



Cornell University

FRATERNITY AND SORORITY HOUSE MANAGER'S GUIDE

**Cornell University
Fraternity & Sorority Affairs
538 Willard Straight Hall
Ithaca, New York 14853
607-255-2310**

www.greeks.cornell.edu/fso

TABLE OF CONTENTS

| | |
|---|---------|
| OFSA Contact Information | page 3 |
| Live-in Advisor Program | |
| General Position Outline | page 5 |
| Housing Operations | |
| Room Condition Report | page 7 |
| Care of Your Room | page 8 |
| Storing Items | page 9 |
| House Meetings | page 9 |
| Room Check In/Out | page 10 |
| Seasonal Maintenance | page 10 |
| Housing Status Report..... | page 14 |
| Safety Procedures | |
| General Safety Procedures | page 15 |
| Security | page 16 |
| General Fire Prevention Information | page 16 |
| Extinguisher Type and Use..... | page 17 |
| Fire Drills/Fire Safety | page 17 |
| Procedure for Scheduling and Conducting Fire Drills | page 18 |
| Proper and Safe Use of Fire Extinguisher | page 18 |
| Response to Emergencies | |
| Action Plan..... | page 19 |
| Building Evacuation Procedure..... | page 22 |
| Disabled Person Requiring Evacuation Assistance..... | page 23 |
| Emergency Evacuation Sign-In Sheet..... | page 24 |
| Team Coordinators | page 25 |
| University Resources..... | page 26 |
| Facility Code of Compliance | |
| Certificate of Compliance | page 29 |
| Public Assembly/Occupancy Rating | page 29 |
| Use Permit..... | page 30 |
| Certificate of Liability Insurance | page 30 |
| Inspection of Building Systems | page 31 |
| Major Items of Concern During a Housing Inspection | page 32 |

STAFF

Suzy Nelson - Associate Dean of Students

538 WSH - Phone: 255-5430 - e-mail: smn7@cornell.edu

General responsibilities include: * Coordinate, integrate, and manage all university resources (facilities, finances and public affairs) and activities to support coherent programs for Fraternity and Sorority Affairs * Coordinate and support the Fraternity and Sorority Advisory Council * Co-Chair the Creating Chapters of Excellence Programming Council * Develop and implement strategies for crisis intervention and chapter management * Receive, investigate and resolve judicial complaints against chapters * Oversee the coordination and implementation of training, planning and program development

Patty Case - Executive Staff Assistant

540 WSH - Phone: 255-4617 - e-mail: pac25@cornell.edu

General responsibilities include: * Assist Associate Dean in administering Fraternity and Sorority Affairs Office and in integrating the program functions * Provide administrative support for Fraternity and Sorority Advisory Council * Coordinate schedules, travel, and events * Provide support for the judicial system * Manage departmental budget * Assist with gift reconciliation and prospect files, Dyson Scholarships, and the Annual Report

Lennon Jackson - Assistant Dean

537 WSH - Phone: 255-3346 - e-mail: lnb23@cornell.edu

General responsibilities include: * Advise Panhellenic Association and the Multicultural Greek Letter Council * Conduct chapter leadership and officer training retreats and consultations * Manage council budgets * Develop, implement, and evaluate chapter programming * Advise social planning * Advise chapter officers * Cultivate student support and leadership for the fraternity and sorority community

Brian Strahine - Assistant Dean

536 WSH - Phone: 255-2910 - e-mail: bss22@cornell.edu

General responsibilities include: * Advise Interfraternity Council and Order of Omega Society * Conduct chapter leadership and officer training retreats and consultations * Develop, implement, and evaluate chapter programming * Advise chapter officers * Cultivate student support and leadership for the fraternity and sorority community

J. Martin Kelly - Facilities Consultant

532 WSH - Phone: 254-4819 - e-mail: jmk24@cornell.edu

General responsibilities include: * Assist alumni with establishing facility priorities and long range facility plan * Coordinate life-safety inspections * Conduct maintenance inspections * Train alumni and chapter officers in facility management * Serve as liaison to Facilities Management

