



FRATERNITY/SORORITY HOUSING POLICIES & PROCEDURES

The following criteria have been established by the University of North Texas (UNT) Office of Greek Life, under the direction of the Vice President for Student Affairs. All chapter presidents, house directors/managers, and advisors will be educated on the Office of Greek Life Policies/Procedures for Greek housing each long semester. This information will also be communicated electronically with all appropriate parties.

I. SEVERE WEATHER, FIRE, AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. A minimum of one fire safety/tornado drill will be conducted by the chapter each long semester with the assistance and oversight of the Office of Greek Life and UNT Risk Management.
2. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
3. In the event of an emergency; please review UNT's Emergency Protocols (handed out at meeting) (http://emergency.unt.edu/index.php/site/emergency_planning/emergency_protocols).
4. In the event of severe weather, a comprehensive list of fraternity/sorority evacuation maps can be found here (Greek Housing Evacuation Maps).
http://emergency.unt.edu/index.php/site/emergency_planning/evacuation_and_shelter_maps#greek
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances. *(However, local housing policies may prohibit the use of any open flame(s))*

II. EMERGENCY CONTACT INFORMATION

FRATERNITY/SORORITY RESIDENTS:

1. To abide by federal law, at the beginning of each long semester, all fraternity/sorority residents will be required to designate an individual(s) to be contacted in the event that a student is suspected to be missing. The registered information will be maintained confidentially to the extent permitted by law (this will also pertain to students who move in mid-semester).

*See Emergency Contact Housing Form

(http://greeklife.unt.edu/sites/default/files/u4/emergency_contact_form_0.pdf)

FRATERNITY/SORORITY HOUSE MANAGERS:

2. At the beginning of each long semester, all fraternity/sorority house managers **must** submit a list of current house residents, and their emergency contact information (**DUE by 12th class day**

3. In the event of a mid-semester move-in or move-out, the house manager **must** notify the Office of Greek Life within 5 business days and provide the name, and emergency contact information for the new resident.

III. MISSING PERSON(S) PROCEDURE

In the event that a resident is suspected missing, the following actions should immediately take place:

1. Confirm that the resident is not in his/her room and is unresponsive to any phone call(s).
2. Using roommate(s), best friend(s), boy/girlfriend, try and locate the missing person.
3. Check online communities (facebook, twitter, etc.) for recent activity and/or “status updates” from the missing resident.
4. If the resident has not been located, contact the house manager/president (or designee) and notify them of the situation.
5. You MUST contact Dr. Maureen McGuinness, Dean of Students (940-565-2648(o), 469-235-6923 (c), at which time the Dean of Students will authorize you to file a report to the police.
6. Locate the *Greek Housing Missing Student Report* (https://greeklife.unt.edu/sites/default/files/pdf/greek%20report/greek_housing_missing_student_report.pdf) and complete the form. Once, completed please submit to UNTPD and **keep a copy**.
7. Contact UNT Police Department (940-565-3000) to report the missing person (make record of the phone call in the bottom section of *Greek Housing Missing Student Report*). (http://greeklife.unt.edu/sites/default/files/pdf/greek%20report/greek_housing_missing_student_report.pdf)
8. Continue to assist UNTPD and Office of Greek Life as necessary.

Note

1. In addition to these policies/procedures, the Office of Greek Life has adopted several tips/suggestions from FIPG, Inc. (a risk management association of men’s and women’s national and international fraternities and sororities) to serve as a resource for chapter members. This information is covered at the house manager training each semester and can be found on pages 3-8.
2. Dates for when all information is due (Emergency Contact, Missing Persons, etc.) will be set by the Office of Greek Life for **each** long semester and communicated electronically as well as at the semi-annual house manager meeting.



