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-marshall-responsibilities