House Manager Guide

Dale Williams – Assistant Dean, Facilities and Financial Management

535 WSH - Phone: 254-5014 - e-mail: dlw5@cornell.edu

General responsibilities include: * Train alumni and undergraduate officers in financial management * Develop long-term facility/financial plans and assist alumni with implementation * Provide budget development and support to University-owned chapters * Review and analyze chapter financial status and make policy recommendations * Maintain data and documents related to rosters, student room contracts, grades, financial reports, and housing policy * Coordinate capital projects for University-owned chapters * Oversee facility project coordination in University-owned properties.

Administrative Assistant

541 WSH - Phone: 255-2310

General responsibilities include: * Provide professional reception and assistance to visitors and callers * Provide clerical and administrative support * Assist with chapter social registration process * Maintain database on chapter facts and requirements, including compliance with local and state housing codes and insurance

Lisa Blockus - Director, Creating Chapters of Excellence Program

539 WSH - Phone 255-7175 - e-mail: lmb57@cornell.edu

General responsibilities include: Work with the nine pilot chapters to: * Develop training programs in the areas of new member education, chapter relations, recruitment, and officer training and transition * Serve as a member of the Creating Chapters of Excellence Programming Council dedicated to fostering cultural, intellectual, recreational, service, professional and leadership development among participating organizations * Assess chapter needs and coordinate programs and services accordingly; evaluate programs with the Associate Dean of Students * Build a strong network of mentors for each chapter and communicate effectively with alumni, faculty advisor, staff, and national officers

Marrie Neumer - Assistant Director of External Relations

533 WSH - Phone: 255-3208 - e-mail: mn58@cornell.edu

General responsibilities include: * Serve as liaison between Fraternity and Sorority Affairs and Greek alumni and colleagues in the Division of Alumni Affairs and Development * Provide support to Greek alumni, alumni corporation boards, Alumni Interfraternity Council, Alumnae Panhellenic Association, and the Fraternity and Sorority Advisory Council * Support recruitment and training of alumni volunteers for Fraternity and Sorority Advisory Council and chapters

Gretchen Orscheidt - Director of External Relations

311 Day Hall - 255-8096 - e-mail: gao3@cornell.edu

General responsibilities include: * Oversee alumni affairs and development activities for the Division of Student & Academic Services, including capital campaign planning and support and alumni outreach and training

Live-in Advisor
Suggested Position Outline

The Fraternity and Sorority System Strategic Plan has recommended that each fraternity and sorority should have a Live-in Advisor to support the chapter officers in providing a healthy living and learning environment.

The Live-in Advisor will act as a communication link between the undergraduate chapter leadership, the chapter's Faculty Fellow, and the Alumni Board. He/she will assist in the development and enhancement of a positive living experience.

With an understanding and an appreciation for the concept of fraternity and sorority self-governance, the Live-in Advisor should oversee the operation of the facility with student leaders and where applicable, support the cultivation of the intellectual and personal development of the residents.

In addition, the Live-in Advisor should go forth in the spirit of Cornell's Fraternity and Sorority System Strategic Plan to assist the chapter by:

- Demonstrating an understanding of the vision, values, and mission statement of the Greek system.
- Demonstrating an understanding of the values and goals of the undergraduate chapter.
- Encouraging the development of the culture of the house as a place for scholarship, leadership, and self-discovery.
- Working with the alumni and undergraduate leadership to encourage the development of appropriate social behavior and actions that are respectful of the individual, the chapter, the fraternity and sorority system, and the Cornell community.
- Being available to support and advise the chapter officers, Executive Committee, and individual members.
- Assisting in the development of a sense of community within the chapter where applicable.
- Being a participant in open communication with fraternity/sorority members, alumni Advisors, the Faculty Fellow, members of the Alumni Board, national representatives, and the Office of Fraternity and Sorority Affairs.
- Respecting and demonstrating discretion about private fraternity/sorority matters.

