from maliciously initiating alarms. The City of Tuscaloosa Legal Department may enforce community service and/or fines if false fire alarms are attributed to the deliberate actions of those inhabiting the area.

### **(G) Candles, Open Lights and Flames**

EHS must approve any use of an open light or flame on campus. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners and torches. The following information must be presented to EHS prior to approval of the use of an open light or flame: building name, area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector and type of smoke detector (smoke detector tied into the fire alarm system or stand alone smoke detector). EHS may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, EHS reserves the right to terminate or decline the approval of the open light or flame permit.

The University of Alabama does not endorse the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Never leave a candle or incense unattended for any reason. Care must also be taken when extinguishing candles. Several candles blown out together can create enough smoke to initiate a fire alarm. Prior to the use of candles in any building on campus, contact EHS at 348-5905. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire in any University of Alabama building or on the campus grounds without prior approval.

## **(H) Smoking and Fireplaces**

Smoking shall be prohibited in areas where smoke detector activation is a part of the fire alarm system. All fire alarm systems in fraternity/sorority housing have been upgraded to include smoke detector activation. TFD has a zero tolerance level for false alarms. Community service and/or a \$3500 fine can be distributed to all active members if smoking is determined to be the cause of a fire alarm. Many fires have been caused by individuals who are impaired or tired and smoking. For these reasons, the best location to smoke is outside the house.

Any fireplace on campus must have a fire screen the correct size for the fireplace. If a fireplace is intended for use, the chimney must be cleaned prior to use. Burn only wood inside the fireplace, never paper, plastic or flammables. Before any social event is approved, the fire screen must be the correct size and in place.

## **(I) Portable Heating Appliances, Lighting Appliances and Extension Cords**

Since great care must be taken to utilize portable heaters properly, their use is discouraged on campus. Contact EHS at 348-5905 for some safety tips for the use of these heaters. Halogen lamps pose serious safety hazards as well. Their bulbs may shatter due to high temperatures, they are easily tipped over due to their design, and they may inadvertently ignite combustible materials. For these reasons, halogen lamps may not be used on campus.

The use of extension cords is also discouraged on campus. However, if an extension cord must be used, there are several guidelines that must be followed. All extension cords used on campus must be UL listed and approved. These extension cords must only be used within the appropriate rating by comparing the rating on the extension cord to the rating on the temporary appliance being used. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords must not be run under rugs or carpet or through walkways or windows. Never use any extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a portable heater, halogen lamp, blow dryer, or iron.

## **(J) Routine House Maintenance**

Routine House Maintenance is necessary in all fraternity and sorority houses. Develop a routine maintenance schedule to inspect and replace light bulbs, fixture covers and equipment. Assure all light fixtures have the appropriate lens cover installed over the bulbs to the light fixtures. Have all air conditioning equipment and heating equipment inspected to assure safe use of that equipment and winterize the house annually. Below are some areas of concerns that should be addressed by all Greek Letter Organizations.

### **1. Hallways and Stairwells**

All hallways and stairwells must be clear of any clutter, obstruction or storage. In the past, bicycles, furniture, lawnmowers and bulletin boards have been found in stairwells and hallways during inspections. This is not permitted. No storage is allowed inside any hallways or stairwells. The house should also be free of stored combustibles (paper, wood, etc.). General housekeeping shall be a high priority. For this reason, no social event will be approved if bottles, cans, trash or other materials are in rooms, hallways, stairwells or outside the house creating hazards. It is the responsibility of the organization occupying the space to keep the area clean and orderly.

All corridors should be the correct width and height for the occupancy of the building as established by NFPA guidelines. Hallways and stairwells shall be well lit at all times. Light bulbs should be replaced in light fixtures within a timely manner as well as bulbs in exit lights and emergency lights. Lens covers for light fixtures should also be maintained to assure bulbs are not exposed.

