

## CONTENTS

Emergency Contact Information.....	3
Introduction.....	4
Responsibilities of the Risk Manager.....	5
Risk Management Implementation .....	8
Crisis Management Procedures for Fraternities and Sororities	
At Washington State University.....	12
Emergency Planning	
Communication	
General Procedures	
Assault	
Bomb Threat	
Chemical or Biological Threat	
Checklist for Telephone Threats	
Demonstration	
Evacuation/Relocation	
Fight/Disturbance	
Emergency Response Plan: Earthquake, Civil Disturbance, & Natural	
Disaster	
Fire	
Hazardous Materials	
Hostage	
Intruder	
Lockdown Procedures	
Media Response	
Medical Emergency	
Member Education	
Post Crisis Intervention	
Serious Injury or Death of a Member	
Severe Weather	
Shelter-In-Place Procedures	
Shooting	
Suicide	
Weapons	
FIPG Risk Management Manual	
FIPG Focus on Alcohol and Social Events.....	32
FIPG Focus on Drugs.....	36
FIPG Focus on Sexual Abuse.....	39
FIPG Focus on Hazing.....	43
Risk Management at Washington State University.....	46
Npower Report	
Risk Management	
Short Term Recommendations.....	46
Long Term Recommendations.....	46
WSU Greek Chapter Social Event and Alcohol Policies.....	49
WSU Police Department Drug Policy.....	53
Office of Student Conduct Alcohol and Drug Policy.....	54
Risk Management Resources	
Self Inspection Form.....	55
Whitman County Department of Public Health	
Chapter Facility Conditions Survey (self-inspection).....	57
Fraternity and Sorority Health Inspection Form.....	59

Pullman Fire Department  
General Information  
    Quick Tips.....65  
Fire Alarms.....69  
    To Run a Fire Drill  
    Fire Alarm Procedures  
Fire Safety Inspection Form-Information Sheet..... 71  
    Kitchen Safety  
Fire Extinguishers..... 84  
Fire Safety Inspection Form.....85  
    Congregate Residences – Fire Safety Form  
    Knox Key Box & FDC Caps Requirements  
    Loft Bed Requirements  
Enforcement & Fines..... 93  
    False Alarms  
    Malicious False Alarms  
Fire Detection & Suppression Systems – Problems..... 95  
    Notice  
Acknowledgments.....98

## EMERGENCY CONTACT INFORMATION

### Medical Help

Ambulance	911
WSU Health and Wellness Services	332-3575
(After Hours)	332-2541

### **Pullman Fire and Police**

Emergency	911
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### Other Emergencies

<b>Student Affairs Crisis Phone</b>	<b>595-1113</b>
Crisis Line (24 hours)	332-1505
Police and Fire (WSU)	335-4555
Police and Fire (Pullman)	332-2521
Rape Resources	332-4357
WSU Counseling Services	335-4511
Whitman County Mental Health	334-1133
Family Planning and Health Care Center	335-1525
Alternatives to Violence	335-HELP
Poison Control Center	1-800-572-5842

### Center for Fraternity and Sorority Life

Anita Cory <i>Director</i>	335-5433	<a href="mailto:cory@wsu.edu">cory@wsu.edu</a>
Samantha Armstrong <i>Assistant Director</i>	335-5433	<a href="mailto:sjarmstrong@wsu.edu">sjarmstrong@wsu.edu</a>
Alicia Saldivar <i>Coordinator of Multicultural Student Organizations</i>	335-5433	<a href="mailto:saldivar@wsu.edu">saldivar@wsu.edu</a>
Jason Roesler <i>Greek Life Mentor</i>	335-3568	<a href="mailto:jroesler@wsu.edu">jroesler@wsu.edu</a>
Paul Mencke <i>Greek Life Mentor</i>	335-3568	email
Missy Lee <i>Program Coordinator</i>	335-2614	<a href="mailto:greeklife@wsu.edu">greeklife@wsu.edu</a>

### Other Important Numbers

Office of Student Affairs (8:00 – 5:00 p.m.)	335-4531
Chris Wuthrich, Student Affairs Conduct Officer	335-4531
Eleanor Finger, Director of Residence Life	335-1227
Office: Streit-Perham Administrative Suite	

## **Introduction**

### THE CYCLICAL CONCEPT

Always seen as a conservative movement, the Greek system enjoyed tremendous popularity during the 1950s. The 60s' anti-establishment theme brought disfavor to the Greek community, which was viewed as part of "the machine." The late 1970s and the 1980s saw the beginning of resurgence in the popularity of Greek life, which continued into the 1990s and to the present.

Just as the Greek movement has been cyclical, the insurance industry has seen constant change as well. In the 70s and early 80s, a fraternity or sorority could easily secure multimillion dollar coverage at favorable rates, and any number of underwriters were clamoring for their share of the Greek market.

However, the 80s saw a rapid increase in the number of lawsuits filed in our nation's courts. The volume of insurance claims and lawsuits resulting from the activities of college-age men and women mushroomed. Unfortunately, statistics began to show that the Greek system faced even greater risks and dangers. In fact, in the late 1980s, fraternities and sororities were ranked by the National Association of Insurance Commissioners as the sixth worst risk for insurance companies – just behind hazardous waste disposal companies and asbestos contractors.

Insurance companies were forced to respond. The cost of policies offered to Greeks began to soar, while the coverage available plummeted. Many underwriters simply dropped the policies and walked away from the Greek business.

## **Responsibilities of the Risk Manager**

### **Duties and responsibilities**

#### **—To be an educator.**

By helping your pledges and active brothers understand the risk management policies, you are potentially saving lives. Incorporate this education into the Associate Member program and review with your chapter members each year.

#### **—To be a leader.**

The Risk Manager must set the example for others to follow. Your attitude towards the implementation and importance of the risk management policies is the key. Your attitude may determine how effectively the chapter follows the risk management policy outlined in this manual.

#### **—To be a coordinator.**

The Risk Manager shall be responsible for coordinating the implementation of safety measures for all social events, house management, and fire safety.

#### **To be a chairman.**

The Risk Manager will be the chairman of the risk management committee which may be composed of the following members: the president, vice president, social chairman, house manager and any other members to be elected in a manner defined in the chapter by-laws.

#### **—Leadership**

Remember that you are in a leadership position, but that doesn't automatically make you a leader. The only difference is that now you have been given the responsibility that goes along with being a leader. It is up to you to establish your credibility and become a force within your chapter. In terms of risk management, you will have an advantage because you will read this manual. Your chapter members will turn to you for answers to their risk management questions. Don't let your chapter members down! Anyone can be a quality leader, but it does take work. Leaders have a high energy level and are innovative, knowledgeable, enthusiastic, dependable and self confident. Leaders are great listeners and sensitive to others. Most of all, leaders have integrity. People believe in them and want to follow them. To be an effective Risk Manager you must be an effective leader! James Kouzes and Barry Posner, in their book *The Leadership Challenge*, focus on five practices that good leaders demonstrate. Think about how each of these relates to your job as Risk Manager, and ask yourself how well you do at each.

#### **1. Challenge the Process**

How often do you challenge the way things are done in your chapter? As Risk Manager, there may be many times when you will have to challenge the chapter's current way of thinking.

#### **2. Inspire a Shared Vision**

How are you going to inspire the members to abide by the risk management policy? You can know the policies and procedures backwards and forwards; but, if you can't inspire your chapter members to follow the guidelines, your chapter is at risk.

#### **3. Enable Others to Act**

Are you giving others a chance to help and offer feedback? Giving others responsibility is one of the quickest ways to get them to understand what you are trying to accomplish. It also allows them to tell you what they value.

#### 4. Model the Way

Are you setting a good example? Do you ever violate the Risk Management Policy? You cannot be an effective leader if you do not follow the very guidelines you are trying to teach.

#### 5. Encourage the Heart

Are you recognizing those who help you? A leader must recognize and build others up. Make it a point to encourage your brothers every day.

### **Organization is the key**

Everyone knows that the more times you do something, the better you become at it. Unfortunately, as Risk Manager you probably will only have one year to implement a good risk management program to benefit your chapter. What does this mean? You have to be organized! Don't let procrastination and disorganized files be the reason for a risk management problem. It is recommended that you develop a file system that includes but is not limited to:

- ☞ Current year's program and goals
- ☞ Chapter risk management policy
- ☞ Chapter crisis management plan
- ☞ Risk Management Committee meeting minutes
- ☞ Education Consultant recommendations for risk management
- ☞ Extra copies of the chapter house evacuation plan
- ☞ Copies of completed chapter house physical evaluation reports
- ☞ Blank chapter house physical evaluation reports
- ☞ Blank accident/loss investigation reports
- ☞ Education programs and speaker/video information
- ☞ Chapter's crisis management plan
- ☞ IFC/University policies and procedures

### **Chapter communication**

You could have all your files organized perfectly and know all there is to know about the Risk Management Policy, but if you cannot communicate this information to your chapter members your chapter is still at risk. It is up to you and the Risk Management Committee to communicate the Risk Management Policy. Some examples of how to do this are:

- ☞ Always give a report at chapter meetings! Give a Risk Manager's report
- ☞ After a party, send each brother (over email or post in the chapter house) improvements for the next party.
- ☞ Utilize your Risk Management Committee. Make sure everyone knows the Risk Management Policy and Crisis Management Procedure.
- ☞ Have university speakers or alumni speak with the chapter about risk management.
- ☞ Put together a Risk Management bulletin board in the chapter house.
- ☞ Have a special Risk Management workshop and presentation with each Associate Members class.
- ☞ Utilize the educational resources available from the Administrative Office and your College/University.

- Develop a fire safety plan.

## **The Risk Management Committee**

Chapters which have a Risk Management Committee are often safer than chapters that do not. A properly run Risk Management Committee takes a lot of the load off the Risk Manager, ensures that chapter members are knowledgeable about the policies and procedures and gives a stronger voice to the Risk Manager.

## **Objectives of the Risk Management Committee**

- Promote the rules and policies of your chapter's risk management policy to members and guests.
- Develop and implement risk management education for all of the chapter's members.
- Assist the Risk Manager in his efforts to discover safety problems and implement as well as enforce the policy.
- Meet once per month.

## **Who should make up the committee?**

The committee may be composed of the following: the president, vice president, social chairman, and house manager.

## **Reporting**

What should be reported? If you feel that an accident is too minor to matter, you are wrong. No matter how minor an accident may seem - it should be reported! It could save your chapter and the national/international headquarters a lot of problems in the long run. Any bodily injury to anyone (even an employee) and any property damage should be reported. If an accident or incident occurs and it is not reported immediately major problems can occur, most notably denial of coverage by the insurance company.

## **RISK MANAGEMENT IMPLEMENTATION**

In order to implement an effective Risk Management Program, each chapter should utilize an officer or committee within the chapter to oversee risk management activities and to ensure that necessary precautions are taken to prevent accidents and injuries. Chapter leaders should realize that the ultimate goal of any Risk Management Program is to achieve the safest environment possible for our initiated members, associated members and guests.

### **THE ROLE OF THE CHAPTER PRESIDENT**

The chapter president has the ultimate responsibility for a chapter's Risk Management Program. The attitude of the chapter president toward risk management is invariably reflected in the attitude of the members and employees of the chapter. An effective Risk Management Program will result only from announced and demonstrated commitment by the chapter leadership. Without serious support of the chapter leadership, risk management efforts are useless.








The chapter president oversees the implementation of Risk Management Programs at the chapter level either personally or through the risk manager. The chapter president supports the risk manager, his/her plans, goals and programs. In addition to offering support to the risk manager, the chapter president must understand and be able to execute a Crisis Management Plan (see page 12) and serve as the sole chapter spokesman in any crisis situation.

The chapter president will assist the risk manager with all accident investigations and with all reporting to and communicating with the general fraternity. The chapter president will report to the general fraternity, house corporation, advisory board and insurance company if so directed within 24 hours of their happening, all accidents or injuries occurring on chapter property or at a chapter function.

It is the responsibility of the chapter president to make certain that the national fraternity's policies are reviewed annually with each initiated and associated member and that the chapter's policies are consistent with federal, state, and local laws as well as university requirements.

#### Summary

The chapter president must:



-  exhibit leadership in risk management efforts;
-  appoint someone or serve as the risk manager;
-  understand and execute a Crisis Management Plan;
-  review annually nationally policies with initiated and associated members;
-  make certain chapter policies comply with federal, state, and local laws and with university policies;
-  assist the social chairman with planning;
-  keep the chapter executive board actively involved with risk management.

## THE ROLE OF THE ALUMNAE/ALUMNI BOARD

It is the responsibility of the alumnae/alumni board (i.e., house corporation board and/or advisory board) to conduct periodic inspections of the chapter house and grounds, and develop a plan of action to remedy deficiencies found during physical plant inspections. The alumnae/alumni board should support the chapter officers in enforcing the Risk Management Policy.

### Summary

The house corporation board and/or advisory board must:

-  Inspect the chapter house and property;
-  Assist the chapter leadership with enforcement of policies.

## THE ROLE OF THE CHAPTER EXECUTIVE BOARD

The executive board plays an essential part in the implementation of an effective Risk Management Policy. As stated earlier, an effective Risk Management Program will result only from announced and demonstrated commitment by the chapter leadership. It is imperative that the chapter officers understand and support a chapter's efforts in the area of risk management and risk reduction.

**Social Chairman's Responsibilities.** Individual officers serving on the executive board have specific responsibilities. The social chairman must know the national fraternity's policies, including FIPG regulations, and plan social events accordingly. The social chairman must complete a social event planning checklist prior to each social function. The social chairman also is responsible for implementing carding, security and alcohol distribution controls at social events. Finally, the social chairman is responsible for making plans for member and guest safety during social events.

**House Manager's Responsibilities.** The house manager is responsible for the chapter house and should conduct periodic inspections of the building and grounds. The house manager should make written recommendations to the chapter president and the corporation board regarding safety repairs to the physical plant. Finally, the house manager should plan and implement periodic evacuation drills, including procedures to account for all members after an evacuation.

**Risk Manager's Responsibilities.** The risk manager, either elected by the chapter or appointed by the president, has the responsibility of developing and implementing the Risk Management Program for the chapter. The risk manager should serve as chairman of any Risk Management Committee formed.

He/she is responsible for raising awareness of risk management issues with the members, developing a Crisis Management Plan, meeting regularly with the social chairman to ensure compliance the chapter's insurance group, university policies, as well as federal, state, and local laws. He/she is also responsible for conducting educational risk management seminars for all members on an annual basis and advising the chapter president of any items or conditions that place the chapter, its members, employees or guests at risk. Finally, it is the responsibility of the risk manager, along with the chapter president, to investigate accidents and within 24 hours of

their happening, make an accident investigation report to the general fraternity and the house corporation.

### Summary

The officers' responsibilities are:

#### Social Chairman

- ☞ know the national fraternity's policies;
- ☞ complete a planning checklist for each social function;
- ☞ implement carding and security at events;
- ☞ plan for member and guest safety.

#### House Manager

- ☞ conduct periodic inspections of the building and grounds, issuing written recommendations;
- ☞ conduct periodic evacuation drills.

#### Risk Manager

- ☞ develop and implement the chapter's Risk Management Plan;
- ☞ develop a Crisis Management Plan;
- ☞ conduct educational seminars for the chapter;
- ☞ advise the chapter president of items or conditions that place the chapter at risk;
- ☞ conduct investigations of and submit reports on all accidents and injuries.




### **THE ROLE OF EACH CHAPTER MEMBER AND THE ALUMNA/ALUMNUS RISK MANAGEMENT ADVISOR**

It is the responsibility of each initiated and associated member and employee to read and be familiar with the chapter's Risk Management Policy and chapter organization. Members should report unsafe conditions and practices to the risk manager or chapter president. Chapter members (initiated and associated) should cooperate with officers and alumnae/alumni concerning risk management policies and procedures. Finally, chapter members should attend all chapter-sponsored risk management programs.





The alumna/alumnus Risk Management Advisor works with the chapter's risk manager and president to ensure that the chapter has developed and implemented a Risk Management Policy and communicated the policy to chapter members and employees. It is the responsibility of the advisor to make certain that the chapter's social chairman is utilizing an event planning form for each chapter event. The advisor will assist the chapter board in implementing all safety recommendations made as a result of chapter house inspections. Finally, the advisor will assist in an advisory capacity in the event of an accident, assisting with an investigation and with a report to the general fraternity.

## Summary

Initiated and associated chapter members and employees must:

-  become familiar with Risk Management Policy;
-  report unsafe conditions;
-  attend risk management programs.

The alumna/alumnus Risk Management Advisor must:

-  verify that the chapter has developed, implemented and communicated a Risk Management Policy;
-  verify use of the planning form by the social chairman;
-  assist in implementing safety recommendations;
-  serve in an advisory capacity in investigating and reporting accidents and injuries.

Although the development and implementation of an effective Risk Management Program falls under the job descriptions of a few officers, it clearly is the responsibility of each member in every chapter. We all have the responsibility to protect our members from harm, ensure the good public reputation of our fraternity and make certain that our leaders and treasuries, both chapter and national, and the families of our individual members are protected against claims.

# Crisis Management Procedures for Fraternities and Sororities

At Washington State University

These materials are intended to be general guidelines. They need to be customized for each Chapter and coordinated with inter/national organization policies and procedures. The following suggestions are made in the event that a crisis or tragedy occurs either on or off chapter property.

Specific procedures are arranged loosely in chronological order. Some procedures may be handled simultaneously by different individuals/groups of people.

## EMERGENCY PLANNING

The state and its counties and communities/Washington State University, create response plans for all types of emergencies. Fraternities and Sororities may be integral parts of a coordinated response plan depending on the emergency.

To ensure effective and timely execution of your Chapter's emergency plans, members must be trained in emergency response procedures. Drills and exercises are essential parts of emergency planning. They provide a real test of member's awareness and the plan's effectiveness. Exercises are more effective if they vary throughout the year. Plans, procedures and training should be updated annually based on the results of these drills.

