

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 certified by an engineer in accordance with L&I prior to the start of each academic semester. If the chapter house is not equipped with an enclosed fire tower, space above the 3rd 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 power 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, 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 their designee, no later than August 1st, for the upcoming academic year.

Contact: Fire & Emergency Services: fes@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 1st and August 1st.

3.3.5 Emergency lighting shall be inspected and certified annually.

3.3.6 Fire extinguishers shall be properly mounted and maintained 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 are reported to the Office of Fraternity and Sorority Life (OFSL) and the house manager for rectification within 24 hours unless there is an immediate need. In that case FES will make necessary notifications.

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 property manager, landlord or their designee, and consists of a walk-through of all public areas to verify compliance with 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 OFSL.

3.4.3 In-Room Inspections

3.4.3.1 All chapter houses are subjected to quarterly, in-room, fire safety inspections. These are conducted by a member of FES (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. Violations discovered will be documented and reported to OFSL and appropriate University entities.

3.4.4 Emergency Evacuation Drills

3.4.4.1 Drills will be scheduled with, Fire & Emergency services. Chapter Houses will conduct (4) four emergency evacuation drills during each academic year. An emergency evacuation drill shall be conducted within 10 days after the start of the academic semester. For privately owned and leased houses, drills will be scheduled through the property manager or their designee.

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 kitchen exhaust hood within the fire suppression system coverage area.

3.4.5.4 If the chapter does NOT have a cook/chef and it has a deep fryer, the fryer is to be removed. Chapter Houses without a cook/chef are prohibited from having a deep fryer.

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 and other fire safety sensors and devices required by code.

3.4.6.3 Toasters (pop-up style) are permitted in kitchen areas.

3.4.6.4 Any appliance or item with an open coil is prohibited.

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

3.4.6.6 Microwave ovens and other cooking appliances are NOT permitted in individual rooms.

3.4.7 Provisions Applicable to Fireplaces, Outside Fire Pits and Open-Flame cooking devices

3.4.7.1 The use of all indoor fireplaces in Chapter Houses is strictly prohibited.

3.4.7.2 The use of outdoor fire pits requires a permit from FES and must comply with Safety Guideline 7. Outdoor Portable Fireplaces.

3.4.7.3 The use of open-flame cooking devices is allowed when used at least 10 feet from any combustible construction. No flammable liquids or gases are permitted to be stored inside any OFSL property.

3.5 E-Scooter and Personal Mobility Devices

3.5.1 Personal Mobility Devices: Bicycle – motorized/non-motorized and E-bicycle, Scooters-motorized/non-motorized and E-scooters, Skateboards – motorized/non-motorized and E-skateboards, Unicycle – motorized/non-motorized and E-unicycle, Hoverboards and any electronically powered recreational device.

NOTE: Self-propelled wheelchairs or an electric mobility device, specifically designed for and used by an individual with a mobility-related disability, are exempt.

3.5.2 Hazards

3.5.2.1 Personal mobility devices and E-scooters are powered by Lithium-ion batteries. Lithium batteries are generally safe and unlikely to fail, but only so long as there are no defects, and the batteries are not damaged. When Lithium batteries fail to operate or are damaged, they may present a fire and/or explosion hazard.

3.5.3 Prohibited Locations

3.5.3.1 Electric personal mobility devices shall not be permitted in any OFSL building on the University of Pennsylvania's campus.

3.6 Miscellaneous Prohibited Actions

3.6.1 Prohibited Actions

- Smoking/Vaping
- Use of candles/open flame
- Use of fireworks
- Portable appliances
- Unrated extension cords
 - Heaters (emergency use only with of and inspection from FES and Campus Apartments.)
 - Air conditioning units must be plugged directly into a rated wall outlet.

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 or FES@publicsafety.upenn.edu