### **2. Stairwell, Corridor and Exit Doors**

All exit doorways, including stairwell doors, shall be the correct size for the occupancy of the building as established by NFPA guidelines. Each building or area occupied must have the appropriate number of exits. Exits must be clear and

unobstructed. Curtains, drapes, or any other item is not allowed to confuse or conceal any exit or means of egress. Sitting or standing in any exit or means of egress is not allowed. Exits are indicated by illuminated exit signs. Exit and stairwell doors must be easily opened from the inside without the use of any special procedures or a key. Stairwell doors shall not have deadbolt locks on them and cannot be propped open. All stairwell doors must have door closures, which are automatic closing devices. Any doors, which swing in both directions, shall have a viewing area provided. There shall be no doorstops placed on stairwell doors. In the event that a doorstop is found on a stairwell door or a deadbolt lock, it will be immediately removed at the expense of the organization occupying the building. Once a stairwell door is found propped open by any other item, the organization occupying the building will be given a warning and told to remove the door prop. If this continues to be a problem, actions will be taken to upgrade the fire alarm system to include magnetic door closures that will hold doors open, but automatically release doors to close upon activation of the fire alarm system. Any system without the capabilities of installing this feature will need to upgrade their fire alarm system so that this feature may be employed if this becomes an issue. Costs related to any of these changes or repairs will be the responsibility of the fraternity, sorority or group occupying the house.

### 3. Ceiling Tiles and Aisles

Ceiling tiles act as a fire barrier. When ceiling tiles are removed the fire rating of the ceiling may change, the fire insurance may become void and most importantly, it creates a “Chimney Effect” in the event of a fire. For these reasons, when ceiling tiles are found missing, a social event is not approved until they have been replaced. It is the responsibility of the organization occupying the space to replace any ceiling tiles, which are damaged or missing.

Any area of a building where tables, seats, chairs, equipment, etc. are installed, an aisle shall be provided which leads to an exit. All aisles shall be at least 36 inches wide. These aisles may not be obstructed. Floors need to be clear of any tripping hazards including, but not limited to, cords and debris. Sitting or standing in any aisle or path leading to an exit is not allowed.

### 4. Housekeeping and Storage

General housekeeping shall be a high priority in all buildings on the University of Alabama campus including fraternities and sororities living in houses on the campus. For this reason, no social event will be approved in a fraternity or sorority house if bottles, cans, trash or other materials were in rooms, hallways, stairwells, or outside the area creating hazards. It is the responsibility of the organization occupying the space to keep the area clean and orderly. Contact EHS regarding concerns about the disposal of trash, debris, or hazardous materials.

Assure all mechanical rooms are clear of storage. No washers, dryers, trash or tables are allowed in these areas. On occasion, lawn mowers and weed eaters have also been found in these areas. This is not permitted. No gas-powered equipment is allowed to be stored inside any houses. This equipment shall be placed in an outside storage area. Flammable liquids may only be stored in an approved metal cabinet. If storage is found in an inappropriate location, it shall be removed and properly stored before any social event will be approved.

### 5. Electrical Hazards

Assure all fraternity/sorority housing is free of electrical hazards. Extension cords shall only be used in temporary situations. No extension cords may be used on permanent fixtures such as coke machines or lighting. All extension cords used must be grounded. All electrical outlets must have covered faceplates. If electrical outlets are found which are cracked and not allowing proper grounding, the outlet must be repaired and the cover replaced. Never overload electrical outlets. All electrical panels shall have covers or doors with fuses labeled properly. All appliances shall be properly grounded (washers, dryers and kitchen equipment). Before any social event will be approved, the fraternity/sorority will be inspected for specific electrical hazards. It is the responsibility of the organization occupying the space to repair or replace any item or hazard that is noted at the time of the inspection before the party will be approved.

### 6. Pressurized Tanks

All pressurized tanks must be adequately secured. No pressurized tanks can be left freestanding. If pressurized tanks are

found freestanding, they will be removed at the expense of the occupants of the building.

## 7. Roofs

Members of Greek Letter Organizations are not allowed to access roofs of their houses under any circumstances. In order for a roof to be accessible to members of fraternities or sororities, the roof must be turned into an approved deck with proper railing. Any renovation or change to roofs (including the addition of railings or intent to use a roof) must be approved by the Student Facilities Committee. All roofs must be inspected by the proper authority (EHS, Student Facilities Committee, Building Inspectors or Fire Marshal) before occupancy for any deck will be provided. Only qualified personnel or contractors may access roof areas without proper railing. Any individual members caught on the roofs of fraternity/sorority houses will be SNAMED and brought before Judicial. IF ROOF AREAS ARE APPROVED FOR RENOVATION INTO A DECK, CONTRACTORS WORKING ON THE ROOF/DECK TRANSFORMATION MUST PROVIDE DOCUMENTATION OF THEIR QUALIFICATIONS AND INSURANCE INFORMATION.

