

## Requirement 4. Life Safety Standards and Requirements for Residential Fraternity & Sorority Chapter Houses

### 1.0 PURPOSE

- 1.1** These standards and requirements codify University life safety and code compliance requirements for Fraternity and Sorority chapter houses. Chapter houses desiring recognition by the University as a residential Fraternity or Sorority, must demonstrate ongoing compliance with these requirements. The requirements apply to all residential Fraternity and Sorority chapter houses; including both University-managed houses and privately managed houses.

### 2.0 RESPONSIBILITY

- 2.1** It is the responsibility of each individual and chapter house to ensure that all fire and life safety policies, procedures and guidelines of the university are understood and followed at all times.

### 3.0 PROCEDURES

#### 3.1 Physical Features

- 3.1.1** All sleeping quarters shall be separated from building commons areas by a one (1) hour fire rated door.
- 3.1.2** The University's Department of Fire & Emergency Services reserves the right to require installation of magnetic door holders where appropriate.
- 3.1.3** All chapter houses are encouraged to install enclosed fire towers as a second means of egress from the building. For chapter houses without a second means of egress, via an enclosed fire tower, all external fire escapes shall be inspected annually, during the summer months. All deficiencies shall be addressed prior to the start of each academic year. If the chapter house is not equipped with an enclosed fire tower, space above the 3<sup>rd</sup> floor level shall not be occupied.
- 3.1.4** All stairway railings and other railings, protecting a change in elevation, must be at least 42 inches high.

#### 3.2 Life Safety Systems

- 3.2.1** An automatic fire sprinkler system shall be installed throughout the building, including bedrooms, commons areas and other areas. All installations will conform to applicable National Fire Protection Association (NFPA) standards.
- 3.2.2** Hard-wired smoke detectors shall be installed in all bedrooms and common areas.
- 3.2.3** Carbon monoxide detectors shall be installed in common areas on every level of the building.
- 3.2.4** A fire alarm system, with emergency back-up lighting and visual and audible annunciators, as required by code, shall be installed.
- 3.2.5** Fire extinguishers, in quantities and locations, conforming to applicable NFPA standards, shall be provided.

**3.2.6** Heat detectors shall be installed in mechanical rooms, kitchens and other locations, as required by applicable NFPA standards.

**3.3 Life Safety Systems Certifications**

**3.3.1** Certifications shall be performed in accordance with relevant NFPA standards and the Philadelphia Fire Code. Annual certification inspections shall be conducted during the summer months, so as to ensure sufficient time to remedy any deficiencies, prior to the start of the upcoming academic year. Certifications for all houses shall be delivered to the University's Chief of Fire & Emergency Services, or his designee, no later than, August 15<sup>th</sup>, for the upcoming academic year.

Contact: Eugene Janda, Chief of Fire & Emergency Services: [ejanda@publicsafety.upenn.edu](mailto:ejanda@publicsafety.upenn.edu)

**3.3.2** Sprinkler systems shall be inspected and certified annually. All sprinkler main and sectional valves will be locked and chained in the open position

**3.3.3** Fire alarm systems shall be inspected and certified annually.

**3.3.4** Kitchen suppression systems shall be inspected and certified semi-annually. Certifications are due no later than February 15<sup>th</sup> and August 15<sup>th</sup>.

**3.3.5** Emergency lighting shall be inspected and certified annually.

**3.3.6** Fire extinguishers shall be inspected annually.

**3.4 Inspections**

**3.4.1 Monthly Inspections of University Owned Houses**

**3.4.1.1** University owned chapter houses shall submit to unannounced monthly fire safety inspections. These inspections will be conducted by a member of Fire & Emergency Services (FES), and consists of a walk-through of all public areas for each house to verify compliance with all fire safety requirements and to ensure all life safety systems are operating as designed. Any violations and reported to the Office of Fraternity and Sorority Life (OFSL), the house manager and the house president for immediate rectification.

**3.4.2 Monthly Inspections of Privately Owned/Leased Houses**

**3.4.2.1** Privately owned or leased chapter houses shall submit to scheduled monthly fire safety inspections. These inspections will be conducted by a member of FES and the house manager, landlord or designee, and consist of a walk-through of all public areas of each house to verify compliance with all fire safety requirements and to ensure all life safety systems are operating as designed. Any violations discovered during these inspections will be documented and reported to the house manager, landlord or designee, and the OFSL.

**3.4.3 In-Room Inspections**

**3.4.3.1** All chapter houses shall submit to quarterly, in-room, fire safety inspections, conducted by a member of FES and OFSL (privately owned/leased houses will be inspected by a member of FES, the house manager, landlord or designee). These in-room inspections are required to ensure fire safety compliance in the individual rooms of each house; all violations discovered will be documented and reported to OFSL and appropriate University entities.

### **3.4.4 Drills**

**3.4.4.1** Drills will be scheduled with, and conducted under the supervision of, the Department of Fire & Emergency Services. For privately owned and leased houses, drills will be scheduled through the landlord or designee.

**3.4.4.2** Chapter Houses shall conduct (4) four emergency evacuations drills during each academic year. Two emergency evacuation drills shall be conducted within 10 days after the start of each academic semester. Emergency evacuation drills consist of:

- Testing of the fire alarm system
- Evacuating the house
- Inspecting the property for fire and life safety issues
- Educating the students on how to respond to emergencies

### **3.4.5 Provisions Applicable to Kitchen Stoves**

**3.4.5.1** Chapter houses that currently have "Commercial Grade" kitchen appliances:

**3.4.5.2** Shall be equipped with a fire suppression system and hood over the stove/cooking area and shall be equipped with all heat, smoke and other fire safety sensors and devices, required by code for commercial kitchens.

**3.4.5.3** Deep fat fryer devices must be located under the hood within the fire suppression system coverage area.

**3.4.5.4** If the chapter does NOT have a cook/chef preparing meals in the kitchen, and it has a deep fat fryer, the fryer is to be removed. Use of commercial deep fat fryers, by residents, had proven to be unsafe.

### **3.4.6. Chapter houses with "Residential Type" kitchen appliances:**

**3.4.6.1** Stoves shall be standard size (30" wide) with a residential fire suppression hood system including fan assemble and canister release system.

**3.4.6.2** Kitchen(s) shall have heat, smoke and other fire safety sensors and devices required by code.

**3.4.6.3** Toasters (pop-up style) are permitted

**3.4.6.4** Toaster ovens are NOT permitted

**3.4.6.5** Microwave ovens are permitted and are required to be into a GFI electrical outlet.

**3.4.6.6** Microwave ovens are NOT permitted in individual rooms.

### **3.4.7 Provisions Applicable to Fireplaces**

**3.4.7.1** The use of all fireplaces in chapter houses is strictly prohibited.

## **4.0 REFERENCES**

- 4.1** Chapter House Occupancy Agreement
- 4.2** Chapter House Competency Plan
- 4.3** Philadelphia Fire Code, 2013 Edition, Chapter 4, Emergency Planning and Preparedness
- 4.4** Philadelphia Fire Code, 2013 Edition, Chapter 6, Commercial Kitchen Hoods, Section 609.2
- 4.5** Philadelphia Fire Code, 2013 Edition, Chapter 9, Fire Protection Systems

## **5.0 CONTACT INFORMATION**

- 5.1** For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857.