House Manager Guide

Regarding the facility, realizing that student self governance is the hallmark of the Greek experience, the Live-in Advisor should:

- Oversee the opening and closing of the chapter house prior to the beginning of the first term and at the end of the school year.
- Supervise meal planning and purchasing food/household supplies within the allotted budget.
- Hire, train, and supervise kitchen and housekeeping staff. Keeps accurate records of the working house for all employees.
- Work with the Undergraduate House Manager to report any mechanical failures and needed repairs to the Chapter Advisor/House Corporation President or Office of Fraternity and Sorority Affairs, as appropriate.
- Notify all residents each semester of all safety and emergency procedures and regulations.
- Communicate when necessary with the Alumni Board, chapter officers, and the University about the status of the facility in terms of local, state, and federal codes for health and safety.
- Have a knowledge of maintenance and repair issues of the fraternity/sorority house and a commitment to follow up with the House Manager or other appropriate officer or member.
- Have knowledge of safety and emergency standards and procedures as well as a commitment to assisting the chapter, including the House Manager and the Risk Manager, in supporting the local agencies that govern these standards and procedures.

The Alumni Board and the chapter should provide to the Live-in Advisor:

- A furnished study room and separate sleeping room.
- Board through a scheduled meal program.
- Parking.
- A stipend, negotiated by the Live-in Advisor and the Alumni Board/Board Chairman.

Furthermore, the Alumni Board and the undergraduate chapter will demonstrate:

- An appreciation and respect for the additional academic or professional commitments of the individual, a respect for the daily time commitment necessary for those commitments, and an avoidance of engaging him/her in the unnecessary, unrelated business of the fraternity while engaged in those academic or professional roles.
- A commitment to avoid any professional conflicts of interest with school or work, and a mutual desire and respect for the Live-in Advisor decision to avoid situations that may present such conflicts.
- A respect of privacy, mutually demonstrated, and an appreciation for the facility as this individual's living environment, as well.

House Manager Guide

Fraternity and Sorority Facility Room Condition Report

Chapter _____ Room # _____ Date: _____

Name: _____ Roommate(s): _____

I understand that this form reflects the condition of the room that I have rented from the University and that I am to return the room to the University in good condition. I further understand that I am obligated to schedule a time to check out of my room with the House Manager or his/her designee or risk being fined. Finally, I agree that if damage occurs to the room, the cost of repairs will be charged to my bursar bill. Examples of damage that will result in charges include but are not limited to: damage to or missing furniture; damage to or holes in doors; litter, trash, items left in drawers, holes in woodwork or ceilings; stains on carpet, etc.

| Check Point | ROOM CONDITION | | | | | Check-out | | | | |
|--------------------------------|-----------------|------|------|---------|-----|-----------------|------|------|---------|-----|
| | Check-in | | | | | | | | | |
| Walls | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Blinds/Window Treatments | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Windows | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Carpet | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Furniture | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Bed (frame & mattress) | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Desk | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Chair | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Dresser (if applicable) | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Woodwork | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Closet | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Drawers | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |
| Miscellaneous (please specify) | Good | Fair | Poor | Missing | N/A | Good | Fair | Poor | Missing | N/A |
| | Comments: _____ | | | | | Comments: _____ | | | | |

Additional Comments: _____

I have read and accepted the assessment of the room condition report at the time of check-in.

Signature of Resident: _____ Date: _____

Signature of House Manager or designee: _____ Date: _____

I have read and accept the assessment of the room condition report at the time of checkout.

Checkout date: ____ / ____ / ____

Signature of Resident: _____ Signature of House Manager or designee: _____

Signature of House Director or alumni (indicate which): _____ Date: _____

---SAMPLE GUIDELINES---

Care of Your Room

1. Upon expiration of your room contract, each member is responsible for returning his or her room in the same condition as when you checked into it.
2. The House Manager and/or Facility Director will check each room prior to check in and prior to check out. Refer to the **Room Condition Report** form.
3. Report all damage or problems immediately to the House manager and/or Facility Director.