### **(K) Decorations**

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited on campus. Structurally sound band platforms are acceptable. EHS must approve all other decorations. Submit a drawing of any planned decorations or structures, along with a list of materials, which will be used to create the decoration, to EHS for approval at 15 Research Drive, Box 870178, Tuscaloosa, Alabama 35487. If a plan is not submitted to EHS for structures/decorations at parties or if approval is not given for a structure, the decoration/structure must be removed and the party will be canceled until all materials relating to the built structure or decoration is removed. Also, many structures and decorations, like those planned for social events or parties may need to be inspected by an engineer and deemed “safe” for its purpose of use before the approval is granted. A building permit may be required from the City of Tuscaloosa prior to the construction of any structure that may be used at a social event and costs more than \$100.00 to build. Construction of any decoration/structure is not to begin prior to the Saturday before the event and all materials relating to the structure/decoration (including sand) must be removed by the Tuesday following the event by 4:45 PM.

Tents erected on the University of Alabama campus must be flame retardant. Documentation of this treatment or material should be kept on hand at each tent location. At least twelve feet of non-obstructed space should be left open and free on all sides of the tent unless otherwise approved by EHS. All tents must be adequately supported, roped, anchored and braced to assure the tent will withstand the elements of the weather and not collapse. All aisles in tents and exits from the tents should be left unobstructed. Tents or tent ropes, anchors or braces must be erected approximately two feet away from sidewalks and may not extend over or block any sidewalk. Contact EHS at 348-5905 regarding concerns over the placement of tents on the University of Alabama campus.

The use of live Christmas trees is prohibited in University of Alabama buildings on campus unless approved by EHS. Any electrical decorations, which may be used on Christmas trees must be UL listed and approved. Contact EHS at 348-5905 prior to the establishment of any seasonal decorations.

### **(L) Social Event Safety**

Greek Letter Organizations need to take responsibility for all registered social events. A non-impaired “Event Monitor” shall be assigned to every social event. The Event Monitor is responsible for the immediate clean up of all trash inside the party area and outside the location of the party. Review the Social Event Safety Guidelines for specific information regarding social event safety on campus.

### **(M) Fireworks**

A permit must be attained prior to the use of fireworks on campus. Contact EHS at least one month prior to the scheduled fireworks exhibition. The permit must be sent to the State Fire Marshall with the signatures of both the City of Tuscaloosa Police Chief and the City of Tuscaloosa Fire Marshall. A “no burn ordinance” overrides a fireworks

permit. Therefore, any time a “no burn ordinance” is in effect, the scheduled fireworks program will be cancelled.

## **(N) Limited Access to Hazardous Areas**

The authority having jurisdiction can limit access to areas they deem hazardous. These areas are noted by signage placed on the entrance doors that states, “No Access Permitted to this Area by Orders of the Fire Department”. This may include roofs, mechanical rooms or other areas where hazardous conditions exist. They may have certain areas prohibited to access. Never open or gain access to any of these areas without first notifying EHS at 348-5905.

## **(O) Communication**

EHS is the liaison between the University of Alabama and regulatory compliance agencies. Contact EHS if you have any fire safety concerns or issues. All press releases or comments shall be made through the University of Alabama Office of University Relations.

## **(P) Fire Alarm Response**

### 1. University of Alabama Office of Environmental Health and Safety (EHS)

The University of Alabama Office of EHS acts as the liaison between the University of Alabama and TFD. EHS may assist with communication, fire alarm keys, locations of suppression equipment and locations of activated fire alarm system equipment. EHS also monitors the replacement of any faulty equipment that may have activated the fire alarm system initiating a false alarm. During working hours, EHS responds to fire alarms on campus.