FRATERNITY/SORORITY HOUSING
(Adopted from FIPG, Inc. Risk Management Manual)

I. HOUSING SAFETY

A SAFE HOUSE IS OUR GOAL

The responsibility of maintaining a safe and positive learning environment for chapter members is a concern. Our goal in the area of chapter housing must be to make sure that all who live in our chapter houses are protected to the best of our ability.

The responsibility of meeting our housing goals rests with chapter members working in close cooperation with local property-holding alumnae/alumni corporations. The policies and standards that we establish to meet this goal become a risk management program.

AREAS OF CONCERN

Two major areas of concern have been shown to cause liability and property loss problems for fraternities: fire safety and house maintenance. In both areas, a responsible risk management program can lessen the probability of causing damage to the chapter house.

How we manage risks will determine our ability to obtain liability and property insurance. Insurance provides a basic tool we use to limit or control exposure to loss. It does not take the place of anything else, nor does it excuse anyone for exhibiting a lack of common sense. Insurance is only designed to control the losses of corporation, chapter officers and members in the event of a genuine accident.

II. FIRE SAFETY

Managing our risk requires all alumnae/alumni and chapter members to set high standards for the safety of our houses. In no area of house operations is this more important than in the area of fire safety. An analysis of 260 fraternity and sorority house fires conducted by the National Fire Association determined the leading causes of these fires to be as follows:

- 24.9% Careless smoking and match disposal
- 22.7% Electrical system misuse and overloaded circuits
- 19.6% Defective heating devices, chimneys
- 9.6% Arson or other suspiciously caused fires
- 6.2% Spontaneous ignition
- 5.8% Kitchen and cooking hazards
- 0.8% Lightning
- 0.8% Ignition from building next door
- 4.2% Miscellaneous

Basic fire safety suggestions for a fire safety risk management program follow:

BASIC FIRE SAFETY SUGGESTIONS

1. ESTABLISH A "NO SMOKING" POLICY

Ban smoking in bed and establish other non-smoking areas. Provide plenty of ashtrays in designated smoking areas.

2. DO NOT OVERLOAD CIRCUITS

Prohibit the use of extension cords or multi-outlet devices. Use power strips, preferably with surge protectors in their place when necessary. Do not permit members to install their own custom wiring.

3. INSTALL ALARM SYSTEMS

Consult with local fire officials to determine the number and preferred location of smoke and heat detectors in sleeping rooms and common areas. All smoke and heat detectors should be hard wired instead of battery operated. Also consider installing an alarm system wired to a central location.

4. PROVIDE AND MAINTAIN FIRE EXTINGUISHERS

Extinguishers should be well marked and readily available throughout the house. Establish penalties for tampering with a fire extinguisher. Make sure extinguishers are checked and serviced regularly

5. HOLD REGULAR FIRE DRILLS

Plan, design and post your emergency evacuations plan inside each bedroom door. Quarterly fire drills are recommended, with evacuation leaders and a post-evacuation roll call procedure established. Have emergency telephone numbers posted at all house phones.

6. KEEP THE CHAPTER HOUSE CLEAN

Avoid keeping flammable materials in the house. Extra clutter, such as paper, boxes and clothing, provide fuel for a fire. Trash removal is especially important

7. COMPLY WITH FIRE CODES AND REGULATIONS

Local fire department officials and insurance investigators will be willing to provide regular inspections and answer your questions, usually without cost.

8. INSTALL A SPRINKLER SYSTEM

While this can be a great expense, it will save lives in the event of a fire.

9. DO NOT ALLOW THE USE OF CANDLES IN THE HOUSE OR IN INDIVIDUAL ROOMS EXCEPT UNDER CONTROLLED CIRCUMSTANCES, SUCH AS INITIATION (USE FLAMELESS CANDLES IF POSSIBLE)

The number of fires caused by candles in residence hall rooms and chapter houses has steadily increased. Cases involve burning candles igniting curtains or other flammable materials and candles being allowed to burn while the occupant(s) of the room are elsewhere.