General Requirements

1. Each member who signs a room contract and moves into the chapter house pays a room deposit. The deposit is only refundable if the member leaves the room at the end of the contract period in the condition in which it was rented.
2. The Chapter Facility Corporation of ABC, Inc. (Facility Corporation) sets the amount of the room deposit. The amount is found in the legal document entitled, **Chapter Corporation Agreement**. The Chapter President, Vice President Finance, Finance Advisor and House Manager are members of the corporation's board of directors. Each has a copy of the agreement.
3. At **check in**, the House manager and/or Facility Director and the member renting the room will complete the **Room Condition Report**. It is the form that will serve to document the condition of the room when the member either changes rooms or the room contract ends.
4. At **check out**, the House Manager and/or the Facility Director shall review the condition of the room using the **Room Condition Report**. An evaluation will be made of the furnishings and the condition of the room. If the room is deemed to be in a similar condition to when it was rented, the President of the Facility Corporation shall authorize that the room deposit be refunded.
5. If damage occurs to a room, the Chapter will prorate the damage against the member's room deposit. The following amounts collected by the Chapter shall be forwarded to the Facility Corporation before May 15.

| <u>Type of Damage</u> | <u>Cost</u> |
|--|--------------------|
| Replace lost or stolen room key | Actual Cost |
| Damage to furniture | " |
| Damage to doors(to fix & repaint) | " |
| New door required | " |
| Litter, trash, items left in drawers, etc. | " |

| | |
|--|---|
| Sticky residue or tape on doors, walls, etc. | " |
| Nails in doors, woodwork, ceilings | " |
| Stains on carpet | " |
| <u>Each item of furnishing moved out,</u> | " |

1. The assessed damages shall be deducted from the room deposit. However, if the damage exceeds the amount of the room deposit, the additional balance will be due in full.
2. Refrain from painting woodwork, walls, or ceilings without the permission of the Chapter Facility Corporation of ABC, Inc. (the Facility Corporation).
3. DO NOT USE scotch tape, nails, and thumbtacks on walls or on woodwork.
4. Avoid putting extra hangers or hooks for clothing or for towel bars in your room or in the bathroom. Should you require more hooks, the Facility Manager will work with you.
5. Leave furniture in the room. Members are to refrain from moving the furniture from the room or switching furniture among rooms.
6. **REFRAIN FROM IRONING ON THE BED OR THE CARPET. VERY LIGHT HEAT FROM THE IRON WILL DAMAGE NYLON FIBERS.**

STORING ITEMS

1. Generally, items are not to be stored at the chapter house over the summer. The reason is that the corporation often is engaged in projects and the facility, along with the rooms, must allow workers access.
2. Sometimes, you may be permitted to store items. **Permission to store items may be requested** from the House Manager and/or Facility Director. Otherwise, items left in the summer will be discarded.
3. **If permission is granted** to store items, please follow these procedures:
 - Belongings shall be boxed, sealed, and labeled.
 - Boxes shall be stored in room or hall closets, or other designated area(s).
 - Items to be stored that cannot be boxed must be approved by the Facility Director.
 - All items stored in the chapter house for the summer are stored at your own risk.
 - All stored items left by a graduate will be discarded.

HOUSE MEETINGS

Meetings of all house residents should be regularly scheduled at least once a month. The purpose of these meetings is to discuss matters pertaining to the operation and maintenance of the facility. The House Manager conducts the meetings with the assistance of the Executive Board and Facility Director.

This is an excellent time to reinforce house rules and policies, conduct education about the House Director and the Facility Corporation, straighten out any problems which may have arisen, and explain new procedures.