### 2. City of Tuscaloosa Fire Department (TFD)

Once a fire alarm system is activated, TFD has authority of the area until the incident has been resolved. A fire alarm can only be silenced or reset after the Fire Department gives consent to UAPD or the representative of EHS.

### 3. University of Alabama Police Department (UAPD)

The University of Alabama Police Department (UAPD) also takes a very active role during fire alarms. UAPD immediately responds to all fire alarms on campus. They control the crowd by moving students, employees or other individuals away from the building where the alarm is sounding. UAPD also assists in controlling traffic in heavy congested areas, assists House Manager, Presidents or Housemothers to assure all building occupants are accounted for, provides communication to University of Alabama departments which the Fire Department might use as resources and overall assists the Fire Department as needed.

### 4. Greek Letter Organization House Manager, President or Housemother

Each Greek Letter Organization on campus has a house manager, president or housemother, which is responsible for having access to all areas of the building. During a fire alarm, these individuals may need to provide access to areas of the building for the Fire Department or representatives of EHS during an emergency situation. It is important that these representatives understand the layout of the building and know all possible entrances, exits or mechanical rooms in the building. They need to have an up-to-date layout of all building for which he/she is living in.

### 5. University of Alabama Dean of Students or Office of Student Life

During an emergency situation where University student housing has been affected, the Dean of Students or Office of Student Life may be asked to help find temporary housing for those students affected.

### 6. Contractors

During a fire alarm or other emergency, contractors may be asked to respond to the situation at hand if it is occurring in

a non-University owned building. For this reason, it is important that UAPD have a listing of the responsible parties of buildings on campus. It is also important that contractors understand their limitations and some guidelines have been set forth between the entity owning the building and those making repairs to the building. Never assume that UAPD has access to any non-University owned buildings or will allow contractors access to these areas. It is the responsibility of those owning the buildings to allow contractors access to their buildings.

## **(Q) Investigations**

### **1. Fire Alarm**

In the past, there have been some confusing and/or conflicting opinions among faculty, staff and/or students regarding fire alarms. There are actually very few fire alarms initiated by faulty fire safety equipment such as a smoke detector or heat detector that malfunctions. In fact, most alarms are initiated due to the actions of those inside the building. This does not mean that each alarm corresponds with an actual fire. The alarm could correspond with someone who is smoking near a smoke detector or an air conditioning unit that is overheating. For this reason, it is very important that people monitor their own habits closely and review fire safety data in a manner that considers the cause and the effect of the alarm rather than simply defining the alarm as being a true or false alarm. In the event that a piece of faulty equipment initiated the fire alarm, EHS monitors the repair/replacement of this equipment to assure this action does not occur again. EHS also investigates each fire alarm on campus to determine the cause of the alarm and maintains this information in an active database. Contact EHS at 348-5905 regarding any questions or concerns about fire alarms on campus.

### **2. Arson**

Many cases of fires on college campuses are directly linked to arson. Both UAPD and the TFD investigate cases of arson on the University of Alabama campus. EHS also maintains information on fire alarms related to cases of arson on campus. Contact 348-5905 regarding any questions or concerns directly related to fire alarms attributed to cases of arson.

## **IV. Health Department Inspections**

### **(A) Food**

The Tuscaloosa County Health Department inspects commercial kitchens, including fraternity and sorority kitchens. The only time these inspections are not performed is when the building has been closed for a period of time. These inspections shall be posted at all times so that ratings are visual. Before any kitchen may be reopened from closure, the Tuscaloosa County Health Department will inspect the kitchen before serving may be resumed. EHS coordinates with the Tuscaloosa County Health Department to assure anytime food is distributed for consumption, the area where it has been prepared is inspected. Prior to any event on campus where food will be produced or distributed, contact EHS at 348-5905 in advanced so the Tuscaloosa County Health Department can be notified for this inspection.

### **(B) Sanitation**

The Tuscaloosa County Health Department also coordinates with EHS on issues of sanitation problems or concerns. Contact the Office of EHS at 348-5905 regarding any campus sanitation concerns.

## **APPENDIX A**

### **FIRE SAFETY INSPECTION CHECKLIST**

1. Have all fire extinguishers been inspected within the last year?

Was an inspection tag attached to the fire extinguisher indicating the inspection date? Is the extinguisher fully

charged with no indication of any tampering?

