

Fire Marshal Responsibilities

Fire Marshal Responsibilities

- Attend the fire safety training co-hosted by OFSL-CI and CHFD each semester
- Conduct a self-inspection each semester
- Have their houses inspected by the Chapel Hill Fire Department each semester
- Submit a log at the end of each semester documenting their inspections
- Submit a housing occupancy report for the upcoming term each semester

Additional Fire Marshal Responsibilities and Tips

- Fire marshal must reside in the chapter house (assistant fire marshals may reside elsewhere).
- Keep in a folder the following items: semesterly fire drill documentation, semesterly self-inspection documentation, and semesterly Chapel Hill Fire Department inspection report (you receive this during the inspection).
- Show the fire safety video tape at a chapter meeting each semester (video is available from OFSL-CI) or invite a member of CHFD to speak at a chapter meeting.
- Prepare a permanent fire safety evacuation plan & post in the hallway on each floor.
- Correct all life safety violations discovered during self-inspection or official CHFD inspection.

Chapter Responsibilities

- Have kitchen fire suppression system inspected every 6 months (on the tag for the fire suppression system is the date of last inspection and the name and number of the company that works on these systems - simply call the company and they will provide the needed service and bill the chapter through the Fraternity Trade Association).

- Check status of the fire alarm system weekly to ensure its operation 24 hours a day.
- All flammable liquids such as gasoline, gas mowers, gas grills, gas trimmers, mopeds, motorcycles, etc. are to be removed from the house immediately; this is a major violation and very dangerous.
- Remove all items from all hallways & fire escapes at all times (bicycles, furniture, couches, mattresses, trash cans, etc.). Be sure laundry room is clean and clear of all debris and clothes.
- Recharge any fire extinguishers that are spent and have fire extinguishers inspected annually.
- Remove any extension cords (the only exception are computer surge protectors).
- All door locks must be in good working order & all hallway doors are not propped open.
- Be sure that no one is on your roof. A \$100 fine is assessed if anyone is on a roof.
- Check that all exit sign lights, back-up exit lights and emergency lighting are in working condition.
- Patch up all major holes in walls and doors.
- Be sure all fire safety and electrical equipment are properly labeled and designated by appropriate signage.

Source URL: <https://carolinaunion.unc.edu/departments/fraternity-sorority-life/fire-safety/fire-marshal-responsibilities>