## COMMUNICATION

In an emergency, external communication is critical to a successful response and community relations. This issue is addressed in both the "General Procedures" section and the "Media Procedures" section of this document.

Internal communication throughout your Chapter facility, the Greek Community, the University, and law enforcement is even more critical. Emergency communication plans need built in redundancies. This guide includes instructions for communication paths for all! Linking people through multiple means of communication is the key to a quick and accurate response.

## GENERAL PROCEDURES

1. **FIRST ENSURE YOUR OWN SAFETY!**
2. If a crisis occurs, close the chapter house at once. The President cannot give instructions and maintain control if members are leaving and strangers are entering. Permit only your members and appropriate officials to enter. Assign one or more responsible members to calmly guard the door. In the case of a fire, **DO NOT** allow members to re-enter the building!
3. In nearly all situations, the President's or Officer-In-Charge's first telephone call will be the *911 emergency* number. Briefly and calmly explain the situation so that appropriate emergency personnel (police, fire, ambulance) can respond. Next, *notify the University*.

During business hours, call the Center for Fraternity & Sorority Life at 335-5433 (335-LIFE), and ask for the Director, Anita Cory, or the Assistant Director, Samantha Armstrong. Tell whoever answers the phone that it is an emergency. If the University offices are not open, proceed through the following list of university personnel until you reach someone. The first person on the list that you reach will contact the others. Do not hesitate to call at any hour.

Function	Member Assigned	Backup Member
Incident Commander (person in charge)	Should be President	
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in the building)		
Site Security/Facility Check		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial Recordkeeping		
<i>These functions mirror the National Incident Management System (NIMS) used by emergency responders.</i>		

PLEASE NOTE: The person(s) selected for the below roles may be assisted by advisors/advisors my co-serve in some of the functional areas (ex. Financial Recordkeeping may be coordinated with a House Corporation Board.)

Function	
Incident Commander (person in charge)	Activates the Chapter's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies advisors and other authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be the designated Chapter spokesperson; cooperates with the inter/national headquarters, advisors, and other agencies on joint news releases; coordinates media briefings with necessary. (THIS MAY BE AN ADVISOR)
Liaison	Contact person for outside agencies; may represent the Chapter at a University emergency operations center or at emergency responders' on site command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, first aid or medical care, cleanup, control of utilities. (HOUSE MANAGER?)
Medical	Provides for first aid or other medical care; coordinated with

	emergency medical services personnel as necessary; activates Chapter's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the Chapter building and grounds are visually inspected and secured.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocation; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with advisors for insurance; initiates business recovery efforts.
<i>These functions mirror the National Incident Management System (NIMS) used by emergency responders.</i>	

- |   |                                  |
|---|----------------------------------|
| 1. Anita Cory, Director of the CFSL<br>OR Samantha Armstrong, Assist Director of the CFSL               | (509) 595-0653<br>(509) 592-7169 |
| 2. Student Affairs "On Call" Cell Phone   | (509) 595-1113                   |
| 3. Chris Wuthrich, Associate Director of Student Conduct<br>OR Elaine Voss, Director of Student Conduct | (509) 595-8209<br>(509) 595-5711 |
| 4. Fire/Ambulance/Police  | 911                              |

<b>PUBLIC UTILITIES</b>	
Electricity:	
Company	_____
Contact	_____
Person:	_____
24 –hour emergency response number(s):	_____
Gas:	
Company	_____
Contact	_____

Person: \_\_\_\_\_  
 24 –hour emergency response number(s): \_\_\_\_\_  
 Water: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Person: \_\_\_\_\_  
 24 –hour emergency response number(s): \_\_\_\_\_  
**REFERRALS**  
 Hazardous  
 Materials: \_\_\_\_\_  
 Poison  
 Control Center: \_\_\_\_\_  
 Crime  
 Victims Center: \_\_\_\_\_  
 Post Crisis  
 Intervention/Mental Health Hotline: \_\_\_\_\_  
 WSU Counseling and  
 Testing Center \_\_\_\_\_  
 Inter/National  
 Headquarters: \_\_\_\_\_  
 Alumni  
 Advisor: \_\_\_\_\_

3. The following people need to be notified of ANY emergency:

CFSL Advisor: \_\_\_\_\_

Office: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

Office: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Regional or District Officer: \_\_\_\_\_

Office: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

4. Keep on file in the president’s room an emergency sheet for each member and pledge/associate/new member. Included on the card should be:

- a. Member’s full name, social security number and birth date
- b. Member’s local address and telephone number
- c. Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents. Include both residence, work, and cell numbers.
- d. Name, address, and telephone numbers of another person to notify in the vent the parents can not be reached. (Ex. Neighbors of parents, relatives).
- e. Medical information (allergies, medical conditions, etc.)

5. Assemble your members in a group. Explain that there is an emergency and that the house is closed. They are not to speak to anyone outside the chapter. The President or Incident Commander will be the official spokesperson for the chapter. Do not discuss details, speculate on events or otherwise elaborate on the situation until police, university

officials, and your advisor have arrived. To do so would only create unrest and other unnecessary concerns.

6. While membership is gathered, it is important that they remain calm and realize that the situation is under control. If there is a need to inform members who are not present, the President or Officer-In-Charge may delegate this duty to a responsible member.
7. If the news media should contact the chapter, only the President, Officer-In-Charge, or advisor should speak for the chapter. With the help of your alumni(ae) and/or university personnel, a careful statement can be written. Do not release any names until you know that the timing is appropriate. The university will more than likely take over the responsibility of dealing with the press to alleviate the chapter from added pressures.
8. Document as many details as possible, including but not limited to:
  - Names and phone numbers of involved parties and witnesses
  - Time of phone calls to emergency personnel and advisors
  - Actions taken to help injured person or steps taken to save life.

### ASSAULT

- Ensure the safety of all members not engaged in the fight first.
- Notify the President of the Chapter. Work as a team.
- If you have doubts as to whether to contact the Anita Cory, the Director of Greek Life, Samantha Armstrong, Assistant Director, or another university official, please call! It is better to let someone know of a problem than not to. **NEVER HESITATE TO CALL!**
- Seal off area to preserve evidence and disperse onlookers (IF NECESSARY)
- If victim requires medical attention, follow Medical Emergency procedures.
- Do Not Leave the Victim Alone
- Document all activities witnessed by members
- If your chapter members are involved in any type of altercation where someone is sent to the hospital, please call Anita Cory, 335-5433 (W) or (509) 595-0653 (Cell) or 332-0687 (H); or Samantha Armstrong, 335-5433 (W) or (509) 592-7169 (Cell) to let one of them know what is going on.
- If someone is sent to the hospital and released shortly thereafter and you do not feel it needs immediate attention, please call the Greek Life office (335-LIFE) to speak with a University official or leave a message so that they are made aware of the situation as soon as possible.
- Assess counseling needs and implement post-crisis procedures as needed.

### BOMB THREAT

Critical information:

- All bomb threats must be taken seriously until they are assessed.
- The decision of whether or not to evacuate rests with the school, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

- Notify law enforcement
- Notify Chapter President, CFSL Staff, Chapter Advisor
- Incident Commander orders evacuation or other actions according to threat assessment and Chapter Policies.

- By phone call
  - Complete the CHECKLIST FOR TELEPHONE THREATS.
- By written note
  - Preserve evidence.
  - Place note in plastic bag, if available.
  - Photography words written on walls.

CAUTION: Overreacting may encourage additional threats!

Scanning process considerations:

- Scan rooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign members to certain areas of the Chapter. Keep in mind that a bomb could be placed anywhere on school property – inside or outside.
- Any suspicious devices, packages, etc. , should be pointed out to emergency responders. **DO NOT TOUCH!**
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate notify members. **DO NOT USE CELL PHONES, RADIOS OR FIRE ALARM SYSTEM BECAUSE OF RISK OF ACTIVATING A DEVICE!**
- While notification is being made, members should survey the grounds to clear exits and areas where members may be headed. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Presidents (next in command) take a membership roster.

*Bomb squads generally do not search a building unless a suspicious package has been located.*

**CHEMICAL OR BIOLOGICAL THREAT**

If a telephone threat references a chemical or biological device or package, complete the Checklist for Telephone Threats procedures and refer to safety procedures in Bomb Threat and Hazardous Materials sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content
  - Excessive postage, excessive weight
  - Misspellings of common words
  - Oily stains, discolorations, odor
  - No return address or showing a city or state in the postmark that does not match the return address
  - Package not anticipated by someone in the Chapter or not sent by a known individual/organization

If a letter/package is opened and contains a written threat but no type of suspicious substance:

- Notify the Chapter President/law enforcement
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify Chapter President and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Chapter President/Incident Commander:

- Chapter President/Incident Commander and emergency officials determine whether evacuation is necessary.
- Chapter President/Incident Commander notifies Chapter Advisors & Inter/national headquarters. Notification also needs to be made to University officials.
- Implement post crisis procedures as necessary.

*Consider having gloves and zip lock bags available at mail sorting areas.*

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephoned threat (bomb/chemical/other):

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? Why?
- Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like? \_\_\_\_\_

CALLER ID INFORMATION: Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_ Age \_\_\_

CALL ORIGIN: Local \_\_\_ Long Distance \_\_\_ Internal \_\_\_ Cell Phone \_\_\_

CALLER'S VOICE: Note pattern of speech, type of voice, tone. Check all that apply.  
Calm \_\_\_ Excited \_\_\_ Loud \_\_\_ Soft \_\_\_ Deep \_\_\_ Nasal \_\_\_ Raspy \_\_\_ Distinct \_\_\_  
Slurred \_\_\_ Normal \_\_\_ Crying \_\_\_ Laughter \_\_\_ Slow \_\_\_ Rapid \_\_\_ Disguised \_\_\_  
Accent \_\_\_ Lisp \_\_\_ Stutter \_\_\_ Drunken \_\_\_ Incoherent \_\_\_ Deep Breathing \_\_\_

Background Sounds: Check all that apply.

Voices \_\_\_ Airplanes \_\_\_ Street \_\_\_ Noises \_\_\_ Trains \_\_\_ Quiet \_\_\_ Bells \_\_\_  
Clear \_\_\_ Static \_\_\_ Animals \_\_\_ Party \_\_\_ Vehicles \_\_\_ Horns \_\_\_  
House Noises \_\_\_ PA System \_\_\_ Music \_\_\_ Factory Machines \_\_\_ Motor \_\_\_  
Phone Booth \_\_\_ Other: \_\_\_\_\_

Threat Language: Check all that apply.

Well Spoken(Educated) \_\_\_ Foul \_\_\_ Taped \_\_\_ Incoherent \_\_\_ Irrational \_\_\_

Did caller indicate knowledge of the Chapter facility? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Phone number where the call was received: \_\_\_\_\_

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

### DEMONSTRATION

If demonstrators are near but not on Chapter property:

- Chapter President OR next in command notifies members and advisors
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on Chapter property:

- Ensure safety of all Chapter members, particularly safe entry into and exit from the building.
- Chapter President notifies advisors and a University administrator
- Chapter President (IF SAFE) asks demonstrators to leave Chapter property. Warn them that they are trespassing. Notify law enforcement if necessary.
  - If demonstrators do leave, continue to monitor situation.
  - If demonstrators do not leave, notify law enforcement. President may initiate "lockdown with warning." (See Lockdown Procedures)

### EVACUATION/RELOCATION

Evacuation:

- Chapter President initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - Bombs: Chapter president notifies members of evacuation route dictated by known or suspected location of the device.

- Fire: Follow primary routes unless blocked by smoke or fire. **KNOW THE ALTERNATE ROUTES!**
- Chemical Spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Chapter President **TAKES A MEMBERSHIP ROSTER!!!**
- Do not lock Chapter doors when leaving.
- When outside the Chapter facility, account for all members. Immediately inform advisors and emergency personnel of missing member(s).

Relocation:

- Chapter President (with the help of Live-In Advisor/House Director) determines whether members should be evacuated to a relocation center.
- Chapter President with Emergency Response Team notifies the relocation center.
- If necessary, a Chapter Emergency Response Team coordinates transportation to relocation center.
- Chapter Presidents stay with members en route to the relocation center and take “attendance” upon arrival.
- Notify advisors, Center for Fraternity and Sorority Life Staff of where you have relocated.

Relocation Centers:

List primary and secondary relocation centers (ex. RESIDENCE HALLS, MEETING SPACE ON CAMPUS, ANOTHER CHAPTER HOUSE). The primary site is usually located close to the Chapter House. The secondary site is usually located further away. Include maps and written directions to both sites for Chapter member reference.

PRIMARY RELOCATION CENTER:

SECONDARY RELOCATION CENTER:

\_\_\_\_\_

\_\_\_\_\_

ADDRESS:

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

PHONE:

PHONE:

\_\_\_\_\_

\_\_\_\_\_

## FIGHT/DISTURBANCE

- Ensure safety of members and yourself first.
- Notify Chapter President/law enforcement/Advisors/CFSL STAFF. Work as a team, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by members.
- Deal with event according to Chapter By-Laws/Standards Board Policies and Procedures
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to Assault guidance.*

## EMERGENCY RESPONSE PLAN IN THE EVENT OF AN EARTHQUAKE, CIVIL DISTURBANCE, & NATURAL DISASTER

In the event of a building or structure emergency affecting a housed fraternity/sorority, residents should agree *in advance* on an outdoor meeting place away from the structure if evacuation is necessary.

### What The Center for Fraternity & Sorority Life Will Do If A Crisis Is Declared On Campus

1. A notification statement will be prepared and distributed to all Chapter Presidents
2. CFSL Staff will call all Chapter Presidents they advise. If they are unable to get a hold of a Chapter President they will move down the executive officer list until they are able to connect with a Chapter Member.
3. A Facebook Notice will be sent out via the CFSL Facebook Page

### General Follow-Up

1. The notification of further administrators and faculty will be arranged by the Director of the CFSL and other University staff members.
2. In any emergency use tact and caution in your statements to members, the press, and others. Where possible, litigation may follow, so be cautious about jumping to conclusions or speculation.
3. University staff is always available for member counseling and general assistance. Do not hesitate to call for help. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate choices.

### The support from the university:

- Counseling services
- Parent notification
- Contact to college offices, instructors, withdrawals, refunds, etc.
- On the spot crisis management/critical incident help
- Communication with National/International Headquarters
- Communication with the media

## FIRE

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull the fire alarm and notify building occupants by means of:  
\_\_\_\_\_
- Evacuate members to the designated areas.
  - These areas should be a safe distance away from emergency personnel.
  - Be aware of the arrival of emergency responders. See map of evacuation and assembly areas located: \_\_\_\_\_
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located:  
\_\_\_\_\_
- Presidents take membership roster
- Members take inventory (membership) after evacuation.
- Presidents report missing members to emergency personnel/advisors immediately
- If trapped by fire, go to Shelter-in-Place Procedures

President/Incident Commander:

- President notifies fire department (call 911) and advisors/CFSL Staff
- President or designee meets with emergency officials as soon as possible
- After consulting with appropriate officials, president moves students to primary relocation center at \_\_\_\_\_ if weather is inclement or Chapter House is damaged.
- DO NOT re-enter buildings until they are declared safe by fire or law enforcement personnel.
- President notifies advisors and members of termination of emergency when the building is declared safe.

*Fire drills should be held at varied times during the day and academic year. Practice both primary and alternate routes.*

## HAZARDOUS MATERIALS

Incident occurs in Chapter House:

- Notify Chapter President
- Call 911. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking membership roster. Presidents should take “attendance” following the evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination. If evacuation is not ordered, be aware of and remain alert for any change in health conditions of members, especially respiratory problems. Seek medical attention if necessary.
- President notifies advisors and CFSL staff.
- Resume normal operations when fire officials approve.

Incident occurs near Chapter property:

- Fire or law enforcement/University officials will notify Chapter
- Consider closing outside air intake, evacuating members to a safe area or sheltering members inside the Chapter House until emergency passes or relocation is necessary.
- Fire officer/Law enforcement/University Official in charge of scene will instruct Chapter on the need for sheltering or evacuation
- Follow procedures for sheltering or evacuation.
- If evacuating, President's take membership rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of members, especially respiratory problems. Seek medical attention if necessary.
- Notify advisors/CFSL staff if you are evacuated.
- Resume normal operations when fire officials approve.

### HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!!

- Call 911. Give dispatcher details of situation.
- Notify the Incident Commander or next person in line. Connect with an advisor and the staff at the CFSL!
- Seal off area near hostage scene.
- Police will take control of hostage scene; President coordinates with police for safety and welfare of members.
- Document all activities.

If taken hostage:

- Cooperate with hostage –taker to the fullest extent possible.
- Try not to panic. Calm other members if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

### INTRUDER

Intruder – an unauthorized/unwelcome person who enters the Chapter:

- Politely greet intruder and identify yourself
  - Consider asking another member to accompany you before approaching intruder.
- Inform intruder that all visitors must follow your Chapters protocol
  - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle they drive.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to the exit.
- Notify the President/Chapter Advisor or law enforcement of the incident.

If intruder refuses to leave:

- Notify the Chapter President, Chapter Advisor, Law Enforcement if the intruder refuses to leave. Give law enforcement a full description of the intruder.
- Back away from the intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
  - Be aware of intruder's actions at this time (where he/she is located in the Chapter House, whether he/she is carrying a weapon or package, etc.).
  - Maintaining visual contact and knowing the location of the intruder is less disrupting than doing a Chapter-wide search later.

*Should the situation escalate quickly, the Chapter President may decide at any time to initiate lockdown procedures.*

NOTE: To assist members who interact with a stranger in the Chapter house, use the "I CAN" rule.

Intercept  
Contact  
Ask  
Notify

### LOCKDOWN PROCEDURES

One means of securing the Chapter House is to implement lockdown procedures. These procedures may be called for in the following instances:

1. Lockdown with warning – The threat is outside the Chapter House. The Chapter may have been notified of a potential threat outside the Chapter.
2. Lockdown with intruder – The threat/intruder is in the building.