2. Are all exit lights in place and operational (with both bulbs illuminated)?
3. Are all exit stairwell doors accessible (none should be blocked open, none should be equipped with locking mechanisms which will limit exiting from within the building, and none should have deadbolt locks)?
4. Are all hallways and stairwells clear of obstructions, including but not limited to, trash, bulletin boards, lawnmowers, furniture, mailboxes, bicycles, etc.?
5. Do all electrical outlets have faceplate covers?
6. Are all extension cords grounded and used for temporary purposes only? No extension cords are allowed on permanent fixtures, including but not limited to, drink machines, lighting equipment, or cooking equipment.
7. Are all emergency lights (stairwells and sleeping area hallways) operational? Do they work properly when tested monthly?
8. Are door closures (automatic closing devices) located on all stairwell doors?
9. Are all doorstops removed from stairwell doors (discard any wedges, bricks or other items used to prop open these doors)?
10. Are mechanical rooms clear of storage (no washers, dryers, tables, chairs, cabinets, lawnmowers, etc.)?
11. Does every bedroom/sleeping area have an electrical smoke detector? Does it work when it is tested monthly?
12. Do you have an approved metal storage cabinet for storage of flammable liquids?
13. Are all pressure tanks properly secured and not freestanding?
14. Is general housekeeping a high priority? (Assure phone cords/extension cords are not trip hazards.)
15. Are all trash receptacles clear and not an eyesore?
16. Are all ceiling tiles in place?
17. Do all electrical panels have covers/doors and are the fuses properly labeled?
18. Decorations are prohibited (such as boxes, cardboard, mazes, hay, pallets). Platforms for bands are acceptable.
19. Is the area free from combustibles outside of the house (paper, wood, etc.)?
20. Does your fireplace have a fire screen that is the correct size for the fireplace?
21. Is smoking prohibited in areas where smoke detectors are tied into the fire alarm system? (This can result in a false alarm and the fire department may prosecute with heavy fines starting at \$3500.)
22. Is parking prohibited in fire zones or at fire hydrants?
23. Are all dryers properly vented?
24. IS THE OCCUPANCY LIMIT SIGN POSTED? (Contact EHS at 348-5905)

## **APPENDIX B**

### **SAMPLE FIRE PREVENTION PLAN FOR GREEK LETTER ORGANIZATIONS ON THE UNIVERSITY OF ALABAMA CAMPUS**

#### **I. Policy**

Establishment Date: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

It is the policy of \_\_\_\_\_ to provide its members a residence free of hazards. The primary goal of this fire prevention program is to reduce or eliminate fire in the chapter house by heightening the awareness of all members. Another goal of this plan is to provide members with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This information is not all-inclusive and The University of Alabama Office of Environmental Health and Safety (EHS) is not responsible for any omissions or errors.

This plan details the basic steps necessary to minimize the potential for fire occurring in a fraternity or sorority house.



Prevention of fires in Greek Letter houses is the responsibility of everyone but must be monitored by each house member. The Fraternity or Sorority Chapter will make every effort to identify those hazards that might cause fires and establish a means for eliminating them.

The fire prevention plan will be administered by \_\_\_\_\_ who will compile a list of all major chapter house fire hazards, the names of persons responsible for fire control equipment maintenance and the locations of all fire extinguishing equipment in the chapter house.

This fire prevention plan should be reviewed at least annually and updated as appropriate, both to maintain compliance with changing regulations at the University of Alabama and to keep up with fire-prevention industry standards. Inspection logs and fire incident reports should be maintained and used to provide corrections and improvements to this fire prevention plan. This plan will be kept in the chapter house and made accessible for member review.

## **II. Classification of Fires**

Four things must be present at the same time for a fire to be produced.

1. There must be enough oxygen to sustain combustion.
2. There must be enough heat to raise the material to its ignition temperature.
3. There must be some sort of fuel or combustible material present.
4. There must be a chemical exothermic reaction.

### Types of Fires

There are several types of fires that can develop. Fires are classified by the fuel or combustible source recognized in the fire tetrahedron.