ROOM CHECK IN/OUT

An orderly, organized check out system is advised to checkout members at vacation time or at the end of the year. The House Manager should set up a rotating schedule of his/her committee members to check-out the rooms. Members should turn in approximate check-out time. The House Manager should provide large trash bags for each room. The following check-out list should be helpful for checking out of one's room:

Room Checkout List: (Suggested)

For Vacation

- Close and lock all windows
- Pull down blinds, close curtains
- Unplug all electronic appliances
- Remove all personal belongings from common areas/bathrooms
- Notify Live-in Advisor or House Manager that you are leaving
- Empty personal trash cans

End of Year

- Dust off dresser and desk tops
- Clean out all drawers
- Pick up trash and hangers
- Remove all tape, hooks and nails from the walls
- Sweep floor, closet and under bed
- Account for all furniture; drawers and chairs
- Close and lock all windows
- Leave no personal belongings in the room or facility closets
- Turn in room key
- Give notice to appropriate person about anything damaged or not functioning properly

SEASONAL MAINTENANCE

1. Regular inspection and cleaning of gutters and down spouts on the building.
2. Closing cut-off valves to outside hydrants and hose connections before the freezing weather.
3. Cleaning and repairing of windows and screens.
4. Regular flushing out and cleaning of floor drains, sewer traps, grease traps, etc.
5. Hinges and locks on all doors should be inspected and oiled or greased, as necessary, at stated intervals.

6. Regular schedules should be made for:
 - Oiling and greasing all equipment in the house as directed by the manufacturer
 - Checking the heating and air conditioning equipment for proper maintenance
7. Extension cords are now generally considered illegal according to New York State code. They are allowed only for occasionally used equipment such as vacuum cleaners. Plug strips or heavy cords with built in circuit breakers are acceptable.
8. Keep furnace room and laundry room clean of trash and litter (60% of house fires start in the basement).
9. Hints for Dollar Savings
 - a. During heating and cooling seasons, urge that all windows and doors be kept closed to reduce fuel and electrical bills.
 - b. If members have refrigerators, air conditioners or TV sets in their rooms, it can increase the electrical bill \$4 to \$25 per month...consider passing these costs on to the individuals.
 - c. Storm windows, caulking and attic insulation will save hundreds of dollars each season.
 - d. Install a clock thermostat to automatically reduce your heat at night to 68 degrees.
 - e. Install a humidifier.
 - f. Have the heating system "balanced" so appropriate amount of heat is directed to every room. (eliminate one room hot and one room cold problem.)
 - g. Set hot water heater thermostat at 150 degrees F.
 - h. Clean clothes dryer "lint trap" every load.
 - i. Remove all obstructions around registers and grills (such as books, clothing, drapes, furniture, etc.) which restrict air movement.
 - j. Vacuum refrigerator condenser fans at least quarterly.

Holiday Decorations

1. The City of Ithaca Fire Prevention Code and Cornell policy forbid the use of natural, cut evergreen trees in public buildings, residence halls, fraternities, and sororities.
2. If you want to decorate a natural tree outside your house, be sure to purchase it or cut it from an authorized tree-cutting farm. **Under no circumstances should trees be cut from State land, Cornell land, private farmland, or any unauthorized locations.**
3. If you use an artificial tree, it must be UL approved.
4. Consider a potted tree for spring planting.
5. DO NOT allow flammable decorations to be used in your house; these decorations can turn a small fire into a conflagration. Several years ago, nine women at Providence College died in a fire involving flammable holiday decorations.

August or Before Fall Term

1. Inspect property before members return to be sure that:
 - a. Planned improvements have been made and are satisfactory.
 - b. Facility is clean.
 - c. All equipment has been serviced and is in working order.
 - d. Fire extinguishers have been serviced.
2. Update list of firms and persons who can be called for services in maintaining the property.
3. Check inventory and make recommendations for equipment needed for the coming year.