Lockdown with warning procedures

- President/Incident Commander will announce "lockdown with warning" procedures via Chapter intercom system, or vocal announcement throughout Chapter. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring members inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep members away from windows.
- Control all movement. Move on announcement only.
- President/Incident Commander will announce "all clear."

Lockdown with intruder procedures (these actions happen rapidly)

- President/Chapter Member will announce "lockdown with intruder." Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all members to the nearest secured space. Members that are outside the Chapter house should NOT enter the Chapter. Members outside should move to the primary evacuation site.
- Lock room doors if possible (move members to a room that can be locked and lock the door).

- DO NOT LOCK EXTERIOR DOORS IF THE INTRUDER IS INSIDE THE CHAPTER!
- Move people away from windows and doors. Turn off the lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.

*Some other threats may override a lockdown, i.e., confirmed fire, bomb, chemical spill, etc. Consider making an action plan for people in large common areas, dining room, living room, chapter room.*

*Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.*

MEDIA PROCEDURES

All Chapter members should refer media contacts to a designated spokesperson, dependant upon Chapter structure and Chapter policies and procedures.

CHAPTER SPOKESPERSON: \_\_\_\_\_  
Name Contact Number(s)

ALTERNATE SPOKESPERSON: \_\_\_\_\_  
 \_\_\_\_\_  
Name Contact Number(s)

Media Checklist:

- Incident Commander/Chapter President relays all factual information to inter/national headquarters, Chapter Advisors, and CFSL Staff
- Establish a media information center away from the effected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of members and the organization when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
  - Determine the message you want to convey. Create key messages for target audiences: parents, members, and the community.
  - Emphasize the safety of members.
  - Engage media to help distribute important public information. Explain emergency is being handled.
  - Respect privacy of victims and families of victims. DO NOT release names to the media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media (Inter/National Headquarters, University Officials, Chapter Advisors).
- Maintain a log of all telephone inquiries for future use.

MEDICAL EMERGENCY

Life –threatening injury or illness, or death:

- CALL 911

- Notify President, Live-in Advisor/House Director, to help. **WORK AS A TEAM.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is injured or ill unless he/she is in immediate danger of further injury.
- If possible, isolate the effected member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing? (IF NO – SEND SOMEONE TO FIND SOMEONE TRAINED IN CPR)
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained!!
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life threatening injury or illness:

- For all non-life-threatening illnesses and injuries, connect with a medical professional. Calling the local emergency room for guidance OR 911 is a good start!

Chapter President/Incident Commander:

- In case of traumatic medical emergency or death at the Chapter:
  - Notify CHAPTER ADVISOR, CFSL STAFF MEMBER, INTER/NATIONAL HEADQUARTERS
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention

### MEMBER EDUCATION

1. Be certain that all members and affiliates in the chapter know that the President is in command of every emergency situation.
2. In the event that the President is absent, a ranked order of officers should be common knowledge. All chapter officers should know where to find a copy of the chapter's emergency procedures and locate them immediately.
3. Make sure that the house director or live-in advisor is aware of your crisis management procedures.
4. All members must know who is in charge, and be prepared to follow instructions. Include a review of the chapter's procedures in your member education program. The house director and chapter advisor should also be aware of these procedures.

### POST CRISIS INTERVENTION PROCEDURES

WSU COUNSELING SERVICES: 335-4511

- Assess the situation to determine the need for post-crisis interventions for members and families.
- Provide post-crisis briefings for members, inter/national headquarters, Chapter Advisors, families of members, and the University as appropriate.

- Re-establish Chapter routine as quickly as possible.
- Consider interventions:
  - Defusing: Provide defusing sessions for members as quickly as possible after the emergency. Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. Defusing sessions should be conducted by trained individuals. Connect with WSU Counseling at 335-4511.
  - Debriefing – Conduct critical stress debriefing (CISD) three or four days after the emergency.  
  
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. CISD should only be conducted by trained professionals. Connect with WSU Counseling at 335-4511
  - Counseling – Provide grief counseling.
- Provide on-going support as necessary for Chapter members.
  - Monitor and support members.
  - Provide on-going opportunities for members to talk about their fears and concerns. They may have more questions as time passes.
  - Identify and monitor at-risk members.
  - Refer members to individual crisis or grief counseling, if necessary.

*In the event of a tragic, highly publicized event, mental health professionals from the University may respond to offer post-crisis aid. Effective coordination is critical.*

### SERIOUS INJURY OR DEATH OF A MEMBER

1. ALERT MEDICAL PERSONNEL/ CALL 911
2. DO NOT NOTIFY THE PARENTS. In the event of a serious injury or death, medical or police personnel (who are trained) will notify the family. You should always have the parent/guardian information on file available to proper authorities. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.
3. In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Temporarily, move any roommates to another room in the house. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.
4. In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.
5. Notify CFSL Staff

### DEALING WITH THE DEATH OF A MEMBER

1. It is, of course, proper to send sympathy cards and notes, flowers etc. If the funeral is nearby, it will mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service.
2. If the funeral is out of town, you probably will want to arrange a local memorial service. You can contact campus ministries for assistance in making arrangements. Check your ritual to see if it contains a ceremony for memorial services.
3. For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor.
4. Student affairs officials will take care of notifying the deceased student's instructors and other campus offices of the death.

### SEVERE WEATHER

Severe thunderstorm WATCH/Wind Storm WATCH/Winter Storm Advisory has been issued near your Chapter:

- Monitor WEATHER warnings via TV/Radio
- Ask all members to move inside the Chapter.
- Close windows
- Move members to safe areas
- Close doors.
- Have a membership roster review (take attendance).
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Flooding

- Monitor weather warnings via TV/Radio
- Review evacuation procedures with members
- Check relocation centers. Find an alternate relocation center if primary and secondary location centers are flooded.
- Check transportation resources
- If University officials and emergency responders advise evacuation, do so immediately.
- Presidents take membership rosters.
- Presidents take attendance.

### SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for Chapter members and other community members inside the Chapter House during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put peoples at risk. (i.e. environmental hazard, blocked evacuation route, outside gunman)

Shelter areas may change depending on the emergency.

- Identify safe areas in the Chapter House
- President/Incident Commander announce that members must go to shelter areas
- Bring all persons inside the Chapter House.

- Presidents take a membership roster.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Presidents/Incident Commander account for all members after arriving to shelter area.
- All persons remain in shelter areas until the President/Incident Commander or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to the President/Incident Commander/Emergency Responders by whatever means possible.

### SHOOTING

If a person displays a firearm or begins shooting:

- Move or seek safe shelter. Go to lockdown procedures.
- Call 911
- Notify Chapter President/Incident Commander/law enforcement

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
  - If outside, stay as low to the ground as possible, and find any kind of cover.
  - If inside, go to lockdown procedures.
- Chapter President/Incident Commander take attendance and notify emergency personnel/Advisors of missing members as soon as it is safe to do so.

Chapter President/Incident Commander

- Chapter President/Live-In Advisor/House Director/Incident Commander may order lockdown procedures
- Assess the situation as to:
  - The shooter's location
  - Injuries
  - Potential for additional shooting.
- Call 911 and give as much detail as possible about the situation.
- Secure the Chapter House if appropriate.
- Help members to find safe shelter.
- Care for the injured IF IT IS SAFE to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify ALL ADVISORS/INTER/NATIONAL Headquarters
- Refer media to spokesperson per media procedures.
- Initiate post-crisis procedures.

If shooting happens on campus:

- Chapter President/Live-In Advisor/House Director/Incident Commander may order lockdown procedures
- Keep phone lines open for contact from CFSL Staff
- Check e-mail/Facebook if possible for notices being sent by University Staff
- Assess the situation as to:
  - The shooter's location
  - Potential for additional shooting.
- Secure the Chapter House if appropriate.
- Help members to find safe shelter.
- **STAY AT THE CHAPTER HOUSE OR NEAREST SAFE PLACE**
- Notify ALL ADVISORS/INTER/NATIONAL Headquarters
- Have President/Incident Commander use membership roster to account for where all members are!
- Refer media to spokesperson per media procedures.
- Initiate post-crisis procedures.

*Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.*

### SUICIDE

Suicide Threat

- Consider any member reference to suicide as serious.
- Do not leave member alone.
- Notify WSU counseling services, Chapter Advisors, Live-In Advisor/House Director immediately.
- Try to calm the suicidal person.
- Stay with the member until suicide intervention staff arrives.
- Do not allow the member to leave the Chapter House without appropriate supervision.

Suicide Attempt in the Chapter House

- Call 911 if the person needs medical attention, has a weapon, needs to be restrained.
- Notify President/Incident Commander/Advisors, or other appropriate individuals.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first-aid.
- Do not allow the member to leave without help/appropriate supervision. Have someone remain with the member at all times!

Chapter President/Incident Commander

- Call emergency contact
- Notify advisors (both Alumni and University)
- Implement post-crisis procedures

### WEAPONS

Members who are aware that someone has brought a weapon into the Chapter House:

- Immediately notify Chapter President/Incident Commander/Live-In Advisor/House Director OR Law Enforcement
  - Give the following information:
    - Name of the person suspected of bringing in the weapon.
    - Location of the weapon.
    - Whether the suspect has threatened anyone.
    - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Members who suspect that a weapon is in the Chapter House: **STAY CALM.**
  - Do not call attention to the weapon.
  - Notify the Chapter President/Incident Commander/Live-In Advisor/House Director OR Law Enforcement **AS SOON AS POSSIBLE!**

Chapter President/Incident Commander/Live-In Advisor/House Director:

- Call law enforcement to report that a weapon is suspected in the Chapter House.
- Ask another member or a law enforcement officer to participate in questioning the member.
  - Consider the best time and place to approach the person, taking into account these possible factors:
    - Need for assistance from law enforcement.
    - Type of weapon.
    - Safety of persons in the area.
    - State of mind of the suspected person.
    - Accessibility of the weapon.
- Separate members from weapon, if possible.
- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**
- Document all activities related to a weapons incident.

## **FIPG FOCUS ON ALCOHOL**

The Risk Management Policy of FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of alcohol and social events as follows:

### **FIPG Policy on Alcohol and Drugs**

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name or, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

All rush activities associated with any chapter will be a DRY rush function.

No member shall permit, tolerate, encourage or participate in "drinking games."

No alcohol shall be present at any pledge/associated member/novice program, activity or ritual of the chapter.

### **PEOPLE MAKE IT HAPPEN**

A party brings people together to share a good time. Every party creates its own memories. By taking advantage of the suggestions included in this guide and those provided by the national/international headquarters of each FIPG member group, you can ensure the fraternity memories you create are fun and good times. Your brothers or sisters and guests will appreciate your efforts.

## **INVITE PEOPLE WHO CARE**

A sure way to bore members or ruin a party is to have the wrong people attend. Other common problems that the wrong people can cause include damage and theft of property and irresponsible behavior that causes neighbor relations problems.

There is one sure way to try to avoid these problems. Do not hold any open parties. An FIPG chapter holds parties by invitation only to a pre-determined number of guests. A ratio of two guests per member (or fire code capacity, whichever is smaller) is suggested. The assumption here is that members and their personal guests will be responsible to the chapter leadership and that poor behavior can be controlled.

## **WHERE TO PARTY**

Pick a place that allows everyone to move around and mingle, but not so large you are lost in the room. Make sure adequate seating is available. If your chapter house does not meet your needs, or your policy says it may not be used for parties, look at renting a party room at a local hall or hotel.

Make a check for basic safety considerations. Are there potentially dangerous areas that should be secured, or equipment and other items to remove, or that require closely supervised use? Are interior and exterior lighting satisfactory? Is there safe and adequate parking?

When your party is held at a distance from campus or in an out-of-the-way or unusual place, consider providing transportation. At least have volunteers to assist guests and members, and provide designated drivers or a shuttle service.

Many FIPG members recommend and may require that you hold your party at an establishment that has a liquor license. The establishment becomes responsible for providing, handling, and serving alcoholic beverages. The liability is therefore transferred to the establishment, and its bartenders are responsible for any guest who may become intoxicated. To be safe, have written contract stating that responsibility for all service of alcohol beverages rests entirely with the establishment, and do not allow members to serve or provide any alcoholic beverages. The Third Party Vendor Checklist (Appendix 2) can be used as this contract and requires insurance coverage verification from the vendor.

## **WHEN TO PARTY**

Avoid scheduling parties when you don't have time to make proper plans or your members and guests really shouldn't take time to attend (e.g., during exam time). Be sure you are aware of campus party planning policies before you begin to plan. Check with the Interfraternity, Panhellenic and Pan-Hellenic Councils.

Certain occasions call for parties and the events speak for themselves – Homecoming, Founders' Day, holidays. What they have in common is a theme. For other parties, choose a theme (being aware of sensitivity issues) – decorate and plan activities around the chosen theme. Once the party date has been chosen, set a reasonable starting and ending time. If there is a bar, close it an hour before the party is scheduled to end. Do not allow over-enthusiastic members or guests to extend the ending time.

## **CHOOSING FOOD AND DRINK**

Food and drinks are important because they complement fun, not because they supply fun. To get the most out of your food and drink budget, match refreshments with the occasion and crowd. Cider and hot dogs for example, go well at autumn events. Keep in mind that the food and drinks you serve make a statement about you, your chapter, and your party. Non-alcoholic party drinks can be attractive and can fit in very well with your theme. Use opaque plastic sups so a person is free to drink what he/she prefers.

Be sure to always serve snacks – light sandwiches, dips, meats, cheeses, pizza. In choosing food, avoid salty items like chips and popcorn. Solid foods that are high in protein do more than satisfy the appetite – they help reduce the effects of alcohol.

## **“BRING YOUR OWN” EVENTS (if permitted by fraternity or sorority and university policy)**

BYOB guidelines are provided in the National Interfraternity Conference publication, *Making Bring Your Own Beverage Events Happen*. Throughout this resource guide are suggestions for safe and practical implementation. Individual chapters must still follow their own national/international policies, if said policies are more specific and/or more stringent. To assist with risk management questions, the *Making Bring Your Own Beverage Events Happen* can be obtained from the National Interfraternity Conference.

If questions arise, be advised the guidelines provided do not supersede the local, city, state, university, general fraternity/sorority or national laws, statutes and policies – or common sense. These guidelines are designed to help you implement a BYOB party. Questions you may have regarding the logistics of a BYOB party are most likely answered throughout this booklet. Before using this resource, be sure to contact your general fraternity to make sure the stipulations are consistent with general fraternity standards.

## **ENFORCE YOUR PARTY RULES**

Plan activities for your party. The more there is to do other than drink, the less people will drink- and your party will be a success. Remember, drinking games are strictly prohibited by the FIPG Risk Management Policy, and must not be permitted.

Assign monitors who will not drink and who will be responsible for making decisions at the party. *No one* should have the authority to override their judgment. The monitors will deal with those whose behavior deteriorates. Party monitors will check Ids, mark of-age drinkers in some distinctive manner, watch entrances and exits, check car and other motor vehicle keys at the door, and be responsible for maintaining a degree of decorum at the party. They will be available to assist bartenders who need to refuse serving members or guests and to make sure the bar is closed on time. Members and guests should not be allowed to re-enter the party after leaving.

## **PRE-PARTIES**

Pre-parties and “spontaneous events” will likely fall under the rules of a fraternity function. Here are some questions to ask yourself:

1. Is the pre-party on chapter premises or the location of the actual party?
2. Is the pre-party/spontaneous party hosted by a member of the fraternity/sorority?
3. Are half of the people in attendance members of the chapter?
4. Is half of the chapter in attendance?
5. Was the pre-party/spontaneous party discussed at a chapter meeting?

If you answered “yes” to any of these questions, then you must follow FIPG Policy for the event. In any case, FIPG Policy exists to assist in keeping our friends, members, and guests safe. Follow the policy no matter what or where the event is and you will be happy when everyone is safe.

### **HELPING THE INTOXICATED**

Even if everything is done to make sure all goes as planned, depend upon Murphy’s Law: if something can go wrong, it will. That “something” will often be a member or guest who has consumed too many drinks.

Since the party must not be open, the intoxicated person probably is a member or member’s guest. Treat the person as a friend. Give help. Offer food, coffee, or a chance to rest. Remember, there is no quick way to sober up. A rule of thumb is that it will take as many hours to sober up as the number of drinks ingested.

If a person has passed out, monitor his or her breathing to make sure it is normal. If breathing is irregular and the person appears to be in a coma with a purplish skin tone, try to wake him or her by shaking or gently poking. If there is no response, call for emergency medical attention at once.

If the person responds but is listless and sleepy, place the person on his or her side to sleep so choking does not occur in the case of regurgitation. Keep the person comfortable. Do not leave the person alone; have someone monitor him/her throughout the night.

If a person is not breathing, proceed with mouth-to-mouth resuscitation and call for emergency medical help immediately.

Be very careful with the aggressive drunk who decides to fight everyone. Party monitors should first approach the person carefully and try to calm him or her by using rational reasoning. Attempt to get the problem person to go home with a friend. If the person continues to press for a fight and is hurting others or threatening violence, call police to avoid further damage and to protect all members and guests.

### **YOUR RESPONSIBILITY AS A HOST**

When you and your chapter decide to hold a party, you assume responsibility for the safety and welfare of your members and guests. (Some courts have determined that once inside, even the uninvited person becomes your responsibility.) FIPG member chapters must establish and adopt party policies and procedures conforming with the FIPG Risk Management Policy. Party awareness is no longer an option or luxury; it may well be a determining factor in the continuing long-term existence of fraternities.

## **FIPG FOCUS ON DRUGS**

The Risk management Policy of the FIPG, Inc. shall apply to all members men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of drugs as follows:

### **FIPG Policy on Drugs**

The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.

## **COMMON QUESTIONS CONCERNING SUBSTANCE ABUSE AND CHEMICAL DEPENDENCY**

### **WHAT IS CHEMICAL DEPENDENCY?**

It is a disease or illness like any other. It is a primary disease, *not a symptom* of some other underlying cause. Chemical dependency causes the related problems that occur in the user's or drinker's life.