HOW TO SURVIVE A FRATERNITY HOUSE FIRE

If a fire begins in your room, yell "Fire!" and then try to put it out only if you're sure you can handle it. If you have any doubt, get out of your room and close the door behind you to keep smoke and flames out of the corridor. Sound the alarm and arouse other members.

If the fire starts in another part of the building, you probably will be aroused by an alarm, yelling in the corridor, or the sound of fire engines outside. Here's what to do in easy steps.

1. Make for the door. If there is smoke in the room, roll out of your bed, with your pillow over your mouth and crawl to the door. Don't stand - smoke and deadly gases rise. You can die from smoke inhalation.
2. Feel the door with the palm of your hand. If the door or knob is hot, don't open it. If the door is not hot, open it slowly and be ready to slam it shut if necessary.
3. Check the hall. If everything is clear, walk to the nearest exit. If there is any smoke in the corridor, crawl into the hallway. Close the door behind you to protect your belongings. Stay close to the wall so you can count the doorways to the exit. If the nearest exit or stairway is blocked, use the alternate one.
4. Walk down to the ground level. Fires generate heat, smoke, and panic, so hold onto the handrail for guidance and protection against being knocked down by exiting occupants. If fire or smoke is dense at lower levels, walk back up to clearer air or to the roof if it is accessible.

If you cannot get out of your room because the room door is hot or smoke is dense in the hall, don't panic. You can stay in your room and still survive a fire. Here are some things to do.

1. Open window to vent room if there is any smoke. If you are on the first or second floor, you may be able to drop to the ground safely. If you are up any higher, you usually are better off staying put. Although some people survive jumps from 35 feet or more, they are usually seriously injured.
2. Let someone know you are in the room. If the phone works, call for help. Hang a bed sheet out the window to signal fire fighters, but don't try to climb down.
3. Fill the sink with water. It might be needed for fire fighting. Turn on the bathroom fan if it helps to clear your room of smoke.
4. Wet towels and sheets. You'll need them to put around doors and cracks if smoke seeps in.
5. Get fresh air. Make a tent over your head with a blanket at a slightly opened window to get fresh air. If the windows do not open, break out one with a chair or drawer. If heat and flames are rising outside from a lower floor, don't breathe smoke-laden air.
6. As a last resort. If your room becomes untenable, you may be forced to make for the best exit, but remember to keep low.

****Remember that few people are burned to death in fires. Most people who die do so from smoke, poisonous gases, and panic. Panic is usually the result of not knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chances of survival.****

III. HOUSING MAINTENANCE

A successful risk management program requires a cooperative effort of both alumnae/alumni and chapter members to lessen the likelihood of accidents and hazards that potentially exist in the chapter house. Listed below are some basic suggestions that any chapter and corporation can follow to develop their own local house maintenance risk management policy:

1. **SCHEDULE REGULAR INSPECTIONS.** Thoroughly inspect the chapter house every three months, with the chapter president, house manager and a specified alumnae/alumni corporation board member doing the inspection together and completing a written checklist.
2. **PAY ATTENTION TO TRAFFIC AREAS.** Particular maintenance attention should be directed toward doorways, railings, stairways, carpet, floors and windows. Outside, regular inspection of fire escapes should be scheduled to check their operation and to make sure they are clear of obstacles.
3. **DEVELOP A WRITTEN MAINTENANCE PROGRAM.** Have a written schedule to replace or change furnace filters, light bulbs, exit lights, etc. when needed.
4. **KEEP HALLS AND STAIRWAYS CLEARED.** All halls, stairways and exits should be kept clear and well lighted at all times.
5. **SERVICE HEATING AND AIR CONDITIONING EQUIPMENT.** Schedule annual service and inspection of these and other major mechanical systems.
6. **SERVICE KITCHEN EQUIPMENT.** Schedule regular cleaning, service, and inspections of all kitchen equipment, paying particular attention to stoves, deep fryers, exhaust hood filters and fire extinguishing systems.
7. **RESTRICT ACCESS TO DANGEROUS AREAS.** As appropriate, limit or prohibit access to certain areas of the house such as roofs, furnace rooms, fuse boxes, etc.