Closing the house for winter and spring vacations:

1. **KEEP ALL DOORS AND WINDOWS LOCKED.** Residents should also be aware of person loitering around your house. Any suspicious activities should be reported **IMMEDIATELY** to the Police by dialing 911. Please keep your house secured!
2. Set and publicize, within your chapter, the date that the facility will be open for the spring semester. Make sure that you have someone available to open the house. Last year, several members destroyed property-forcing entry into the building.
3. Live-in Advisor, local HC alumni, Chapter House Manger, and Advisor should be sure that the chapter members clean their rooms and leave them in an orderly way.
4. Keep in mind the problems related to closed houses and take all possible measures to prevent destruction and damage from fire, flooding, dampness, insects and theft. On going custodial care by someone living in the house during vacations can be money well spent.
5. When closing the house for winter vacation, remember that the weather can be very cold at that time of year. The following precautions should be taken:
 - a. All windows are to be closed and locked.
 - b. Refrigerators are to be cleaned out.
 - c. All garbage is to be removed from the facility and properly disposed
 - d. **Heat zones are not to be turned off, and the heating system for the facility should not be set below 58°.**
 - e. All decorations are to be removed from the house.
 - f. A person is to be assigned the responsibility of insuring that all doors are secured. It is imperative that this person understands the importance of this responsibility and s/he follows through before leaving campus.
 - g. **For University-owned chapters**, please notify Martin Kelly, 254-4819, if you have broken windows, locks etc. that will need to be repaired as soon as possible. If your house is **privately owned**, please contact your repairperson or facility corporation board.

Closing the house for summer vacation:

1. Be sure that the chapter members clean their rooms, take out their trash and put anything they want to store for the summer in the designated areas.
2. There are always dangers to closed houses and all possible measures should be taken to prevent destruction and damage from fire, flooding, dampness, insects and theft.
3. Live-in Advisor, local alumni and /or Advisor should:
 - a. Examine the food storage areas to be sure they are clean and there are no perishables.
 - b. Examine the plumbing to make sure no water is running.
 - c. Leave everything dry and clean.
 - d. Cancel all standing orders for daily newspapers, milk, etc.
 - e. Make arrangements with the post office for having mail forwarded. If they are not forwarding the mail, make arrangements for someone to check the mail delivered to the house and forward it.
 - f. Arrange for care of yard and grounds. Do not leave houses unattended.
 - g. Dispose of all unclaimed, unmarked personal belongings.
 - h. See that all windows and doors are locked securely.
 - i. Check the house regularly.
 - j. Schedule appointments to let the cleaners and repairmen in the house during the summer.
4. Check to be sure that the following have been done:
 - a. Furnace controls turned off.
 - b. Hot water heater gas turned off.
 - c. Refrigerators cleaned of all food and set to run at minimum cooling temperature.
 - d. Deep freeze cleaned and set to run at minimum freezing temperature.
 - e. Icemaker cleaned, disconnected or unplugged, according to dealer's or manufacturer's instructions.
 - f. Closets moth-proofed as well as rugs and furniture, if necessary.
5. Check the inventory, order replacements for silver, china, glassware according to allowances in budget. This may need to be done before the end of the year to insure delivery in time for the opening of school.
6. Decide where the keys to the house shall be kept during the summer.

HOUSING STATUS REPORT
(complete form for summer and winter break)

Return by

Date Received in F&SA:

Fraternity and Sorority Affairs
541 Willard Straight Hall
Cornell University
Ithaca, NY 14853

Each year during winter break and summer vacation, there are numerous thefts from, and damage to, off-campus living units. The Office of Fraternity and Sorority Affairs and local authorities attempt to maintain the security of your residence during periods of absence, but cooperation is needed to achieve this endeavor. This report will be kept in this office for questions of emergency, security and occupancy.