### **WHAT CAUSES CHEMICAL DEPENDENCY?**

The exact cause remains unknown, but it is *not* caused by lack of willpower, weakness of character, or some flaw in a person's moral structure. It is impossible to predict who will become dependent when exposed to using drugs or alcohol. Due to the ever-present availability of and exposure to drugs and alcohol in our society, evidence is clearly shown that anyone who *can* become dependent, in all probability, *will* become dependent.

### **CAN OTHER PROBLEMS IN A DEPENDENT PERSON'S LIFE BE TREATED?**

No. Not while the dependency remains unarrested. The disease of chemical dependency rests on a human life in such a way that it effectively blocks the receipt of any other care we might want to deliver to whatever else is wrong with the individual.

### **ONCE CHEMICALLY DPENDENT, IS A PERSON LIKELY TO INITIATE RECOVERY BY HIMSELF OR HERSELF?**

Probably not. Chemical dependency is predictable and progressive. Untreated, it will *almost always* get worse.

### **HOW LONG DOES IT LAST?**

Once dependent, the person remains so forever. However, dependency can be arrested and will remain so as long as there is abstinence from mood-altering chemicals. Relapse is an ever-present danger. Recovery is a *lifelong commitment*.

### **WHAT WILL HAPPEN IF IT IS LEFT UNTREATED?**

Chemical dependency is fatal. If the dependency is not arrested, premature death will result.

## **CAN THE ILLNESS BE TREATED?**

Chemical dependency is treatable and intervention is the best and most reliable method for initiating treatment. Over 70% of interventions are successful in leading the chemically dependent individual to accept his or her problem and seek treatment.

## **WHAT ARE THE SYMPTOMS OF CHEMICAL DEPENDENCY?**

The symptoms are compulsions to use drugs or drink. The compulsion is evident in using or drinking that is inappropriate, unpredictable, excessive, or constant. (e.g., having a drink at 8 a.m. before class.)

## **WHAT IS THE DIFFERENCE BETWEEN CHEMICALLY DEPENDENT AND NON-DEPENDENT? I KNOW A FRIEND WHO USED DRUGS ONCE BUT HASN'T SINCE.**

A non-dependent person *will stop* using drugs or drinking as a result of a brush with the law, reprimand, or an episode with a family problem. A dependent person *will not stop*. *If using alcohol or drugs is causing any continuing disruption in an individual's personal, social, spiritual, or economic life and the person does not stop using, he or she is chemically dependent.*

## **CAN A PERSON BE HELPED WHILE CONTINUING TO DRINK OR USE?**

No. Not even the best psychiatric help can have lasting effects until substance use or drinking stops.

## **WHY DOESN'T A CHEMICALLY DEPENDENT PERSON SEEK HELP WHEN BAD EXPERIENCES ARE CONTINUALLY OCCURRING?**

People with this illness generally do not seek treatment on their own volition because they are not aware of their dependency. They remain utterly unaware of the progress of the disease. This is due, in a large part, to rationalization and delusion. Every bizarre behavior is rationalized away, and as a result of delusion (repression, blackouts and/or recall), the person's ability to remember what has happened during any given drinking or drug using episode is destroyed.

## **WHAT ARE THE PROGRESSIVE PHASES OF SUBSTANCE ABUSE?**

The four phases of substance abuse are listed below:

1. **LEARN MOOD SWING (Experimentation).**  
Experience the effects of transferring from normal feelings to euphoric feelings.
2. **SEEK MOOD SWING (Compulsion).**  
Growing anticipation of effects; preoccupied with experiencing effects; desires regular use; develops tolerance (requires more of a drug to obtain the same level of effect).
3. **NEGATIVE REACTIONS (Delusions).**  
Experiences depression after euphoria; rationalizes all negative behavior and feelings; experiences blackouts.
4. **USES CHEMICALS TO FEEL NORMAL (Dependency).**

Reality is distorted to the extent that continual use is required to cope with day-to-day living.

### **WHO IS ABUSING OR MISUSING DRUGS?**

You may be surprised to learn that drug abuse or misuse is prevalent throughout society. For instance, the problem may be found in adolescents, housewives, businessmen, young adults (including fraternity and sorority members), senior citizens, whites, blacks – all whether rich or poor.

### **WHAT DRUGS ARE BEING ABUSED?**

Alcohol, stimulants, marijuana, narcotics, hallucinogens, sedatives, and inhalants are all substances that are commonly abused. Some of these are legal and some are illegal. For those that are legal, there is a propensity for misuse because they are more widely available.

### **WHY ARE DRUGS BEING ABUSED?**

There are numerous reasons for people abusing drugs. Many people abuse drugs for their psychoactive (mind-altering) properties. Other have the wish or belief that drugs can solve their problems; they are pressured by peers to experiment; they want to experiment; they derive enjoyment from taking the drug. Aiding and abetting the abuse is the ease of obtaining some drugs (such as alcohol).

## **FIPG FOCUSE ON SEXUAL ABUSE AND HARASSMENT**

The Risk Management Policy of the FIPG, Inc. shall apply to all men's and women's member fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of sexual abuse and harassment as follows:

### **FIPG Policy on Sexual Abuse and Harassment**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, including but not limited to date rape, gang rape or verbal harassment.

### **SEXUAL ABUSE**

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women, including but not limited to date rape, gang rape, and verbal harassment.
2. A chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors, that is abusive or demoting to human beings.
3. A chapter will educate its members on the issue of sexual abuse.

### **WHY SHOULD WE BE CONCEREND ABOUT SEXUAL ABUSE?**

Legal liability is a reality in sexual abuse incidents. It is possible that a victim of sexual abuse or rape may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be sued if an incident of sexual abuse occurs at a chapter function.

### **WHAT IS SEXUAL ABUSE?**

In order to understand sexual abuse, we must define both sexual harassment and rape. Sexual harassment is defined as the unwelcome, unreciprocated impositions of sexual attention, usually in the context of a relationship of unequal power. Rape is defined as an act of sexual penetration with a person against his/her will. Both of these actions fall under definition of sexual abuse.

There are many types of sexual abuse. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape. Sexual abuse usually falls into two categories, verbal and physical.

Verbal abuse may include:

- Whistling
- Humor and jokes about sex or male or female specific traits
- Suggestive or insulting sounds
- Sexual innuendoes about your or someone else's personal appearance
- Sexual innuendoes about your or someone else's sexual activities

- Demands for sexual favors accompanied by implied or overt threats

Physical abuse may include:

- Obscene gestures
- Staring suggestively
- Any inappropriate touching, pinching or patting
- Brushing against someone else's body
- Coerced sexual intercourse
- Assault

## **WHY DOES SEXUAL ABUSE OCCUR?**

Although there is not one direct cause for sexually abusive behavior, there are some factors that help build an environment conducive to sexual abuse. Factors such as gender role stereotyping – what our society says is “feminine” and “masculine” – are part of the problem leading to rape and sexual harassment.

Generally, males are socialized to be competitive, aggressive and dominant. Little boys grow up playing games such as “cops and robbers” with a clear winner and clear loser. As they grow older, males are encouraged to experiment with their sexuality as part of growing up. This environment that encourages males to “win” often leads to the belief in the “right” to have sex. In contrast, females are generally socialized to be passive, dependent and people-pleasers. They grow up playing games with little or no rules, such as “house.” Unlike males, females are discouraged from experimenting with their sexuality. The double standard for sex prevails.

The social environment that encourages males to be aggressive and females to be passive is ripe for sexual abuse. Sexual harassment and rape are issues of power abuse. If we can understand how gender role stereotyping often leads to power imbalances, we can better understand how the phenomenon of sexual abuse happens in our society.

## **WHAT CAN YOU DO AS AN INDIVIDUAL TO MINIMIZE SEXUAL ABUSE?**

- Understand that you are responsible for your own actions as an individual and as a member of a group. Understand your own sexuality and be aware of social pressures.
- Don't assume that previous permission for sexual activity applies to the current situation.
- Don't assume that just because someone dresses in a “sexy” manner and flirts that she/he wants to engage in sexual activity. However, know these actions may be misinterpreted.
- Don't get into a vulnerable situation with someone you don't know or trust
- Don't participate in or allow “less severe rapes” to happen. Verbal harassment of women, whistles, snide comments and stares are all assaults on any woman's or man's sense of well being. The underlying intention is to intimidate the person.
- Take an equal role in your relationships with the opposite sex.
- Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.
- Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.
- Don't rape. Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in love-making.

## **WHAT CAN WE DO AS A GROUP TO PREVENT SEXUAL ABUSE?**

- Review chapter and system “traditions” and eliminate sexist, degrading practices that signal to members that it is OK to demean and not respect others.
- Host educational programs for your chapter. Hold a program on human sexuality. Hold another program on alcohol and other drugs. Aggressively address problems of substance abuse that lead to other problems.
- Invite a campus counselor to conduct a program on male-female relationships and assertiveness communication.
- Take a leadership role in the Greek system to condemn sexual harassment and abuse and to promote a safe environment for all.

## **WHAT CAN YOU DO IF YOU OR SOMEONE YOU KNOW HAS BEEN SEXUALLY HARASSED?**

- Stand up the harasser. If you are in a situations that doesn’t feel right, let your harasser know that you feel uncomfortable. Tell him that you do not like what he is doing.
- Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.
- Seek out support from friends with whom you can share your concerns.
- Explore your options to file a formal complaint with the university. Most universities have a set procedure to be followed concerning sexual harassment complaints.

## **WHAT CAN YOU DO IF YOU OR SOMEONE YOUR KNOW HAS BEEN RAPED?**

- Contact a close friend or relative with whom you would feel comfortable talking.
- If a friend tells you that she/he has been raped, believe her/him. False alarms are extremely rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.
- Call a rape-crisis center or rape-crisis hotline. Rape-crisis centers are staffed with professional counselors who will help you begin to sort through your feelings. Counselors are available 24 hours a day and all calls are confidential.
- Contact the police. By contracting the police, you will have some flexibility in your legal options. You may or may not decide to prosecute. But if you do, the necessary evidence will have been collected. Confidentiality is also observed by the police.
- Get medical treatment. It is important that you receive medical treatment for several reasons. First, you may or may not decide to prosecute. But if you do, evidence will have been collected by medical personnel. Although you may feel very dirty, do not brush your teeth, urinate, or take a shower before receiving medical treatment. It destroys crucial evidence. Secondly, seeking medical help will help prevent any possible consequences of rape such as sexually transmitted diseases or even pregnancy.

## **WHAT CAN YOU DO IF SOMEONE IN YOUR CHAPTER HAS BEEN ACCUSED OF RAPE?**

- The president of the chapter is the spokesperson for the fraternity. He is responsible in an emergency situation and must make all necessary phone calls and important decisions.
- The president should contact the advisor and inform them of the situation.
- The president should then contact the national headquarters and inform them of the situation. They will be able to give you guidance regarding the next step.
- The president should then contact the Greek advisor and inform him/her of the situation.
- Only the president, national fraternity and the advisor should make comments to the media regarding this situation. Do not feel as though you must give the media an answer. It is all right to offer them “No comment” and tell them you may call them when you receive any additional information.
- Advise the accused member of the chapter to seek legal advice.

## **FIPG FOCUS ON HAZING**

The Risk Management Policy of the FIPG, Inc. shall apply to all members men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of hazing as follows:

### **FIPG Policy on Hazing**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

### **EDUCATION IS OUR GOAL**

The purpose of fraternity education is just that – education about the fraternity, about the chapter and about the college or university. It is education about past and present members of the fraternity, and it is education about what makes a good member.

It is the responsibility of every member to educate in a constructive and harmless way. Each member must watch out for new members, whether pledged member, associate or provisional in nature. It is the responsibility of every member to see that the anti-hazing standards of FIPG are not violated.

### **AREAS OF CONCERN**

The senseless act of hazing not only creates liability risk for the chapter and the entire fraternity, but also hinders the development of the friendships that are the basis of brotherhood and sisterhood.

In recent years, a number of states have enacted laws that make hazing an illegal act. This means that, in those states, a lawsuit resulting from a hazing activity might exclude insurance coverage for members who were aware of or condoned a hazing activity. This exclusion would result because you cannot be insured for an illegal act.

Therefore, hazing carries a number of risks, including:

1. A civil lawsuit;
2. Criminal prosecution for an illegal act;
3. Discipline by the fraternity;
4. Discipline by the college or university, and

5. Possible loss of insurance coverage.

## **BUT WHAT WE DO IS NOT HAZING**

Beauty is in the eye of the beholder. So is hazing. What you may consider to be a perfectly harmless way of making your pledged members learn their lessons in education, may, in the view of others, be an act of violence that can be criminal. Hazing is a felony in more than 38 states. In addition, no college administration or fraternity condones nor accepts hazing as a normal part of fraternity education.

The biggest danger in hazing is that it gets out of hand. What begins as an innocent prank can lead to disaster. You familiar with the apocryphal story of the pledge who was tied to the railroad track, after the chapter carefully checked the timetable for that particular route – only to discover to their horror that trains do run late.

The role of the undergraduate chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities and dates and times. New and old members can participate in any activity, and by being knowledgeable, get more out of activities and the educational experience.

## **ALTERNATIVES TO HAZING**

Some specific means to eliminate hazing and make pledgship a challenging, positive experience:

1. **DEVELOP CHAPTER UNITY OF BOTH PLEDGED AND INITIATED MEMBERS:**  
Involve pledged members on chapter committees, attend chapter meetings, hold sports events with mixed teams of pledged and initiated members, and have an all chapter/pledge class retreat. Clean the chapter room together.
2. **PROMOTE SCHOLARSHIP**  
Take advantage of university academic and tutoring services, designate quiet hours on your chapter's halls, invite university speakers to discuss test-taking skills, study methods, etc.
3. **DEVELOP PROBLEM-SOLVING ABILITIES:**  
Have pledged members discuss chapter weaknesses such as poor rush, apathy, and poor scholarship. These solutions should be shared with the initiated members. The pledge should then be involved in the implementation.
4. **DEVELOP SOCIAL SKILLS:**  
Hold a seminar on table etiquette and other social graces; plan a seminar with college resources on effective communication skills, body language, eye contact, and other aspects of communicating.
5. **INSTILL A SENSE OF BROTHERHOOD OR SISTERHOOD:**  
Plan special events when the entire chapter gets together, e.g., attend a movie, play, professional sports game, etc.
6. **BUILD AWARENESS OF CHAPTER HISTORY:**  
Invite an older alumna or alumnus to talk about the chapter's early days, its founding, special chapter traditions, and prominent alumnae or alumni.
7. **DEVELOP LEADERSHIP:**

Assign each pledged member to a chapter committee. Expect the pledge class to plan and implement its own activities. Encourage participation in campus activities outside of the sorority or fraternity. Have the pledge class elect their own officers.

8. **DEVELOP KNOWLEDGE OF THE GREEK SYSTEM:**

Invite the Panhellenic, Pan-Hellenic, IFC President or the Greek Advisor to speak on the Greek system, covering the purposes of fraternities and sororities, the regulations they formulate, and the goals and expectations of the Greek system.

9. **AID CAREER GOALS:**

Use college resources for seminars on resume writing, internships, the job search, job interview skills; invite different alumnae or alumni to speak on various careers.

10. **INVOLVE PLEDGED MEMBERS IN THE COMMUNITY:**

Visit a nursing home or youth center to sing, play games, or just talk; get involved with Project Uplift or other Big Sister/Brother groups. Such involvement should continue well after initiation.

11. **IMPROVE RELATIONS WITH OTHER GREEKS:**

Have pledge classes get together to plan joint social or service activities; pledged members plan a cook-out with another pledge class, followed by a sports activity (softball, volleyball, etc.)



12. **PROHIBIT ALL ALCOHOL:**

Since your pledged members almost certainly are underage, alcohol has no place in any pledged member activity and is specifically prohibited under the FIPG Policy.

## RISK MANAGEMENT AT WASHINGTON STATE UNIVERSITY

### Npower Report (Risk Management)

#### Short Term Recommendations-

-  Follow the letter and the spirit of the hazing policy. The campus hazing policy mirrors most inter/national organization and most campus hazing policies. This is critical; state law mandates the loss of recognition for chapters and will place these groups in a no-win situation – no recognition from governing councils or the University, unrecognized status with the inter/national organization, etc. Students and alumni must understand the myriad implications of hazing.
-  Place greater emphasis on the Risk Management Award at the annual Greek Awards Banquet.

#### Long Term Recommendations-

##### **Governing Councils: Standards of Excellence**

The chapters can use the Fraternal Excellence Award criteria as a means of self-regulation. Awards force chapters to quantify their activities and evaluate how they contribute to the principles and values upon which Greek organizations were founded. With a feedback/review mechanism, they can create their own plan of improvement. The criteria should be challenging enough to be considered lofty yet achievable for undergraduates. Once several chapters are recognized for achievement, the criteria should be raised.

##### **Chapter leaders: Ask for help to eliminate all levels of hazing**

Not all traditions are healthy or purposeful. Some are silly and frivolous. None need to involve alcohol. Follow the letter and the spirit of the hazing policy. The campus hazing policy mirrors most inter/national organization and most campus hazing policies.

Learn about alternative activities from staff members accustomed to creating strong bonding programs such as residence life, campus recreation, counseling center, alumni affairs. The inter/national headquarters also have numerous resources available.

##### **Chapters: Put your money where your mouth is**

A chapter budget can help determine a commitment to a values-based experience. How much money goes to parties? How much goes to rewarding and recognizing outstanding academics? How much money – or more importantly, time is devoted to serving the community and raising money from worthy causes? How much is devoted to developing and strengthening the leadership skills in the officers and the future leaders? How large is the budget for members' only brotherhood/sisterhood events? Looking at these activities alone, how balanced is the budget?

##### **Inter/national organizations, Center for Fraternity and Sorority Life, and Student Conduct: Teach self-governance**

Help students learn how to self-govern and balance proactive education and chapter/individual accountability. Coordinate a theory-to-practice session by collecting all standards/honor board

materials and inviting chapter leaders to ask questions, practice with case studies, learn confrontation skills, and plan for implementation in the chapter.