IV. HOUSING SECURITY

1. **A LOCKED HOUSE IS A SAFER HOUSE.** The minor inconvenience of maintaining a locked house is justified by the safety benefits to the members and physical structure. Give all members a key.
2. **INSTALL DEADBOLTS ON ALL DOORS AND LOCK WINDOWS.** Consider installing a timer that automatically sets deadbolts from Midnight to 7:00 a.m. Lock all ground access windows during the same hours.
3. **LET PEOPLE KNOCK.** No one enters your family home without knocking. Keep it that way at your chapter house. The only exception should be during social events with door monitors greeting guests.
4. **DESIGNATE "KEY ALUMNAE/ALUMNI".** Give keys to alumnae/alumni, such as your advisor and corporation officers, who require access to the house.

HOUSING SECURITY CONT...

5. HAVE "KEY ALUMNAE/ALUMNI" CHECK HOUSE DURING BREAKS. Whenever the house closes for holidays, term breaks, etc., establish a schedule of "Key Alumnae/Alumni" who will regularly check house security and make sure all mechanical systems function.
6. INSTALL OUTDOOR LIGHTING. Floodlights in front and security lights in back are the best way to deter chapter house vandalism and arson.
7. GREET UNESCORTED STRANGERS. Don't let strangers roam the house. Confront them, student or not, and ask if you can help them.

V. RENTER'S INSURANCE

Your fraternity/sorority's property insurance does not cover the personal items of chapter members who reside in the chapter house; the corporation's liability insurance does not cover members when they are acting as individuals, independent of chapter affairs. Many chapter members will already be covered by their parents' homeowners' insurance policy. All members should be advised that they need to find out if their property and liability are covered while they are away at school.

To protect a member's personal items and liability not included in parents' homeowners insurance, the insurance industry offers renter's insurance. Renter's insurance provides coverage for personal items such as clothing, stereos, bicycles, computers, etc., when stolen or damaged. Without coverage, theft or damage could represent substantial financial loss for a member. A liability lawsuit could be financially catastrophic.

BASIC INFORMATION ON RENTER'S INSURANCE

Minimum Policy Amount

First assess the value of the property to be insured to determine the amount of coverage needed. Most insurance companies require purchase of a minimum amount of coverage, which can range from \$10,000 to \$25,000. Ask if the policy includes full replacement cost, which will cover depreciation of property over time. Most companies offer policies with replacement cost at an additional charge.

Coverage

In general, policies cover theft, fire, smoke, vandalism, windstorm or water damage, lightning, and personal liability. Personal liability includes bodily injury or property damage claims for which you are liable. For example, such a claim could arise if a friend hurts herself/himself on your property due to your negligence. Be sure to read policies carefully to determine the exact scope of coverage and ask questions regarding any aspect that you don't understand.

Premium The cost of insurance, or the premium, varies among insurance companies and can depend upon factors such as the amount of coverage, whether you live in a house or apartment, the safety and security of the premises, and length of residence. Some companies offer a discount if you already have a policy, such as auto insurance, with them. Currently, the range is \$115 to \$250 per year.

RENTER'S INSURANCE CONT...

Deductible

The deductible is the amount of loss you pay. Deductibles can range from \$100 to \$500. In general, the higher the deductible, the lower the premium for similar coverage.

Restrictions Insuring Students

Many companies place restrictions on coverage of households with two or more unrelated roommates. Restrictions include requiring each roommate to have an individual policy and placing a limit on the number of unrelated occupants per household. Let your agent be aware you live in a fraternity chapter house so that the issue of unrelated occupants per household is addressed prior to securing coverage.

****Adopted from FIPG, Inc. Risk Management Manual****