1. Class A Type Fires – Develop when a solid combustible (such as wood, paper, cloth or plastic) is the fuel source.
2. Class B Type Fires – Develop when a non-metal flammable liquid or gas (such as gasoline, oil, grease or acetone) is the fuel source.
3. Class C Type Fires – Develop when energized electrical equipment act as the fuel source.
4. Class D Type Fires – Develop when combustible metals (such as magnesium, titanium, potassium, or sodium) are the fuel source.

## **III. Determining Fire Hazards**

This section consists of two steps: first, identifying the existing fire hazards in the chapter house and, second, taking action to resolve or correct them. The inspection checklist following this document provides a guide for precise fire-safe practices that must be followed. The locations of potential fire hazards are denoted as well. A list of the people responsible for the maintenance of the equipment and fire protection systems installed in the house to prevent or control fires is also documented and should be available (posting at main fire alarm panel is recommended).

## **IV. Identification, Storage and Handling Procedures**

Material hazards shall be identified as evident on the specified material safety data sheet and labeled on containers as soon as they arrive at the house. This includes household cleaners as well as paints and other chemicals used to maintain the house.

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes and lighting fixtures. All such containers or areas shall prominently display signs to identify the material stored within. Storage of such chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified of their contents. Only

containers designed, constructed and tested in accordance with the U. S. Department of Transportation specifications and regulations should always be used for the storage of compressed or liquefied gases. Compressed gases shall be secured in place and stored away from any heat or ignition source. Pressurized cylinders shall never be used without pressure regulators.

### **Ordinary Combustibles**

Wooden pallets will not be stored inside the chapter house to reduce the risk of fire. Piles of combustible materials shall be stored away from buildings and located a sufficient distance from each other to allow fire-fighting efforts to control an existing fire. Material may not be stored in corridors, aisles, stairwells, hallways or mechanical rooms. Combustibles may not be stored in attics. Materials may not be stored within 36 inches of any sprinkler deflectors, ceiling, light fixtures, ventilation grates or fire alarm panel. Hot ashes, cinders or coals may not be deposited in or near any building or grounds area on the University of Alabama campus. These items may only be placed in noncombustible or metal receptacles so designated by the University of Alabama. Any items stored outside must be stored in a neat and orderly manner with storage not exceeding ten feet in height or twenty feet in diameter.

### **Flammable Materials**

Bulk quantities of flammables liquids shall be stored outdoors and away from all buildings. Small quantities (limited to the amount necessary to perform an operation for one task) of flammable liquids shall be stored in, and also dispensed from, approved, containers equipped with vapor-tight, self-closing caps, screens or covers. Flammable liquids shall be stored away from sources that can produce sparks. Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with local exhaust ventilation. Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing containers of flammable liquids may cause them to rupture thereby creating a serious spill. All flammables storage should include separation from incompatible flammables and the separation of flammable materials from other materials.

## **V. Potential Ignition Sources**

Ensure that utility lights always have some type of wire guard over them. Don't misuse fuses. Never install a fuse rated higher than specified for the circuit. Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee appliances or other small appliances, which generate heat, shall be rigidly regulated and closely monitored. Contact an electrician for any repair or maintenance of electrical equipment. All appliances should be grounded. Provide ample clearances, insulation and air circulation for equipment or appliances with hot surfaces.

Any fireplace must have a fire screen the correct size for the fireplace. If a fireplace is intended for use, the chimney must be cleaned prior to use. Burn only wood inside the fireplace, never paper, plastic or flammables. Since great care must be taken to utilize portable heaters properly, their use is discouraged.

The use of extension cords is also discouraged. However, if an extension cord must be used, there are several guidelines one must follow. All extension cords used must be UL listed and approved. These extension cords must only be used within the appropriate rating by comparing the rating on the extension cord to the rating on the temporary appliance being used. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords may never be run under rugs or carpet or through walkways or windows. Never use any extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a portable heater, halogen lamp, blow dryer or iron.

Halogen lamps pose serious safety hazards. Halogen lamp bulbs may shatter due to high temperatures, they are easily tipped over due to their design and they may inadvertently ignite combustible materials. For these reasons, halogen lamps shall not be used in the Chapter house.