Help leaders re-establish chapter standards boards. Teach the critical thinking, problem solving, and confrontation skills needed to guide those boards.

### **Governing councils & Center for Fraternity and Sorority Life: mock trials**

Train leaders with mock trials to teach and practice moral decision-making and educational sanctioning. Peer education, training, and confrontation/mediation are critical to community self-governance. Have the University/Greek Community sponsor several educational programs and speakers to eliminate hazing. After an all-community speaker, the councils should address what they can do to prevent hazing and other related tragedies.

### **Chapter leaders: Work to establish accountability in the members**

The change process does not lie solely in the hands of the undergraduate leaders. Leaders must prepare members to act on the provocative and timely messages from nationally recognized Greek speakers. General members must build commitment to changing their behaviors in addition to attending the keynote addresses.

### **Governing Council and Chapter Presidents: Shadow the police**

Shadow security and police staff to observe parties from a different perspective. With a University representative, talk to hospital staff members who have to administer emergency assistance to students involved in alcohol poisonings. See why others are so concerned about chapter parties. Watch the behaviors through a new lens. Understand that underage drinking is illegal and alcohol abuse at any age increases the likelihood of harm to self and others.

### **Create a risk management focus**

A multiple pronged approach should be developed considering the risk management climate at WSU. Several strategies can be implemented and put in place. A long term, multi-layered approach should be the focus. Ideas to increase the risk management visibility should include:

- Financial incentives for chapters to host the best non-alcoholic event. Groups can be paired in teams of two or three. Judges of the event can be University administrators, local police, key Greek and non-Greek student leaders etc.
- Place greater emphasis on the Risk Management Award at the annual Greek Award Banquet
- Greek community hosts a “Risk Management Week.” Chapters can be paired in teams of two or three and each be given or assigned a topic. Topics could include responsible use of alcohol, hazing, sexual assault/misconduct, public relations, drugs, crisis management, etc.
- During Greek Week, host a speaker on a relevant topic to risk management
- Groups found in violation of a risk management violation be prohibited from participating in Greek Week-current year or next.
- All Greek events be registered 10-14 days in advance and must be held in adherence to national risk management policies and procedures.

### **Address the alcohol culture**

Recently Florida State University did a collaborative, targeted, intervention at an off-campus apartment community. Tallahassee Police, FSU Police, Dean of Students Staff, Greek Life Staff, and Health Educators created a team who literally went door to door to inform

residents that together they wanted to change the culture of the community. They were all invited to an open forum to discuss the community culture and proposed changes; then during the next home football game they planned non-alcoholic events for the community as an alternative to tailgating. Certainly this is very time and people intensive it will make a huge statement. Work to provide non-alcoholic programming. Chapters should sponsor late night programs programming. Kansas State University had success with this as well.

**Be realistic**

Because of the location of Pullman, WA there are challenges associated with the options available to the chapters regarding third party vendors. The Center for Fraternity and Sorority Life and the WSU administration should work proactively to create solutions and options for chapters enabling them to have “out of house” locations for social functions. If the students and chapters avoid responsibility for policing themselves and handling their own risk management issues, and increased accountability system should be considered. This could include returning to peer monitoring/enforcement or requiring outside security at all social events. Several universities can provide good examples of this including the University of Oregon.

## **WSU Greek Chapter Social Event and Alcohol Policies**

1. All social events on chapter property must be dry. No alcoholic beverages may be consumed on chapter property during the time of an event. The definitions within House Bill 1082 (the Heavey Bill), Section II-F, 1a&c, and 2, will apply in determining if a chapter is having a "function." Copies of House Bill 1082 in its entirety can be obtained from the Greek Life Office.

Heavey Bill, Section II-F; 1a&c, and 2;

F. The fraternal organization shall register all parties with the University's Greek Life Office.

1. For the purposes of this section, the term "party" is defined as follows:

- a. a gathering of 25 or more people;
- c. which is scheduled, arranged, or announced by the chapter.

2. "Party" shall include two or more gatherings of less than 25 people at the same location; during which time alcohol is being consumed; and which have been scheduled, arranged, or announced by the chapter. i.e. room parties.

2. Alcohol consumption on chapter property is prohibited by students under the legal drinking age and is restricted to the private rooms of students 21 years of age or older.

3. Alcohol consumption is prohibited entirely during social events on chapter property.

4. All off-property social functions will be dry, unless a third party vendor is hired to serve alcohol, provide security, and verify legal age. The definitions within House Bill 1082 (the Heavey Bill) will apply in determining whether an off property event is a chapter social function/"party" .

5. All event co-sponsors will be held equally responsible for policy compliance.

6. The social policy will remain in effect throughout the calendar year, including breaks and summer vacation for houses while occupied by chapter members.

## **SOCIAL EVENT PROCEDURES AND POLICY**

### **I. All chapters must abide by the following:**

- A. State laws of Washington. (Including, the Fraternal Organizational Agreement in Compliance with House Bill 1082; the Heavey Bill.)
- B. Washington State University IFC/Panhellenic Social Policy.
- C. National/International Fraternity/Sorority Risk Management Policies and Insurance Policies.
- D. No bulk alcohol is allowed at any chapter social event, on or off campus, unless supplied and served by a third party vendor.

### **II. Social Function Registration Procedure:**

In order to comply with House Bill 1082, all social functions (excluding brotherhoods and sisterhoods) must be registered with the University. The ensuring steps must be followed:

Complete a Social Event Registration form online, prior to the event. If the event is to be held on a Saturday or Sunday, the event must be registered before 4:00 pm on the Friday before the event takes place.

To cancel an event, the Greek Life Office must be notified prior to 2:00 PM the day of the event or on Friday for a Saturday event.

### **III. Exchanges:**

- A. Exchanges are composed of one fraternity and one sorority or living group.
- B. If alcohol is being consumed (only in compliance with the alcohol policy, i.e. third party vendor off chapter property), there must be something to distinguish who is and is not of legal drinking age (i.e., a stamp).
- C. Two members from each chapter must be working every entrance into the function from start to finish (both those with alcohol at off Greek Row sites, and those on Greek Row that are alcohol free). These people are responsible for marking who is 21, determining who is allowed into the function, and prohibiting anyone from carrying alcohol into the function (on chapter property).
- D. Each chapter is allowed a guest list of 40 people. Both guest lists must be typed.
- E. The guest list must be finalized and given to the host fraternity by 5:00 p.m. on the day of the event. In order for guests to enter the event they must show one piece of ID and be O.K.'d by those working the door. Upon entering the function, these people are to be checked off the guest list. The guest list must remain at the door all night and be in usable condition for those working the door.

### **IV. Date Functions:**

- A. One fraternity/sorority member and their date only.

B. Sections B and C under "Exchanges" must be followed.

C. To signify who is a date and is allowed to the function, an article of clothing (e.g., T-shirt or wristband) that meet the following standards must be worn by all attending.

- Printed on a limited supply.
- Ordered and distributed to members before the function begins.
- Reproduced with the participating fraternities' names, by professional printers.

## **APPENDIX A**

### **Recommended Sanctions for the Violation of the WSU Alcohol Policy**

Alleged violations, depending on the severity of the offense, may be heard by their respective Panhellenic or Interfraternity Council judicial boards as called for in their constitutions.

#### **Tier I**

The charged chapter will appear before the Interfraternity Council Tribunal or Panhellenic Peer Review Board. The offending chapter may receive a maximum monetary fine of \$1000.00. The funds from this fine will go to either the Greek programming fund or scholarship fund. If the chapter remains free of all alcohol violations for one year from the date of their offense, half of the amount of the fine levied will be reimbursed to the chapter. Additional sanctions identified in the IFC and Panhellenic constitutions may also be levied upon the chapter.

#### **Tier II**

An alleged tier II violation of the recognized student housing alcohol policy will result in a referral to the Office of Student Conduct (see Standards of Conduct online). If a chapter is found responsible for a tier II alcohol policy violation, among other appropriate educational sanctions, the chapter's overall operations will be evaluated. This will include an evaluation of the chapter's alumni involvement, scholastic standing, living and learning environment, and ability to house freshman. The chapter's national headquarters will be notified and invited to participate in the evaluation. A formal process will be developed for this review. The review will be conducted by a non-biased committee of representatives comprised of members of the Panhellenic and Interfraternity Councils, Student Affairs, WSU faculty, and a representative from the organization's national headquarters.

Recommendations from this review may include, suspension of the chapter as a recognized student organization, disciplinary probation, social probation, educational sanctions, or other sanctions the review committee deems appropriate.

#### **Tier III**

An alleged tier III violation of the recognized student housing alcohol policy may result in a referral to the University Conduct Board, which will determine sanctions. Among the probable sanctions for a tier III violation is the loss of recognized freshman housing status. Refer to the Washington State University Office of Student Conduct website regarding the Student Affairs Conduct Board.

## **Tier IV**

An alleged tier IV violation of the recognized student housing alcohol policy will result in an administrative hearing with the University Conduct Board. Any chapter found responsible of a tier IV alcohol policy violation could lose University recognition and their membership in IFC/Panhellenic.

## **Washington State University Police Department Alcohol and Drug Policy**

Washington State University by policy aims to eliminate alcohol and drug abuse and to educate the University community on relevant laws and consequences. This policy provides consistency and clarity on the permitted use and enforcement of alcohol laws and statutes on all WSU properties statewide.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University developed the Drug and Alcohol Abuse Prevention Policy and Program. This policy prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on university-controlled property. In addition, WSU complies with the Drug-Free Workplace Act of 1988. This program provides educational and training programs and prohibits the use of controlled substances in the workplace.

The University strictly enforces State of Washington laws regarding alcohol and does not tolerate the illegal use, possession, or sale of intoxicating beverages. Existing state laws enforced include, but are not limited to, those concerning the checking of identification cards, minors in possession, furnishing alcohol to minors, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior.

Consumption or possession of alcohol in public areas of any University-owned or controlled property is prohibited except when those who are 21 years of age or older are participating in a sponsored event for which there is an alcohol license or banquet permit. Serving alcohol at University events is governed by the following policies:

- 1) Distilled spirits or beverages with high alcohol content will not be provided or sold by WSU at any WSU event or gathering held on any University-owned or controlled property. When WSU events are held at private venues, individuals may purchase spirits from private vendors.
- 2) When private parties rent WSU facilities including those in the Compton Union Building, beer, wine, and distilled spirits may be served in accordance with state law.
- 3) On football game days, the following policies will be followed:
  - a) Beer and wine sales will begin no earlier than three hours prior to kickoff, and there will be no sale of alcohol during or after the game.
  - b) Identification will be checked for everyone purchasing alcohol in the Fieldhouse and all individuals will be issued a wrist band.

Additionally, WSU does not permit any form of broadcast, print, or point of purchase advertising from spirit or beer companies in any of its facilities, including in the Fieldhouse prior to football games. This policy does not pertain to advertising in the student-operated newspaper, The Daily Evergreen. Certain forms of promotion may be allowed upon approval from the Vice President of University Relations.

Additional alcohol policies apply to current WSU students and are administered by the Office of Student Conduct. Follow this link for more information:

<http://www.studentaffairs.wsu.edu/parents/handbook/alcoholPolicies.asp>

## Office of Student Conduct Alcohol and Drug Policy

Washington State University is well aware of the impact that alcohol and other drugs can have on the academic and social success of students. WSU is also cognizant of federal, state, and local laws with respect to the use and distribution of alcohol and drugs, and is committed to the enforcement of appropriate regulations.

The intervention plan used in the sanctioning process can best be described as a "harm reduction" approach. We seek to educate students on the potential impacts of their choices with respect to alcohol and drugs, while at the same time holding students accountable for their actions. As a result, students violating regulations regarding the possession, use, and/or distribution of alcohol and other drugs can expect to face disciplinary consequences for their actions.

### **Cougar Accountability**

#### **Washington State University's Drug and Alcohol Policy**

All students recognize that their presence during an alcohol/drug violation subjects them to disciplinary action. If students find themselves in a situation where alcohol/drug policy violations are occurring they should immediately leave

#### **First Drug/Alcohol Offense**

Letter of Concern

Mandatory attendance at the university-sponsored drug or alcohol education class for a fee of \$50.

Explanation of conduct process for further alcohol violations

Possible parental notification depending on severity of incident.

**FAILURE TO COMPLETE THE ALCOHOL EDUCATION CLASS RESULTS IN A SECOND OFFENSE**

#### **Second Drug/Alcohol Offense**

Administrative hearing with a conduct officer

Parental notification

Disciplinary Probation for one year for any further drug/alcohol offenses.

Students on disciplinary probation are not eligible to run for or hold office in any student group or organization (although they can be members). They are not eligible for certain jobs on campus such as resident advisor and or orientation counselor.

Other sanctions depending on the situation.

#### **Third Drug/Alcohol Offense**

Administrative hearing with a University Officer

Students found responsible will be suspended for a minimum of one semester

Tuition refunds will be based on the standard Refund and Tuition Adjustment Policy found in the University Catalog and Schedule of Classes. The effective date will be the date of the hearing decision. All fees will apply.

Parental notification

*The authority to enforce the Cougar Accountability Policy is found in the Washington Administrative Code sections 504-26-211 and 504-26-212 . See the Standards of Conduct for Students for additional conduct policy information. The Cougar Accountability Policy does not limit the University's discretion to take appropriate action based on individual circumstances. The university also has a policy describing conditions for alcohol use and possession for students of legal age in the residence halls, Greek community and at locations on campus.*

## Self-Inspection Form

The following is a self-inspection that should be completed once per semester by the Risk Manager and House Manager.

Circle s (satisfactory), n/s (not satisfactory) or n/a (not applicable) for each item below. Take action to correct any item marked n/s.

### 1. Fire and life safety

- |  |   |     |     |
|--|---|-----|-----|
| a. Compliance with local/school fire codes         | s | n/s | n/a |
| b. Proper fire extinguishers in place              | s | n/s | n/a |
| c. Working smoke detectors                         | s | n/s | n/a |
| d. Exits clearly marked                            | s | n/s | n/a |
| e. Exits free from furniture/debris                | s | n/s | n/a |
| f. Exits open from interior without key            | s | n/s | n/a |
| g. Adequate and accessible fire escapes            | s | n/s | n/a |
| h. Fire doors are self closing and not wedged open | s | n/s | n/a |
| I. One fire drill conducted each semester          | s | n/s | n/a |
| j. Combustibles are out of the house               | s | n/s | n/a |
| k. Emergency evacuation plans are posted           | s | n/s | n/a |
| l. Emergency lighting has been tested              | s | n/s | n/a |
| m. Emergency phone numbers posted                  | s | n/s | n/a |
| n. Fire alarm system tested                        | s | n/s | n/a |

### 2. Kitchen cooking equipment

- |  |   |     |     |
|--|---|-----|-----|
| a. Cooking units protected by hood s n/s n/a         |   |     |     |
| b. Grease filters are cleaned regularly              | s | n/s | n/a |
| c. Ducts are cleaned annually by a qualified company | s | n/s | n/a |
| d. Combustibles are not stored in kitchen            | s | n/s | n/a |

### 3. Floors and stairs

- |  |   |     |     |
|--|---|-----|-----|
| a. Surface is free of splinters and breaks | s | n/s | n/a |
| b. Surface is not slippery                 | s | n/s | n/a |
| c. Regular maintenance takes place         | s | n/s | n/a |
| d. Stairs have proper lighting             | s | n/s | n/a |
| e. Stairs have emergency lighting          | s | n/s | n/a |
| f. Stairs have treads                      | s | n/s | n/a |
| g. Stair handrails are adequate and secure | s | n/s | n/a |

### 4. Housekeeping

- |   |   |     |     |
|---|---|-----|-----|
| a. Boiler room is adequate              | s | n/s | n/a |
| b. Attic and basement are adequate      | s | n/s | n/a |
| c. Storage areas are locked and labeled | s | n/s | n/a |
| d. Trash is emptied daily               | s | n/s | n/a |

### 6. Heating

- |  |   |     |     |
|--|---|-----|-----|
| a. Boiler is inspected annually                    | s | n/s | n/a |
| b. Certificate is posted                           | s | n/s | n/a |
| c. Boiler/furnace room is separated by a fire door | s | n/s | n/a |
| d. Boiler/furnace room has a self-closing door     | s | n/s | n/a |
| e. Emergency switch is clearly identified          | s | n/s | n/a |

### 7. Electrical

- |   |   |     |     |
|---|---|-----|-----|
| a. Fuses are correct size and specifications        | s | n/s | n/a |
| b. Panel boards and switchboxes are clean and clear | s | n/s | n/a |

c. Extension cords are intact and taped down	s	n/s	n/a
d. Electrical hot plates are not used in rooms	s	n/s	n/a
8. Sprinkler System			
a. All house areas are covered by system	s	n/s	n/a
b. Gauges are operational	s	n/s	n/a
c. Valves are locked in the "open" position	s	n/s	n/s
d. Inspected annually by a qualified inspector	s	n/s	n/a
9. Special hazards			
a. Firearms are prohibited	s	n/s	n/a
b. Candles and incense are not present	s	n/s	n/a
c. Parking and walkways are in good repair	s	n/s	n/a

Risk Manager:

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Name	Signature	Date
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Improvements/Changes Needed

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Actions Taken

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Were Improvements/Changes made?       Yes       No

Chapter President

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Name	Signature	Date
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## Chapter Facility Conditions Survey (self-inspection)

This report is designed to help organizations recognize and reduce risks within the residence. These reports should be completed monthly by a competent individual, preferably by a housing corporation office or chapter advisor.

*The most current self-inspection should be submitted annually in the University Approved Housing Policy Binder.*

**HOUSEKEEPING & STORAGE AREAS** **YES** **NO**

- General interior and exterior housekeeping good.....
- Storage rooms neatly arranged .....
- Floors and walls clean throughout.....
- Combustible trash removed from building daily.....

