

# Fire Safety Checklist

## For Fraternity and Sorority Houses

### General Safety Measures

1. **Smoke Detectors:**
  - Ensure all smoke detectors are installed in every bedroom, hallway, and common area.
  - Test smoke detectors monthly.
  - Replace batteries at least once a year or as needed.
2. **Fire Extinguishers:**
  - Install fire extinguishers on every floor, particularly in the kitchen and near exit points.
  - Ensure fire extinguishers are easily accessible.
  - Inspect and maintain fire extinguishers annually.
3. **Escape Routes:**
  - Identify and clearly mark all exit routes.
  - Ensure all exit routes are unobstructed and free of debris.
  - Practice fire drills twice a year.
4. **Emergency Contact Information:**
  - Post emergency contact numbers (fire department, police, house manager) in common areas.
  - Ensure all residents have access to this information.
5. **Evacuation Plan:**
  - Develop and distribute a detailed evacuation plan.
  - Assign and train floor captains to assist in evacuation.
  - Ensure all residents are familiar with the evacuation plan.

### Specific Areas

1. **Kitchen:**
  - Never leave cooking unattended.
  - Keep a fire extinguisher and fire blanket within reach.
  - Regularly clean cooking appliances to prevent grease buildup.
  - Ensure stove and oven are turned off after use.
2. **Bedrooms:**
  - Do not overload electrical outlets.
  - Avoid using extension cords as permanent wiring.
  - Ensure all electrical appliances are turned off when not in use.
  - Do not use candles or other open flames.

### 3. **Living/Common Areas:**

- Keep exits and pathways clear of furniture and clutter.
- Ensure furniture is arranged to not block exits.
- Regularly inspect electrical cords and replace any that are frayed or damaged.

## **Electrical Safety**

### 1. **Inspection:**

- Have a certified electrician inspect the house annually.
- Replace any outdated or damaged wiring.

### 2. **Usage:**

- Avoid overloading circuits.
- Use surge protectors for multiple electronic devices.
- Unplug devices when not in use.

## **Heating and Cooling**

### 1. **Heaters:**

- Keep space heaters at least three feet away from anything that can burn.
- Ensure space heaters have an automatic shut-off feature.
- Do not use space heaters with extension cords.

### 2. **HVAC Maintenance:**

- Regularly clean and maintain heating and cooling systems.
- Ensure vents and filters are free of dust and debris.

## **Fireplaces**

### 1. **Inspection:**

- Have the chimney inspected and cleaned annually.
- Ensure the fireplace is equipped with a sturdy screen to prevent sparks.

### 2. **Usage:**

- Never leave a fire unattended.
- Use only seasoned wood or approved fireplace materials.

## **Outdoor Safety**

### 1. **Grilling:**

- Keep grills at least 10 feet away from the house and any combustible materials.
- Never leave a grill unattended while in use.

### 2. **Fire Pits:**

- Use fire pits away from the house and overhanging branches.
- Ensure fire pits are extinguished after use.

## Miscellaneous

1. **Prohibited Items:**
  - Prohibit the use of fireworks and other incendiary devices.
  - Avoid storing flammable materials inside the house.
2. **Regular Inspections:**
  - Conduct monthly safety inspections of the entire house.
  - Address any safety concerns immediately.

## Training and Education

1. **Fire Safety Training:**
  - Provide annual fire safety training for all residents.
  - Teach residents how to use a fire extinguisher.
2. **Emergency Response:**
  - Train residents on how to respond in case of a fire.
  - Ensure residents know the location of all exits and fire safety equipment.

By following this checklist, you can help ensure the safety and well-being of all residents in your fraternity or sorority house. Regularly review and update the checklist to adapt to any changes or improvements in fire safety standards.



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