Open flames are not allowed in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper or

similar materials. Any torches being used must not be left unattended while burning. EHS must approve any use of an open light or flame on the University of Alabama campus grounds. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners and torches. The following information must be presented to EHS prior to approval of the use of an open light or flame: location of the open flame, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector and type of smoke detector (smoke detector tied into the fire alarm system or stand alone smoke detector). EHS may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, EHS reserves the right to terminate or decline the approval of the open light or flame permit.

The University of Alabama does not endorse the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Never leave a candle or incense unattended for any reason. Care must also be taken when extinguishing candles. Several candles blown out together can create enough smoke to initiate a fire alarm. Prior to the use of candles in the Chapter house, contact EHS at 348-5905. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire on the University of Alabama campus grounds without prior approval.

A permit must be attained prior to the use of fireworks on campus. Contact EHS at least one month prior to the scheduled fireworks exhibition. The permit must be sent to the State Fire Marshall with a twenty-five dollar processing fee and the signatures of both the City of Tuscaloosa Police Chief and the City of Tuscaloosa Fire Marshall. A “no burn ordinance” overrides a fireworks permit. Therefore, any time a “no burn ordinance” is in effect, the scheduled fireworks program will be cancelled.

## **VI. Housekeeping Preventive Techniques**

The following are housekeeping techniques and procedures to prevent occurrences of fires within the Chapter house.

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors consisting of sawdust or some other combustible material treated with oil.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Ensure combustible materials are present only in areas in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Post “No Smoking” signs near the storage areas.
- Report any hazardous condition, such as old wiring, broken electrical equipment or electrical outlets not working to the house manager of the Chapter house.
- Ensure all equipment is turned off at the end of the workday.
- Maintain the right type of extinguisher available for use.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors should never be propped open, and materials shall not be stored in stairwells.
- Don't allow materials to block automatic sprinkler systems or to be piled around or block fire extinguishers.
- Check daily for any discarded lumber, broken pallets or pieces of materials stored at the house and remove properly.
- Restack immediately any pile of material that falls into an aisle or clear space.
- Use weed killers that are non-toxic and do not pose a fire hazard.

## **VII. Decorations**

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited on the University of Alabama campus. Structurally sound band platforms are acceptable. EHS approves all other decorations. Submit a drawing of any planned decorations or structures and a list of materials, which will be used to create the decorations, to EHS for approval at 15 Research Drive, Box 870178, Tuscaloosa, Alabama 35487. If a plan is not submitted to EHS for structures or decorations at parties or if approval is not given for a structure, the decoration/structure must be removed and the party will be canceled until all materials relating to the built structure or decoration is removed. Many structures and decorations, like those planned for social events or parties may need to be inspected by an engineer or qualified professional and deemed “safe” for its purpose of use before the approval is granted. A building permit may be required from the City of Tuscaloosa prior to the construction of any structure that may be used at a social event and costs more than \$100.00 to build. Construction of any decoration/structure is not to begin prior to the Saturday before the event and all materials relating to the structure/decoration (including sand) must be removed by the Tuesday following the event by 4:45 PM..

Tents erected on the University of Alabama campus must be flame retardant. Documentation of this treatment or material should be kept on hand at each tent location. At least twelve feet of non-obstructed space should be left open and free on all sides of the tent unless otherwise approved by EHS. All tents must be adequately supported, roped, anchored and braced to assure the tent will withstand the elements of the weather and not collapse. All aisles in tents and exits from the tents should be left unobstructed. Tents or tent ropes, anchors or braces must be erected approximately two feet away from sidewalks and may not extend over or block any sidewalk. Contact EHS at 348-5905 regarding concerns over the placement of tents on the University of Alabama campus.

The use of live Christmas trees is prohibited in all buildings on the University of Alabama campus unless approved by EHS. Any electrical decorations, which may be used on Christmas trees, must be UL listed and approved. Contact EHS at 348-5905 prior to the establishment of any seasonal decorations.