**HALLS**

- All halls are free from obstructions.....
- All halls are well lighted.....
- All stair steps and wells have secure banister/railings.....

**BUILDING MAINTENANCE**

- Roof covering in good condition with no known leaks.....
- All interior and exterior walls in good condition.....
- All interior and exterior doors and windows in good condition.....
- All fire doors between floors marked as such and kept locked.....

**ELECTRICAL SYSTEM**

- All circuits correctly fused.....
- All covers in place with none broken.....
- No multiple plug/appliances policy in force and posted.....
- Date of last electrician inspection.....

**PLUMBING SYSTEM**

- Any known leaks.....
- Sprinkler system been checked in last six months.....

**FURNACES & HOT WATER HEATERS**

- All located in separate rooms.....
- All doors to rooms close completely.....
- All rooms free from combustible materials.....
- All covers on equipment in place.....
- Equipment inspected within last year by contractor.....

**SMOKING**

- Allowed in safe locations only.....
- Is there a no smoking in bed rule.....
- Ashtrays with large lips used.....
- Butts collected in metal container.....

**SMOKE DETECTION AND FIRE ALARM SYSTEM**

- Are there manual fire alarm pull boxes in all halls.....
- Is there a smoke detector in each room.....
- If smoke detectors are battery operated, are batteries changed every six months.....
- Date of last battery change.....
- If a hard wired system, is it tested monthly by a responsible company and serviced twice annually by an outside contractor.....
- Date of last monthly test.....
- Date of last contractor inspection.....

**FIRE EXTINGUISHERS**

- Is there at least one extinguisher on each floor.....
- Are there extinguishers in the kitchen.....
- Is there an extinguisher in the laundry room.....
- Are extinguisher locations accessible and clearly marked .....

Does a responsible person make sure all extinguishers are in place and fully charged every month .....    
 Are extinguishers inspected and serviced by an outside contractor yearly.....    
 Date of last yearly contractor inspection..... \_\_\_\_\_

**KITCHEN AND COOKING**

Is all cooking equipment located under a hood.....    
 Is entire hood and ductwork system cleaned twice a year.....    
 Date of last cleaning..... \_\_\_\_\_  
 Are removable hood grease filters run through the dishwasher daily.....    
 Is the extinguishing system serviced twice a year by an outside contractor.....    
 Date of last service..... \_\_\_\_\_

**LAUNDRY ROOM**

Are lint filters cleaned after each load .....    
 Are areas behind dryers free of lint .....

**FIRE DRILLS**

Is there a practice fire drill every six months .....    
 Date of last drill ..... \_\_\_\_\_

**INSPECTION**

Has fire Marshall inspected building within last six months.....    
 Has city fire department inspected building within last six months.....

**GENERAL**

Explain any "No" answers from above  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain any corrective action taken  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

YES      NO

Have all deficiencies from previous reports been corrected .....

Signature and title of person doing inspection \_\_\_\_\_

Name/title of person report forwarded to \_\_\_\_\_ Date forwarded \_\_\_\_\_

**Whitman County Department of Public Health  
Fraternity and Sorority  
Health Inspection Form**



House Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Fraternity ( )

Sorority ( )

Total Number of Live-In Members \_\_\_\_\_

**A. Food/Service Area**

**Score**

1. Hand washing sink available and properly stocked?	0	5	10
2. Proper methods used to prevent bare hand contact with ready to eat foods? <b>Handwashing sink accessible?</b>	0	5	10
3. Proper cold holding temperatures of 41 degrees F or below? Refrigeration units and temperatures:	0	5	10
4. Proper hot holding temperatures of 140 degrees F or above? Foods hot held and temperatures:	0	5	10
5. Proper cooling procedures used?	0	5	10
6. Proper cooking temperatures used?	0	5	10
7. All employees of the kitchen have a current food worker card?	0	5	10

NOTES: \_\_\_\_\_

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

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8. Proper storage of food (food stored off floor, ready to eat foods stored above raw meats)?	<b>0</b>	<b>5</b>	<b>10</b>

9. Proper sanitization of food contact surfaces?  Dishwasher: Sanitizing Solution:	<b>0</b>	<b>5</b>	<b>10</b>

10. Proper chemical storage?	<b>0</b>	<b>5</b>	<b>10</b>

11. Backflow prevention devices used where necessary inside?	<b>0</b>	<b>5</b>	<b>10</b>

12. Backflow prevention devices used where necessary outside?	<b>0</b>	<b>5</b>	<b>10</b>

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Water Supply**

1. Water supplied from an approved source?	<b>0</b>	<b>5</b>	<b>10</b>

2. Water free from actual or potential cross contamination?	<b>0</b>	<b>5</b>	<b>10</b>

3. Hot and cold water provided at adequate pressure?	<b>0</b>	<b>5</b>	<b>10</b>

4. Boiler Room; Permits posted, not used for storage	<b>0</b>	<b>5</b>	<b>10</b>

Notes: \_\_\_\_\_  
 \_\_\_\_\_

**C. Sewage and Liquid Waste Disposal**

Sewage and liquid waste drains into: a municipal sewer system ( ) other approved sewage disposal system ( ).	<b>0</b>	<b>5</b>	<b>10</b>

Notes: \_\_\_\_\_  
\_\_\_\_\_

**D. Refuse and Vectors**

1. Leak proof refuse containers of adequate size available?	<b>0</b>	<b>5</b>	<b>10</b>

2. Outside refuse stored in washable, leak-proof, and covered containers?	<b>0</b>	<b>5</b>	<b>10</b>

3. Measures taken to control vectors (insects, rodents, and other pests)?	<b>0</b>	<b>5</b>	<b>10</b>

4. Who provides garbage pick-up?	<b>0</b>	<b>5</b>	<b>10</b>

5. What is pick-up schedule? <b>Is schedule adequate?</b>	<b>0</b>	<b>5</b>	<b>10</b>

Notes: \_\_\_\_\_  
\_\_\_\_\_

**E. Laundry Area**

1. Area clean and free from excess dust?	<b>0</b>	<b>5</b>	<b>10</b>

2. Faucets and drains working properly?	<b>0</b>	<b>5</b>	<b>10</b>

3. Dryer vents properly connected?	<b>0</b>	<b>5</b>	<b>10</b>

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**G. Sleeping Porches**

1. Lofts or cubbies that do exist (if any) have been approved by Fire Marshall?	0	5	10
2. Single and double bunks only (no triple bunks)?	0	5	10
3. Separation (3 ft. min.) between headboards?	0	5	10
4. Adequate ventilation for each individual sleeping space?	0	5	10
5. Bedrooms free from food waste and excess garbage storage?	0	5	10

Notes:

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**H. Public Areas**

1. All entrances/exits have doors, windows, etc? Kitchen windows have screens?	0	5	10
2. All carpets are professionally cleaned every six months? Date of last cleaning: _____	0	5	10
3. Doors and windows are properly sealed? Broken windows? All doors present?	0	5	10

Notes: \_\_\_\_\_

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**I. General Fire Safety**

1. Doors and windows free from obstruction (able to be opened/closed)?	0	5	10
2. Exit stairwell or corridor free from obstruction or storage use?	0	5	10
3. Absence of space heaters or cooking appliances in bedrooms?	0	5	10
4. Smoke detectors in good working condition?	0	5	10
5. Electrical equipment/wiring properly used and in good working condition?	0	5	10
6. Exit signs are displayed and in good working condition?	0	5	10
7. Fire extinguishers available and properly stored?	0	5	10
8. Sprinkler system operable and inspected annually?	0	5	10
9. Hallways, bedrooms, and public areas free from obstruction to allow fire escape?	0	5	10

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Totals:**          =          %  
                   500

Person in Charge

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Quick Tips at a Glance:

**Here are some more tips for looking through your house for possible fire hazards. A clean and organized house will get rid of most of these hazards; others may require a small expense. Either way, preventing a fire is worth the time, effort and possible cost of getting rid of these hazards.**

**Fire Department inspections** occur in March and are by appointment. I like to have yourself and the House Mgr. go along though some houses differ. **(see Sections D & E)**

Have your **fire sprinkler system** serviced every year. Remember to keep storage at-least 18” below the sprinkler heads. **(see Section D)**

**No open burning** within the city limits unless a permit is obtained from the Fire Department. **(See Section I)**

**Have your fire alarm system serviced every year. If you have a smoke detector that has given off three or more false alarms in a short period of time have that detector replaced by your service company. Most detectors are getting old and need to be replaced.** (see Section D)

**Malicious false alarms** are charged to the house, \$250 fine per alarm. It does not matter if a house member caused alarm or an outsider. **(See Section G)**

**Do not reset the fire alarm.** Unless it is a fire drill you or your representative are conducting. Knowing what device set off the system helps the Fire Department or service company determine what may be wrong with the system and resetting the system prevents that from happening. Your house may be fined for resetting the fire alarm. **(See Section G)**

**Smoke** is the number one killer in fires; always sleep with dorm doors closed.

Practice **fire drills quarterly** and at varying times. Once the occupants get used to a specific way out place someone at that exit on the next drill. Do not allow anyone to use that exit by saying that the fire blocks the exit. Move the fire location around at each fire drill. (see **Section C**)

Once outside do not reenter the building under any circumstances. **GET OUT and STAY OUT!**

Have your **fire extinguishers** serviced annually and your kitchen hood system every six-months. (see **Section D**)

**Fire doors** that are found **propped open** are automatically issued a citation, \$100 fine per door. If fire door has a magnetic holder connected to fire alarm system it's OK.

**FIRE DOORS are:**

Boiler room

Laundry room

Kitchen door leading into a exit way or stairs (doors to dinning room are not fire doors)

Any door opening into the stairs and/or any door that separates the stairs from the rest of the house.

If your house has been remodeled there may be additional doors that are required fire doors. Feel along the hinge edge or top of door. If you feel a metal plate attached to the door then the door is a rated door. Look at the metal plate to find out the rating of the door.

**Knox box** is the black box usually to the right of the front door. It holds the master keys to the sorority for the Fire Department. Only the Fire Department has the key to the box and that is kept on each vehicle in a combination lock box bolted to the vehicle.

**Deadbolts** on required exit doors are not allowed unless there is a signed agreement letter in your file. (See **Section J**)

I suggest that you keep a set of **fire alarm keys** to yourself. The ring should include a key to open the FACP, a key to unlock the pull stations, an allen key to unlock pull stations or a flat bladed screwdriver to unlock pull stations and whatever else you may want.

**Make sure space heaters are equipped with safety switches that turn the heating element off if the heater is knocked over.**

**Keep a three-foot clear space between flammable and combustible materials and the space heater.**

**Do not place a space heater in any exit way. Do not block an exit way for any length of time, keep exit ways clear at all times.**

**Have a fireplace? Get it cleaned and inspected at-least once a year. Burn only dry wood or manufactured logs and use a spark screen to contain the sparks thrown off by the fire.**

**Never put off a sparking or improper operating electrical switch or outlet. Have a licensed electrician check it out.**

**Do not overload electrical outlets. If you need more outlets use a power tap or have an electrician install more.**

**Check your power taps for discoloration around the on/off switch. If you see any color change in the case throw it away and replace it with a new one.**

**Any electrical device/appliance may be plugged into a power tap. Refrigerators should be plugged directly into an electrical outlet.**

**Gasoline powered** items such as mopeds, lawn care equipment, and portable cooking equipment, etc. cannot be stored within the house.

Storage of **flammable liquids** such as gasoline is restricted to 10 gallons and stored in an approved U.L. listed container.

**Compressed gas cylinders** of all types must be secured from falling over at all times. A good example of these are the cylinders used to blow up balloons.

Each **fire alarm control** panel has to have **2 phone lines** connected to it. Any two lines will work and these two lines have to **be connected year-round**.

**Clearance from sprinkler heads.** It is require that there be **no storage above the door/window frame**. This can be easily enforced through out every house and is fair to every house. It is **not allowed** to have any type of **combustibles hanging from the ceiling to the floor or from the top of a bunk bed to the ceiling etc.**

Please feel free to call the **Fire Prevention Officer** (8am to 4:30pm) to assist or answer any question you may have.

Office # 332-8172

Cell # 432-6901

## **FIRE ALARMS**

### **To run a fire drill:**

**One reminder, fire drills are the only time that a fire alarm may be reset without a fine being charged. Any other time if the alarm system goes off you may silence the system after you know there is no fire but, do not reset it.**

1. Decide which pull station you want to use and if you have the proper key, allen wrench or flat bladed screwdriver to open and close the pull station. Do not open pull station yet it will activate the alarm system.
2. Call Whitcom at 332-2521 about 5-10 minutes ahead and identify yourself, house name, address and account number (on the inside of Fire Alarm Control Panel Door). Tell them that you are going to have a fire drill and will call them when you are all done. **Make sure you call Whitcom afterwards!**
3. Activate pull station and leave alarm sounding until everyone has evacuated the house.
4. Once drill is finished silence Fire Alarm Control Panel (FACP) by pushing the SILENCE button. On some FACP's you have to open the panel and push silence button inside, other systems have buttons on the outside. Also some FACP's will require that you enter a code most of the time it is "1111". Look on the inside of the door to the panel it may be there. This code will work anytime the FACP requires a code.
5. Once you push the silence button it is normal for the FACP to silence the alarms through out the house but leave a high-pitched noise (panel trouble signal) at the panel along with the trouble and silence lights on, this is normal. Sometimes pushing the silence button again it will silence the panel trouble signal also.
6. Reset the pull station you activated by opening the pull station with the key, allen key or screwdriver. Reset the pull station handle to the normal position and then flip the switch up or if it was a button it will reset itself when you close the pull station. Close the pull station and return to the FACP.
7. At the FACP push the RESET button. Item #4 and the sentence on the silence button code applies here also.
8. FACP should reset and read "System Normal" or a variation of that. With the FACP door close you should have only one green light on. If the alarm system goes into alarm 30 sec. or less after resetting it you may have another pull station somewhere that was pulled by someone else. Search the house for an activated pull station and go through steps 4 to 8 again.

9. When the FACP resets call Whitcom at 332-2521 identify yourself and the house again then ask them if the system is reset, if so you're done.
10. If it just will not rest you may have to call Whitcom at 332-2521 identify yourself and tell them the system will not reset and you are calling the FD for help (332-8172).

**FIRE ALARM PROCEDURES:**

- a) **When a fire alarm occurs** (*Notification devices sound through out the house*):
  - Start evacuation procedure for house.
  - Call 911
  - If you have verification of a false alarm (*you have searched the house and did not find a fire*) you may **silence the system only**.
  - **DO NOT RESET THE FIRE ALARM SYSTEM UNDER ANY CIRCUMSTANCES!!!** Your business/house will be fine if the fire alarm system is reset prior to fire departments arrival.
  - Meet fire department at front door and provide information of call.
- a) **When a trouble alarm occurs** (*sound at the fire alarm panel only*):
  - Call your service company immediately.
  - Notify Fire Prevention Office during regular business hours, 8:00 am to 4:30 pm Monday through Friday, 332-8172.
  - Do not disconnect any power source to the panel.

**DO NOT REMOVE THIS NOTICE...IT MUST BE POSTED ON OR NEXT TO THE FACP.**

## Inspection Information Sheet

**The following document is based completely on the fire safety inspections done in October for the Fraternities and in March for the Sororities. It corresponds with the inspection form (Section E) and provides vital information to assist you and your house members to keep the house as fire safe as you can make it.**

**As always please call me if you have any questions regarding any section of this packet. Prevention of fires is a job that's big enough for us all and I hope that this information will assist you in keeping your house safe for all.**

**Pullman Fire Department**  
620 South Grand Avenue, Pullman, WA 99163

**Bureau of Fire Prevention**  
1(509) 332-8172

## **Greek Housing Fire Safety Inspection Form**

### Information Sheet

**Fire safety of WSU students living in Fraternity and Sorority Houses is a major concern of Pullman Fire Department. Several large loss Fraternity fires over the past years still prove that fire is always a destructive threat to life and property. Public apathy especially in young adults is the main reason why fires strike in Greek housing through out the nation's colleges. Ignoring fire prevention information, failing to maintain detection systems, not planning fire escapes or holding fire drills and generally omitting other steps necessary to keep their houses safe from fire. Inspections of Fraternities in October and Sororities in March help to decrease the likelihood of fire in those buildings, but only if the house is kept in a fire safe condition throughout the year. I hope that this paper helps as a memory jogger to ensure that preventative actions are taken and a fire prevented. The Sections of this paper are:**

- ✓ *Detection and Suppression*
- ✓ *Exiting*
- ✓ *General Housekeeping*
- ✓ *Miscellaneous*

***Detection and Suppression* systems play a major part in the safety of house members, visitors and the property. Detection systems (fire alarms & single station smoke detectors) give you the extra minutes needed to escape a life-threatening situation. Suppression systems (fire sprinklers, kitchen hood systems and fire extinguishers) take an active role in the suppression and extinguishment of a fire.**

***Fire Alarm Systems:* Fire alarm systems save lives provided they are maintained and actions are taken to eliminate false alarms such as dust, steam, excessive cold temperatures, discharged fire extinguishers, construction dust and incense burning just to name a few.**

Citations and fines are issued if the fire alarm system is not in the normal condition. This can include defective and missing parts or obstructed notification devices.

1. Fire alarm systems are required to be *serviced by a qualified service company once a year*. A tag showing the date of service is required on the fire alarm panel and a copy of the service papers kept on file for fire department review.
2. Each house is required by code to have an *operating* fire alarm system *at all times*. If for any reason the system is not operating correctly an automatic citation and fine of \$100 will be assessed.
3. All fire alarms are required by department policy to be connected to a monitoring station by two house phone lines. These phone lines must be activated 24 hours a day 365 days a year and can not be turned off during summer vacation for any reason.
4. Normal operating condition of a Fire Alarm Control Panel (FACP) is a single green light showing on the front of the FACP. If *any other indicating light* is lit call your service department.
5. If any part of the fire alarm system is broken, hanging by the wires, missing or obstructed from sight it shall be *repaired, replaced or unobstructed immediately* or the house will be issued a citation and fine.
6. Your house is *responsible* for maintaining the fire alarm system at all times and having the fire alarm system *inspected* by a qualified service company at least *annually*. A copy of the most current inspection report shall be kept inside the FACP.
7. If your FACP is located inside of a room or closet there needs to be a sign (“FACP”) on the outside of the room or closet door.
8. Do not “*reset*” your FACP at any time, your house will be fined. When you reset the FACP the fire department is unable to locate or determine why the system was set off. We need to be able to do this so that we can determine why the system was set off and correct the problem(s).

