

Fire Drill & Building Inspection Policy

Fire Drills:

The University of Tennessee, Knoxville staff from Facilities Services and the Office of Sorority & Fraternity Life (OSFL) conducts fire drills for organization facilities owned by the University.

The fire drills are required for the residents to practice leaving the facility and to identify any equipment that may be broken, malfunctioning, or missing. National Fire Protection Association Codes 101 and 72 are the building fire codes enforced by the State Fire Marshall. Residents and/or organizations who refuse to cooperate with University officials in conducting fire drills (e.g., failing to leave the facility during a fire drill) or in actual emergencies will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.

1. Fire drills are scheduled in accordance with state law, and with guidance from the Office of Environmental Health & Safety and Facilities Services.
2. Two drills will be scheduled in each long semester, and one over the summer break. The first drill of each long semester must be completed within the first ten days of the semester.
3. OSFL will notify the house corporations, organization presidents, and house directors of the upcoming fire drill. The notification will include a date range of when the drill may take place-typically a week. The exact fire drill date will not be specified to protect the integrity of the drill. Building inspections of the facility also will take place during the designated week, separate from the timed fire drill to ensure staff are able to adequately test equipment. Fire drills will take place during University business hours.
4. If equipment that directly impacts the health or safety of residents or guests is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will immediately place a work order to correct the issue. The organization will be billed by Facilities Services for all work completed. Examples of issues that qualify for immediate work orders include, but are not limited to: exit sign and/or exit light malfunction, fire panels displaying "Trouble," and compromised exit and fire doors.
5. If equipment that does not directly impact the health or safety of residents is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will notify the house corporation, house director, and organization president about the equipment issue. Some items may need to be addressed immediately while staff members are present. Organizations will be given a two-week deadline to fix any identified issues. OSFL reserves the right to re-inspect facilities to ensure repairs are completed. If the organization fails to fix identified issues by the deadline, then OSFL will complete work orders for Facilities Services to address the issue. The organization will be billed by Facility Services for all work completed.
6. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of fire drill results with items needing repair or replacment, and notes.

7. If any other violation of Hilltopics or the *Student Code of Conduct* is found during a fire drill or actual emergency, then the resident and/or organization will be referred to the Office of Student Conduct & Community Standards for disciplinary action.
8. Each organization will be billed by Facilities Services for the costs of facilitating the fire drill. This bill will be calculated by the amount of time that a Facilities Services staff member(s) is present for the fire drill.

Fire Suppression System Tests:

Twice a year, organization facilities must have an inspection and certification of their fire suppression systems. Rapid Fire inspects the fire suppression system and turns in a report to the Fire Marshal. Residents and/or organizations who refuse to cooperate with University officials in conducting fire suppression system tests will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.

1. OSFL will notify the house corporations, organization presidents, and house directors of test dates.
2. A representative of OSFL will be available to address any issues that may arise during the test, but may not be on site at the time of the test.
3. Access to the kitchen area will be required. The test will last approximately thirty minutes.
4. During the summer test, the fire alarm will need to be set off. A staff representative from Facilities Services must attend the test to set off the alarm.
5. Organizations will be billed by Facilities Services for all work completed to remedy issues discovered by fire suppression system tests.
6. OSFL will notify the house corporations, organization presidents, and house directors of the results of fire suppression system tests.

Building Inspections:

Once every year, organization facilities must have a building inspection conducted by the Office of Environmental Health & Safety.

1. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection dates.
2. An Office of Sorority & Fraternity Life staff member will accompany the Environmental Health & Safety staff member during the inspection.

3. The Office of Environmental Health & Safety will send inspection reports prioritizing the maintenance of issues identified during the inspection, and due dates for the completion of maintenance, to Sorority & Fraternity Life.
4. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection results.
5. Sorority & Fraternity Life will return to each facility to ensure that items indicated on inspections have been completed by the due date. If any issues have not been completed, and the organization has not communicated with Sorority & Fraternity Life about any necessary delay in repair, Sorority & Fraternity Life will place a work order with Facilities Services. The organization will be billed by Facilities Services for any work completed.