### VIII. Training

All Chapter members of the \_\_\_\_\_ fraternity or sorority shall be instructed in the locations and proper use of fire extinguishers and their residential areas. They shall be instructed as to how to operate the Chapter house fire alarm system, safe fire alarm evacuation procedures and evacuation routes. The training of members shall include the locations and types of materials pose potential hazards. The training program shall also emphasize the following:

1. Use and Disposal of Smoking Materials (Smoking Policy)
2. Importance of Electrical Safety
3. Proper Use of Electrical Appliances and Equipment
4. Correct Storage of Combustibles and Flammable Materials
5. Safe Handling Procedures of Compressed Gases or Flammable Liquids (where appropriate)
6. Decorations
7. Proper Response to the Fire Alarm System
8. Explain the Tuscaloosa Fire Department’s “Zero Tolerance” Policy

On-going training shall include regularly scheduled fire drills. The University of Alabama Office of EHS conducts and documents these fire drills. All other training documentation shall be sent to The University of Alabama Office of EHS at 15 Research Drive, Tuscaloosa, Alabama 35405.

## Fire Prevention Checklist

### Electrical Equipment

<input type="checkbox"/> No makeshift wiring	<input type="checkbox"/> Fuse and control boxes clean and closed
<input type="checkbox"/> Extension cords limited	<input type="checkbox"/> Faceplates on electrical outlets
<input type="checkbox"/> Lights clear of combustible materials	<input type="checkbox"/> Appliance/Equipment grounded

### Storage

<input type="checkbox"/> Storage of flammables isolated	<input type="checkbox"/> No storage of combustibles in attics
<input type="checkbox"/> Pressurized tanks secured	<input type="checkbox"/> No storage of flammables/combustibles in mechanical rooms, stairwells or hallways

### Open flames

<input type="checkbox"/> Permit Documentation	<input type="checkbox"/> Guidelines followed
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### Smoking Policy

<input type="checkbox"/> Established	<input type="checkbox"/> No discarded smoking materials in prohibited areas
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### Housekeeping

<input type="checkbox"/> No accumulations of rubbish	<input type="checkbox"/> Premises free of unnecessary storage
<input type="checkbox"/> Safe storage of flammables	<input type="checkbox"/> Floors free of spills
<input type="checkbox"/> Hallways and stairwells clear	<input type="checkbox"/> Fire doors unobstructed
<input type="checkbox"/> Sprinkler heads unobstructed	<input type="checkbox"/> Dryers properly vented and free of lint
<input type="checkbox"/> Trash receptacles are not an eyesore	<input type="checkbox"/> Trash is in dumpsters not on ground

### Fire Protection

<input type="checkbox"/> Proper location/type of extinguisher	<input type="checkbox"/> Extinguisher fully charged/maintained
<input type="checkbox"/> Fire extinguisher unobstructed	<input type="checkbox"/> Service documentation maintained
<input type="checkbox"/> Fire alarm system maintained	<input type="checkbox"/> Exits and hallways unobstructed
<input type="checkbox"/> Kitchen hood system inspected	<input type="checkbox"/> Exit lights and emergency lights working
<input type="checkbox"/> Electric smoke detector in each bedroom	<input type="checkbox"/> Ceiling tiles in place
<input type="checkbox"/> Fire screen present for fire place	<input type="checkbox"/> Door closures present on stairwell doors
<input type="checkbox"/> No door props or door stops on stairwell doors present	

### Inspection Logs and Fire Incident Reports

Insert any fire incident reports and inspection records along with repairs/replacement to the house or fire equipment systems.

### Occupancy

Sleeping Area	Number of Occupants at Location
Basement	_____
First Floor	_____
Second Floor	_____
Third Floor	_____
Other	_____

Building Total: \_\_\_\_\_

Occupancy Limit Signs Available for social event areas: YES/NO (circle one)

Are the Occupancy Limit Signs Posted and Visible in the Area: YES/NO (circle one)

### Hazard Identification

Location	Type of Hazard	Control Procedures	Responsible Personnel
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Training Record

Name	Signature	Student #	Training Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of Active Members Not Attending This Training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fire Extinguisher Location

Insert a map designating the fire extinguisher locations and evacuation routes of the Chapter house.

### Safety Inspection Documentation

Insert copies of receipts or copies of safety equipment inspection documentation here. Document the dates of these inspections as well. (For example, dates fire extinguishers were annually inspected, dates the sprinkler system was inspected and the dates the kitchen hood system were inspected.)