*Fire Extinguishers:* Can be helpful in the suppression of fires if the operator knows how to use it to its best advantage. Fire extinguishers can also be a liability when they are used for purposes other than extinguishing a fire and set off the fire alarm system.

1. **Annual servicing** shall be performed on all fire extinguishers once a year. Tags showing the dates of service are required on each fire extinguisher.
2. **Each floor is required** to have at least one fire extinguisher of a 2A-10B:C classification. A floor may be required to have more than one fire extinguisher if travel distances are greater than 75 feet from any portion of that floor to the fire extinguisher.
3. The fire extinguisher must be *conspicuously located* where it is readily accessible in case of a fire.
4. A bracket or hanger shall be used to *mount fire extinguishers* except when a fire extinguisher cabinet is used.
5. In addition to the regular floor fire extinguishers a *40B:C fire extinguisher* is required for and mounted in the kitchen.

*Kitchen Hood Fire Extinguishing systems:* These are either dry or wet chemical extinguishing systems mounted in the kitchen hood. They are activated by a soldered link, which at high temperatures melts and sets off the system. A manual pull station that is mounted in the kitchen can also activate it.

1. Kitchen hood fire suppression systems are required to be *serviced by a qualified service company every six months* and after every activation. A tag showing the date of service is required to be attached to extinguishing system.
2. *Instructions for operation* of the kitchen hood suppression system should be posted next to the manual pull station.
3. Hood grease filters should be *washed once a week*. If greasy foods are prepared more often then hood filters should be washed more often.

*Fire Suppression System (fire sprinklers):* Fire alarm systems give you the time to get out but do nothing about the fire. A fire sprinkler system actively suppresses and/or extinguishes the fire. There are some sacrifices that will have to be made around the house though. Citations and fines may be issued if the fire sprinkler system is not in the normal condition for any reason except repairs. This can include defective and missing parts or obstructed sprinkler heads.

1. A fire suppression system is required to be *serviced by a qualified service company once a year* and after every activation. A tag showing the date of service is required on the system riser and a copy of the service papers kept on file for fire department review.
2. All storage must be kept *18" below sprinkler heads*. Nothing may be placed in front of or to the sides of a sprinkler head. 18" clearance must be maintained all around the room. Do not hang anything from any component of the sprinkler system. The system is mounted to the ceiling and walls to support its own weight and no more.
3. On the exterior of your house there is a Fire Department Connection. It is a 2.5" threaded connection that has a raised letter plate identifying it as a fire department connection and has bright chrome finished plug threaded inside. This is for our use to assist the sprinkler system with additional water if needed. *Please see to it that this connection is not overgrown by bushes or abused*. If it is broken you may have water flowing and cause a false alarm.

*Exiting* section covers many aspects of fire safety from fire doors that are maintained shut at all times to obstructions in the hallway or holes in fire-resistive construction. If I find a fire door that does not operate properly for any reason I will issue a citation and fine for \$100.00. I have "FIRE DOOR" signs that are self-sticking for those of you who wish to mark your fire doors. When I look at the exiting system of a house, business or assembly area it includes the same parts; fire doors and their condition, closers; holes in rated walls, ceilings and floors, even obstructions in the exit way. Also in this section is fire rated areas such as the Furnace room, Laundry, Kitchen and Stairwells. These areas are built to one-hour fire resistance construction. Basically this means these areas are built to resist and confine the spread of fire and smoke for one-hour. It has been determined by Code Officials that these areas of the house are high hazard areas and as such there are specific items that apply to just those rooms.

*Furnace Room:*

1. *No combustible storage* is allowed in this room because of the inherent dangers of the room. Some examples of combustible items include; boxes, trunks, paper bags,

snow tires, flammable or combustible liquids, paints and varnishes. Metal items such as folding chairs (no cushions), bicycles and some garden tools are allowed.

2. Every furnace room has a fire rated door that separates the exit hallways from the furnace room. This *door must be kept closed at all times* and be capable of closing automatically by itself when it's opened. A blocked open furnace room door is an automatic citation and fine of \$100.
3. The hardest requirement to comply with for a furnace room is the sealing of all holes in the walls, ceilings and floors. Again this is a one-hour rated room and to accomplish that *all holes must be sealed with approved materials*.

*Laundry Room:*

1. Each laundry room also has a fire rated door that separates the exit hallways from the laundry room. This *door must be kept closed at all times* and be capable of closing automatically by itself when it's opened. A blocked open Laundry room door is an automatic citation and fine of \$100.
2. All non-approved openings in the walls, ceilings and floors *must be sealed or repaired with approved materials* to maintain the one-hour rating.
3. *General cleaning* of the room such as clothes behind the dryers, lint build-up behind the dryer and the lint traps. Take the dryer vents apart once a year and clean them out that way your dryer will; last longer, take less time to dry a load and possibly prevent a fire. Dryer vents should always be vented to the outside with as few turns as possible.

*Kitchen:* The kitchen is probably your most dangerous room in the house. Open flame cooking, boiling grease and extremely hot surfaces provide all types of opportunities for fires, burns and other accidents to happen.

1. The fire suppression system in the kitchen hood has been covered above. I just want to repeat that it has to be *serviced every six-months*.
2. The hood itself also poses several dangers. First, *clean the filters* at-least once a week and if your house cook prepares a lot of grease-laden food then clean the filters every couple of days. The filters just lift out then you can just place a couple of them in the dishwasher and run them through a cleaning cycle or two. Second, if

your hood has globes over the lights in the hood those globes must be replaced if they break. Grease build-up in the open electrical socket or on the exposed bulb can cause a fire. And third, the hood itself should be cleaned once a year to remove the grease build-up. I'd suggest using a *professional cleaning company*.

4. A *40B:C dry chemical fire extinguisher* or a type "K" wet chemical fire extinguisher is required and must be mounted in the kitchen. This is in addition to any other fire extinguisher you may have for the floor.
5. Kitchens may also have a fire rated door that separates the kitchen from an exit hallway. If this is the case that *door must be kept closed at all times* and be capable of closing automatically by itself when it's opened. This is extremely important because kitchen fires are the *second leading cause* of residential fires and civilian injuries. Most of the time this kitchen door leads directly to a main exit stair or hallway for the house and by blocking this door open your main exit route is cut off by **smoke and flames**. A blocked open kitchen door to an exit system is an automatic citation and fine of \$100.
6. The swinging doors between the kitchen and the dining room are not rated doors.
7. All non-approved openings in the walls, ceilings and floors *must be sealed or repaired with approved materials* to maintain the one-hour rating.
8. Please make sure that the pull station for the kitchen hood suppression system is *unobstructed and clearly visible*. Make sure that the cook knows where it's located. If there is a fire, activate the suppression system first then use the fire extinguisher. The suppression system should be connected into the fire alarm system and will activate the fire alarm system when it's activated.

*Egress:* Probably the most important factor in fire safety. Building construction slows and confines the fire and smoke; fire alarm systems give you early warning to the fire; fire suppression systems also confine and even possibly extinguish the fire but do nothing for smoke. All these systems together provide you one thing...time. Time to escape the fire but if you do not have an egress route or the egress route is blocked that precious time those systems bought you may not be enough. Egress design principals include two ways out of every room; adequate numbers, size and capacity of all escape route parts. Then protection of the escape routes and occupants using them such as regular and lighted exit

signs, emergency lighting, condition and operation of fire doors, maintaining fire-resistive Construction and keeping the exit routes clear of all obstructions. Put all this together and you have the exit system.

1. Every floor with an occupant load of 10 or more shall have *at least two exits* from that floor. Exits conforming to the requirements of the Building Code under which they were constructed may be considered as complying exits if, in the opinion of the Fire Prevention Officer, they do not constitute a distinct hazard to life (this includes fire escape ladders.)
2. A fire door is an approved door that separates specific areas of the house from other areas. Essentially fire doors break up the house into separate fire compartments to confine a fire and its toxic by-products so you have the time to escape. These *doors must be kept closed at all times* and be capable of closing automatically by themselves when opened. A fire door must be capable of latching securely and stop the migration of smoke. A non-functioning fire door for any reason is an automatic citation and fine of \$100.
3. Required fire-resistive rating of walls, ceilings and openings that are part of any exit system, furnace room, laundry, kitchen or other rated areas shall be maintained and repaired when necessary.
4. *Obstructions*, including storage of any sort shall not be placed in the required width of any part of the exit system. The exit system shall remain free and clear of any materials or matter that would obstruct or hinder the orderly use of the exit system.
5. *Storage under required exit stairways* is prohibited except when the stairway is not part of an exit enclosure and storage area is protected on the enclosed side with fire resistive construction and a heat detector connected to the fire alarm system.
6. When *fire escapes* are used as an approved exit the fire escape, related balconies, ladders, landings and operating devices shall be maintained at all times.
7. All required fire doors shall not have louvers and shall be *maintained in an operable conditions at all times*. Fire doors shall bear an approved label or other identification showing the rating and name of the manufacture.
8. All fire doors shall be *maintained self-closing* or shall be automatic closing by actuation of a fire alarm system. Fire doors shall not be propped open at any time.

9. All fire doors shall be provided with a gasket so installed or close tightly as to provide a seal and prevent the *migration of smoke and toxic gases* past a closed fire door.
10. All *exit doors shall be openable* from the inside with out the use of a key or any special knowledge or effort. Exit doors shall not be locked chained, bolted, barred, latched, or otherwise rendered unusable.
11. All *locking devices shall be of an approved type* when placed on any exit door. Contact the Fire Prevention Officer for Pullman Fire Department for further information.
12. Sometimes people want to *sleep in the study rooms*. To do this you must convert the room to comply with the following, a solid core door, smoke detector inside the room along with a smoke detector just outside in the hall and a emergency escape window that has 5.7 sq. ft. of clear net opening (please refer to Prevention Policy 87-01 for an explanation.)
13. *Emergency escape windows* shall be maintained operable from the inside without special knowledge or key, free of any obstructions including bars, gates, beds, tables, desks or other similar items and shall open to their full extent.
14. *Visibility in smoke* is critical when escaping from a fire, properly functioning emergency lighting help illuminate the way during fires, power outages and other emergencies where lighting is needed. Always check the emergency lighting in the house for dead batteries, burnt out or broken bulbs and broken parts because emergency lighting is required to be in operation at all times.
15. Most *deaths in Greek housing* fires occur from transient occupants not being familiar with the Fraternity or Sorority getting lost and dying of smoke inhalation. This is where exit signs come into play by showing the way to a safe exit. As with emergency lighting always check the lighted exit signs for dead batteries, burnt out or broken bulbs and broken parts because exit signs are also required to be in operation at all times.
16. Boiler rooms, laundry, kitchens, stairwells and in some cases the whole house are required to maintain the fire resistive construction of the room, area or house. There are two basic ways to do this either by replacing the broken sheetrock and tapping the patch or for smaller openings fire rated caulking can be used.

*General Housekeeping* figures into a fire by providing fuel, something for the fire to burn. Every fire requires an initial heat source, a fuel source, oxygen of course and an action to bring them all together. These factors are common to all fires and can be used as a framework to prevent fires. Take oxygen away from a fire and it goes out, do the same with an ignition or heat source and again it goes out. You have little control over those factors but you can control the last two factors of fuel and action. A clean house is a house where very few fires start. Neat, orderly and proper storage practices reduce the chances of a fire starting. Neat and orderly storage practices reduces the surface area of combustibles and reduces the chances of ignition by confining storage to certain areas of the house where there are very few ignition sources for a fire. Proper storage practices allow suppression systems to respond quickly and distribute the water over the fire evenly assuring quick extinguishment.

Storage: Storage rooms always seem to be in short supply mainly because of improper storage practices. Neat and proper storage can go a long way in finding that extra room and reducing possible fires. Here are some general storage practices to be aware of and work on.

1. *Attic spaces, under-floor and concealed spaces* used for storage of combustible materials shall be protected on the storage side as required for one-hour fire-resistive construction.
2. *Fueled equipment*, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment, shall not be stored operated or repaired within a building.
3. All *fire-resistive construction* and fire-resistive requirements based on type of construction shall be properly repaired, restored or replaced when damaged, altered, breached, penetrated, removed or improperly installed.
4. *Good housekeeping practices* must be maintained at all times in all areas including the exterior of the house.
  - ✓ All combustible rubbish, oily rags or waste material, when kept within a building shall be properly disposed of in metal trashcans with tight fitting lids.

- ✓ Empty the trashcans and remove from building every day to the dumpster outside. Trash cans less than 40 gallons may be of plastic. Trash cans 40 gallons or larger must be metal with tight fitting lids.
- ✓ Combustible storage shall be kept 3 feet or further away from the pilot flame of a gas appliance.
- ✓ Open flames such as candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near decorative or similar combustible materials.
- ✓ Combustible storage including bunk beds and materials hung from said bunk beds shall not extend to the ceiling. A 2-foot clearance shall be maintained down from the ceiling and completely around the room unless sprinklers heads are providing coverage then clear space can be reduced to 18" below the sprinkler heads.
- ✓ Combustible storage shall not be placed or stored in boiler, mechanical, or electrical equipment rooms.
- ✓ Exterior dumpsters shall be no closer than 5 feet to combustible roof eave lines, walls or openings.
- ✓ The exterior of the house and property shall be kept free of accumulations of waste, weeds, and other growth capable of being ignited and endangering property shall be removed or cut down and removed by the owner or occupant.

Electrical: Electricity is one of the leading causes of fire in a residential setting. Most of the Greek housing was constructed a while ago and as such do not accommodate the electrical usage of today's students. Here are some tips and requirements to keep you house safe.

1. *Extension cords* shall not be used as a substitute for permanent wiring. An extension cord receives its U.L. rating as a temporary device; use it then put it away. They are not made to be used continuously. Even though you have the appliance turned off the extension cord is still energized! Unplug extension cords after every use.
- ✓ Extension cords may be used with portable appliances during temporary settings (90 days max), repair, demolition or remodeling of buildings, structures, equipment or similar activities.

When in use extension cords shall be maintained in good condition without splices, deterioration or damage. They shall not be affixed to structures; extended through

walls, ceilings, floors, under doors or floor coverings; or be subject to environmental or physical damage(s).

- ✓ Extension cords shall be grounded when servicing grounded portable appliances and shall be plugged directly into a permanently installed receptacle or power tap.
2. *Power taps* shall be of the polarized or grounded type equipped with over current protection and shall be listed. Over current protection can be one of two things; a switch on the devices that resets the power tap when ever more than 15 amps are drawn through the device, or a 15 amp fuse you would have to change when more than 15 amps is drawn through the device.
    - ✓ Power taps shall be plugged directly into a permanently installed receptacle only and may not be plugged into each other.
    - ✓ Power taps shall not extend through walls, ceiling, floors, under doors or floor coverings, or be subject to environmental or physical damages.
  3. *Other devices* such as multi-plug adapters, multi plugged extension cords, cube adapters, strip plugs and other devices that do not have over current protection shall not be used.
  4. *Broken cover plates, outlets, switches, etc.* shall be repaired or replaced. Open junction boxes and electrical panels with covers missing or off shall be recovered.

*Miscellaneous* items don't really fit anywhere else but don't just gloss over these items because they are important also.

1. Maximum amounts of *flammable or combustible liquids* allowed to be stored in the house are 10 gallons. Flammable liquids such as gas shall be stored in a U.L. listed and approved container. Gas may not be stored in a glass jar.
2. The *address* must be displayed so that it is clearly visible from the street fronting the property.
3. *Open burning* of any sort is prohibited by city code. For information on recreational fires contact the Pullman Fire Department.

My hope is to provide you with information to allow you to make decisions and take actions that will reduce or even prevent a fire in your Sorority or Fraternity. If a fire does happen and you have followed this document then your house should have a working integrated defense against fire. Your first step is to reduce the possibility of ignition sources through kitchen and electrical safety. Next you have to reduce a fire's impact on combustible materials by proper housekeeping and storage practices. Active fire protection systems come into play next. Correctly maintained fire alarm systems provide early warning for quick evacuation. Active fire suppression comes into play with the activation of a fire suppression system. A well maintained suppression system (yearly maintenance and unobstructed sprinkler heads) would confine the fire and possibly extinguish it. Then your passive protection comes into play. Passive protection is designed to confine fire and smoke to the area where it started and not spread throughout the house, this is called compartmentation. Passive protection is your unblocked and operating fire doors, unobstructed exit paths, emergency lighting, lighted exit signs and *a fire escape plan*. A building's contents, arrangement and fire suppression systems will dictate the growth and spread of potential fires and to some extent the ignition of a fire. By applying the above requirements and suggestions you can influence the growth, spread and ignition. How successful you are requires cooperation between house members and a commitment to the goal of fire safety.

Any questions on these or any other requirements for inspections, fire alarm systems, fire suppression systems, or other matters pertaining to fire prevention please contact the Fire Prevention Officer, Pullman Fire Department 332-8172.

**Pullman Fire Department**

620 South Grand Avenue, Pullman, WA 99163

**Bureau of Fire Prevention**

1(509)332-8172

*Fire Extinguishers*

Most fire extinguishers mounted around your Sorority or Fraternity is known as multipurpose fire extinguishers, meaning that they can be used on any type of fire. You should have a minimum of one 2A-10B:C fire extinguisher per floor. If any spot on that floor is in excess of 75' from a fire extinguisher then you need to provide another fire extinguisher for that floor. You can contact the Fire Prevention Officer for assistance in determining if additional fire extinguishers are required or where to place fire extinguishers.

**Flammable materials are grouped into classes based on how they burn**

Fires are broken into four groups;

**Class A**, ordinary combustibles such as wood, paper, cloth, rubber, plastics, etc. **Class B** is for blamable liquids, greases, oils, paints, gasoline, etc.

**Class C** covers electrical fires such as fuse boxes, burning wires, circuit breakers, appliances, etc.

**Class D**, combustible metals.

# Fire Safety Inspection Form

The following form is what we use each March for the fire safety inspections. The first two pages are the check offs and on the last two pages are comments about any fire safety hazards found.

The inspection cycle consists of the first inspection and written report on that inspection. Roughly 30 days then to a reinspection of the house, then 2 weeks until a compliance or final inspection. Any thing that has not been complied with by the compliance inspection will be issued a citation and fine. Citations can vary from \$50 to \$250 depending on the severity of the violation. After the inspection form are three letters used in conjunction with the inspection process.

The last form “Extension Request...” is used when you need additional time to comply with the violation noted. Extension requests are granted for specific items only. I will not grant an extension on the whole inspection form.

<b>Pullman Fire Department</b> <b>Prevention</b> 620 South Grand Avenue, Pullman, WA 99163 8172	<b>Bureau of Fire</b>  1(509)332-8172
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### Congregate Residences – Fire Safety Form

House Name:	Phone:
President:	Mgr.
House Address:	
Accompanied on Insp. by:	
Inspector(s):	
Inspection Date:	Reinspection Date:

Questions on Inspection – Contact: Richard L. Dragoo @ 332-8172

\*\*\*IF PROB. IS CHECKED TURN TO COMMENTS PAGE\*\*\*

FIRE ALARM	OK	PROB
Normal condition (green light only)	<input type="checkbox"/>	<input type="checkbox"/>
Annual Certification	<input type="checkbox"/>	<input type="checkbox"/>
Reset Instructions (red) Service memo (yellow)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Control Panel (FACP) Sign	<input type="checkbox"/>	<input type="checkbox"/>
All Smokes, Heats & Pull Stations in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>
All Horn Strobes, Bells, etc. Unobstructed & in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>
EXTINGUISHERS & SPRINKLERS		
<b>Extinguishers</b>		
Annual Certification Tag Attached	<input type="checkbox"/>	<input type="checkbox"/>
One 2A-10B:C Extinguisher per Floor	<input type="checkbox"/>	<input type="checkbox"/>
Max. 75" Travel Distance not Exceeded	<input type="checkbox"/>	<input type="checkbox"/>
Mount All Extinguishers (5" max to top)	<input type="checkbox"/>	<input type="checkbox"/>
"FIRE EXTINGUISHER" Sign Posted where not Readily Visible	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sprinklers</b>		
Annual Certification Tag Attached	<input type="checkbox"/>	<input type="checkbox"/>
No Storage within 18" of Heads	<input type="checkbox"/>	<input type="checkbox"/>
Objects Hanging from Heads	<input type="checkbox"/>	<input type="checkbox"/>
Objects Interfering with Head Pattern	<input type="checkbox"/>	<input type="checkbox"/>
FDC; Caps in Place & Unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
FURNACE		
Combustible Storage	<input type="checkbox"/>	<input type="checkbox"/>
Rated Fire Door with Auto Closer Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>
Fire Door Closed	<input type="checkbox"/>	<input type="checkbox"/>
No Holes in Room	<input type="checkbox"/>	<input type="checkbox"/>

<b>LAUNDRY</b>	<b>OK</b>	<b>PROB</b>
Rated Fire Door with Auto Closer Operating Properly	<input type="checkbox"/>	<input type="checkbox"/>
Fire Door Closed	<input type="checkbox"/>	<input type="checkbox"/>
No Holes in Room	<input type="checkbox"/>	<input type="checkbox"/>
Clean Behind Dryer(s) a/o room in general	<input type="checkbox"/>	<input type="checkbox"/>
<b>KITCHEN</b>		
Hood System Serviced within the Last 6 Months	<input type="checkbox"/>	<input type="checkbox"/>
Grease Traps, Filters & Sides of Hood Free from Grease Buildup	<input type="checkbox"/>	<input type="checkbox"/>
Wet Chemical or 40B:C Extinguisher Mounted in Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Pull Station for Hood System Accessible	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Materials	<input type="checkbox"/>	<input type="checkbox"/>
No Holes in Room	<input type="checkbox"/>	<input type="checkbox"/>
Door to Exiting System Closed (if there)	<input type="checkbox"/>	<input type="checkbox"/>
<b>EGRESS</b>		
Fire Doors (furnace, laundry, kitchen, stairwells, etc) Unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Doors in Good Shape and Provide Protection	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Closers Functioning	<input type="checkbox"/>	<input type="checkbox"/>
Double Keyed Deadbolts (required exit doors only)	<input type="checkbox"/>	<input type="checkbox"/>
Exit Systems Free of Obstructions	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed Exit Stairs Free of Storage (on or under stairs)	<input type="checkbox"/>	<input type="checkbox"/>
Required Exterior Exit Stairs Free of Storage (on or under stairs)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting Functioning Properly and All Parts Present	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs Functioning Properly and All Parts Present	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERIOR SURFACES</b>		
Stairway Surfaces Without Holes	<input type="checkbox"/>	<input type="checkbox"/>
Exit Corridor(s) Surfaces Without Holes	<input type="checkbox"/>	<input type="checkbox"/>
Attic Access – Cover in Place	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRICAL</b>		
Power Taps not Piggy-Backed (plugged into each other)	<input type="checkbox"/>	<input type="checkbox"/>
Power Taps Grounded With Fuse or Reset Switch	<input type="checkbox"/>	<input type="checkbox"/>
Multi-plug adapters, Cube Adapters, Strip Plugs, Etc.	<input type="checkbox"/>	<input type="checkbox"/>
Extension Cords (permanent wiring, through walls, fixed to bldg.)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Panels (labeled, shut tightly, 30" clearance)	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerators Plugged Directly Into Outlets	<input type="checkbox"/>	<input type="checkbox"/>
Missing/Broken Coverplates, Outlets, Switches, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SLEEPING DORMS/ROOMS</b>		
Dorm Bed Positions (44" main aisles, 36" off one side of bed)	<input type="checkbox"/>	<input type="checkbox"/>
Doors in Good Condition (shut tightly, smoke gasket, closures)	<input type="checkbox"/>	<input type="checkbox"/>
Egress Windows (20" wide x 41" high or 36" wide x 24" high, min's)	<input type="checkbox"/>	<input type="checkbox"/>
<b>MISCELLANEOUS</b>	<b>OK</b>	<b>PROB</b>
Storage Is Orderly and Two Feet from Ceiling	<input type="checkbox"/>	<input type="checkbox"/>
Fueled Equipment Not Stored, Operated or Repaired Within Building	<input type="checkbox"/>	<input type="checkbox"/>
Max. Flam. Liquid Storage -- 10 Gallons in UL Listed Container	<input type="checkbox"/>	<input type="checkbox"/>
House Address Visible From Street	<input type="checkbox"/>	<input type="checkbox"/>
Remove Excessive Combustible Storage/Vegetation from Around Bldg.	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous See Item(s) Listed in Comments	<input type="checkbox"/>	<input type="checkbox"/>





**Pullman Fire Department  
Prevention**

55 NW Terre View Drive, Pullman, WA 99163  
8172

**Bureau of Fire**

1(509) 332-

/ /

House President

\_\_\_\_\_

\_\_\_\_\_

Pullman, WA 99163

Dear President:

When a fire sprinkler system or fire alarm system is installed City Ordinances now require installation of a KNOX© Key Box and locking FDC caps. The key box is mounted to the right of the front door five feet high and contains the master key(s) to the house and other specific keys such as elevator keys, fire alarm. If you're unsure of the mounting location please call me and I'll be glad to come to the house and help. The locking FDC caps go on the Fire Department Connection. Your inspection sheet will tell you if you heed only one or both of these devices.

The Pullman Fire Department adopted the Knox© Company from several corporations that provide the same items because of superior quality, security, and service. The Knox system is the only system we use in Pullman. Every Knox© Box and locking FDC cap is keyed to a master key that the Knox Company produces and provides to only the Pullman Fire Department. The fire departments master keys are kept in a KeySecure© system that requires a code and electronically keeps track of every time a key is removed from a fire department vehicle.

Please make contact with me for the order form and assistance in filling out the form before your final inspection. If you have any concerns or questions please call me at 332-8172 (office) or 432-6901 (cell) and I'll be glad to assist you.

Sincerely,

Richard L. Dragoo  
Fire Prevention Officer

Pullman Fire Department  
620 South Grand Avenue  
Pullman, WA 99163

**Bureau of Fire Prevention**

# Memo

**To:**  
**From:** Richard L. Dragoo, Fire Prevention Officer  
**CC:**  
**Date:** 03/23/06  
**Re: Loft Beds – Greek Housing**

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First a little background on fire sprinkler systems. As we all know fire sprinklers are designed to protect us from the dangers of an uncontrolled fire within a building, to protect life and property. This is done by the application of water to a small fire in the early stages of growth, thereby extinguishing it or controlling the fire growth until arrival of the fire department. Fire sprinkler systems are designed to provide a certain amount of water on a specific square footage of floor space, as almost all fires start down low where most ignition sources are.

And this is where our problem comes into play, loft beds. Loft beds are a direct result of moving out of the sleeping dorms and into the study rooms. The study rooms were never designed to be sleeping rooms. So we end up with the following:



Beds up high with a study space underneath with numerous ignition sources. When a sprinkler system is installed the sprinkler heads have to be within 4" - 6" of the ceiling to collect heat in order to operate correctly. So when the sprinkler head fuses it starts to spray water on top of the bed but does not reach the fire under the loft bed. The fire continues to grow and may become too large for the single head to extinguish. The fire can then move into the wall or ceiling and you end up losing the house even with a sprinkler system installed.

Now to your question about height, the actual restriction in this case is based on the width of the obstruction to the sprinkler head pattern not the height. The general rule states that anything over four feet in width constitutes an obstruction to the development of the sprinkler head pattern so either the obstruction comes out or a head is placed under the obstruction. If you go with (non-altered) bunk beds there is not a problem as long as the bunk bed is used as it was designed. It's when the bottom bunk is removed and ignition sources are introduced under the top bunk that we have a problem. I am not saying that you can not have loft beds but if you do a fire sprinkler head must be added to cover the space under the bunk.

With this letter I am just making you aware of a choice you have to make; Install a sprinkler head under the obstruction (loft bed) or remove it. If you have any further questions or are unclear on this letter please contact me for assistance.

Sincerely,

Richard L. Dragoo  
Fire Prevention Officer  
Pullman Fire Department  
55 NE Terre View Dr.  
Pullman, WA 99163  
(509) 332-8172 main line  
(509) 338-3274 direct line  
(509) 432-6901 cell  
rich.dragoo@pullman-wa.gov

## Enforcement & Fines

**Fire suppression activities are not the only way to combat fires: a planned and executed fire prevention and inspection program is a less expensive and more effective way to accomplish the goal of minimizing the risk of life and property loss from fire.**

Sometimes a fire inspector is forced into an enforcement role, and the issuance of citations that result in possible court appearances and fines. This usually happens after the following process, 1) a verbal request to correct a situation or violation of the fire code, 2) a written inspection report or letter describing violations found, 3) a follow-up inspection after a predetermined amount of time, 4) another inspection report or letter outlining the non-compliance items and specifying a final date for compliance, 5) finally if the violation has not been complied with by the end of the specified time then a Notice of Infraction is issued which carries a fine.

Violations can be broken down into three parts. First would be violations involving an inspection process (described above) and if there is no compliance then a citation/fine. One example of this would be any violation found during the annual fire safety inspection as outlined in Section D. These fines can range from \$50 to \$250 per violation.

The second violation type is a billed fine, which could be a false fire alarm or resetting of the fire alarm system prior to fire department arrival. These types of violations have accumulative fines as described below in the fee assessment paragraph.

The last type of violation is an automatic fine, which is either a malicious false fire alarm or, fire door problems, fire alarm system problems and fire sprinkler problems. These types of violations have fines that run from \$100 to \$275 per violation. The \$275 amount is for malicious false fire alarm and was set from an average the costs involved to respond to a malicious false fire alarm (wages, fuel, wear and tear on equipment, ect.)

**Pullman City Code Section 8.15.030** “False alarm and malicious false fire alarm – Fee assessment” reads as follows:

The subscriber of an alarm system shall pay a false alarm response fee to the City of Pullman for each response to a false alarm or malicious false fire alarm as follows:

1. First through third false alarm in the immediately preceding six-month period, no fee;
2. Fourth false alarm in the immediately preceding six-month period, \$25.00 fee;
3. Fifth false alarm in the immediately preceding six-month period, \$50.00 fee;
4. Each false alarm in excess of five in the immediately preceding six-month period, \$100.00 fee;
5. Each malicious false fire alarm, \$275.00 fee.

Provided, that from and after the first day of October 1982, the term “immediately preceding six-month period” as referred to herein shall be interpreted to mean the six-month periods from January 1<sup>st</sup> through June 30<sup>th</sup>; and, July 1<sup>st</sup> through December 31<sup>st</sup> of any given year.

I have also included the Definitions from the City Code for “*False alarm*” and “*Malicious false fire alarm*” since they are two different events. False alarms usually fall under the fee assessment described in steps 1-4 above whereas the malicious false fire alarm is an immediate assessment of the fee.

**False alarm** means a sound emitted or a signal or message transmitted by an alarm system, which requires response by police or fire personnel or both to a non-existent emergency situation reported by the alarm system; provided, however, that activation of an alarm system due to abnormalities such as earthquakes, high winds, electrical power failures, and other similar conditions beyond the control of the subscriber shall not be considered a false alarm.

**Malicious false fire alarm** means the intentional activation of a fire alarm pull station by a person knowing that a fire or emergency does not actually exist, in intentional destruction by a person of fire alarm equipment that causes a false fire alarm, the act of discharging a fire extinguisher or any other intentional act that sets off a fire alarm system when the person or persons doing so know or should have knows that a fire or emergency does not actually exist.

## Fire Detection and Suppression Systems – Problems

Every now and then problems will develop with the detection and suppression systems in the house that will require servicing. Below are a few of these problems and a general statement as to what you may expect from the fire department.

Trouble alarm at the fire alarm control panel:

**Sometimes these problems will manifest themselves through a fire alarm control panel (facp) trouble alarm, a beeping or high pitch buzzer at the fire alarm panel only. This buzzer can mean several things such as dead batteries in the facp, the power is out to the panel, One or both of the required phone lines to the panel has been disconnected, someone has removed a detector from the system, or wiring has either been broken or possibly some water has dripped through a detector and shorted the system.**

**When the Sororities and Fraternities were required to be monitored many of the houses had to install slave units or dialers so you could connect to Whitcom. These dialers will also give off the same trouble signals as a facp. When this happens it is usually one of two things, dead batteries in the dialer panel or problems with the two phone lines it uses to dial out on.**

Several false fire alarms in a row:

**Sometimes several false alarms in a row will happen. Here are a few reasons why. Old detectors, most of the Greek houses were built many years ago and the fire alarm stems are getting old and worn out. Just like anything else smoke detectors wear out, NFPA is starting to recommend that smoke detectors be replaced every 10 years. Smoke detectors are really particle detectors so anything that breaks the light beam on a photoelectric smoke detector will cause a false alarm, smoke, steam, dust, etc. Another way that smoke detectors set off false alarms is by extreme cold, when a smoke detector is in an area that reaches 32° the electronics in the detectors will give off false alarms. As you can see there are many reasons why a smoke detector can activate. During the normal operation of a smoke detector a small led light will blink, in alarm mode it will be a solid light and if the detector has no power the light will stay off. On the front door of the facp you'll find a sticker that says do not reset your fire alarm or your house will be fined (section C). Knowing what detector went off assists the fire crews in finding out what caused the alarm.**

No domestic water and you have a fire sprinkler system:

**IF your house has a fire sprinkler system installed it may be supplied by the domestic water system with a domestic water valve. This valve will automatically divert the domestic water to the sprinkler system when a sprinkler head activates. Sometimes water surges may trigger this valve and you'll find that you have no water. My suggestion is to have your sprinkler company show you how to reset this valve just in case.**

*Posting of the Sorority or Fraternity:*

Sometimes the fire crews cannot reset the fire alarm system and the house has to be **POSTED**. Posting of the house involves signing a form from the fire department to your house instructing the House President what they are required to do. Then the fire crews will put up on all the ground floor entry doors notices that informs the reader that the house does not have a working fire alarm system and that a continuous 24 hour around-the-clock watch must be maintained until the fire alarm system is repaired and fully operational (see forms in this section.)

# **NOTICE**

TO ALL PERSONS ENTERING THIS BUILDING  
**THE AUTOMATED FIRE ALARM SYSTEM IN  
THIS BUILDING IS TEMPORARILY DISABLED.**

ALL OCCUPANTS AND/OR VISITORS ARE  
FURTHER NOTIFIED THAT A CONTINUOUS 24  
HOUR, AROUND-THE-CLOCK FIRE WATCH MUST  
BE MAINTAINED UNTIL THIS BUILDING'S  
AUTOMATIC FIRE ALARM SYSTEM IS REPAIRED  
AND FULLY OPERATIONAL.

**BY ORDER OF THE CITY OF PULLMAN --  
FIRE DEPARTMENT**

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

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RICHARD L DRAGOO, FIRE PREV. OFFICER

**DO NOT REMOVE THIS NOTICE WITHOUT THE  
PERMISSION OF THE  
CITY OF PULLMAN -- FIRE DEPARTMENT**

Acknowledgements:

Resources:

Fraternity Insurance Purchasing Group (FIPG) Manual – November 1996

Beta Theta Pi – The Essentials of Risk Management

We would also like to thank the Whitman County Department of Public Health and the Pullman Fire Department for their contributions to the creation of this manual.