1. Organization Name:: _____

Address: _____

Phone Number: _____

2. President's Name: _____

Home Mailing Address: _____ City _____ State _____

Home Phone Number: _____ email _____

3. Corporation President: _____

Home Address: _____ City _____ State _____

Phone Number: _____ email _____

4. In case of an emergency, person to be contacted:

Name: _____

Position: _____

Address: _____ City _____ State _____

Phone Number: _____ email _____

5. Will your residence be closed? Yes / No If so, what dates: From _____ To _____

If occupied, names, room numbers, and dates of those authorized (continue on reverse, if necessary):

6. Remarks: Areas of specific concern (i.e., broken window, doors, etc.)

Any questions, please contact the Cornell Police at 255-1111, Ithaca Police Department at 272-9973, Cayuga Heights Police at 257-1011, or Fraternity and Sorority Affairs at 255-2310 or Martin Kelly if University-owned property.

SAFETY PROCEDURES

- General Safety Procedures
- Security
- Security Systems
- Fire Drills and Fire Safety
- City Fire Inspection
- Relationship with

GENERAL SAFETY PROCEDURES

Safety awareness starts by ensuring that the physical condition of the chapter house is safe and free from major maintenance problems. This is done by conducting a safety inspection of the entire house and grounds.

1. Every Chapter is responsible for maintaining a safe, secure facility. Fire drills should be scheduled on a regular basis, at least twice a semester. In University-owned buildings, CU Environmental Health and Safety will conduct them. In all other chapter houses, call the local fire department to schedule.
 - Plan with the chapter officers regular fire drills - do not make schedule public
 - Instruct members on location and use of fire extinguishers
 - Instruct members on proper fire drill procedures
 - Not evacuating a building during a fire alarm is a violation of the Cornell Code of Conduct. Anyone not evacuating, or obstructing a fire drill will be referred to the Cornell Judicial Administrator.
2. Review with chapter the need for 24-hour lock-up and all procedures they need to know for keeping the house secure.
3. Review with the chapter the hours the house is closed for the visitation.
4. Have a good first aid kit in the President's and Live-in Advisor's room and in one 24-hour access place (kitchen, TV room).
5. Have two members of the chapter skilled in Cardio-Pulmonary Resuscitation (CPR).
6. Store flammable materials in an airtight can OUTSIDE the house.
7. Unplug appliances when not in use (especially irons).
8. Confirm that the washers and dryers are grounded to avoid electrical shock. Inscribe TV, stereo and other valuables with an ID number obtained from the local police or public safety department.
9. Post emergency numbers by all common-area individual room phones.

SECURITY

1. Report all strangers loitering near the chapter house, or on the campus.
2. Keep the door to the house locked 24 hours a day.
3. Never prop open a door for someone who will be coming in later or who does not have a key to the house.
4. Never leave windows open when no one is in that room.
5. Always walk in groups when leaving the house at night.
6. Make sure the exterior of the house is well lit. Replace burned out bulbs immediately.

GENERAL FIRE PREVENTION INFORMATION

1. Know the state and municipal fire regulations. The local fire department will offer suggestions for precautions, if consulted.
2. Early in the year, acquaint occupants of the house with fire escapes and extinguishers, in the event of a fire.
3. Make sure that the chapter schedules a fire drill at least two times per semester.
4. Learn how to operate fire extinguishers and instruct others in operating them. Be sure that these extinguishers are regularly serviced as the manufacturer has directed. If an extinguisher has been used it should be recharged immediately.
5. Any house that experiences vandalism or misuse of fire alarm systems or fire suppression equipment should contact the police department, the fire prevention bureau, or the Cornell Environmental Health & Safety office (255-8200) for assistance or possible criminal prosecution.

THE FIRST THING TO DO IN THE EVENT OF A FIRE IS TO ALERT PEOPLE IN THE HOUSE TO LEAVE. THEN CALL THE FIRE DEPARTMENT. PULLING THE FIRE ALARM MAY ACCOMPLISH BOTH.

In many cases, even very small fires may quickly burn out of control unless immediate steps are taken to extinguish the flames. While the fire extinguishers, required and maintained in all houses are excellent tools for extinguishing many small fires, all extinguishers are limited in their capacity and must be used properly to obtain maximum results. Different types of fire extinguishers may be used to fight various types of fires (electrical-paper-flammable liquid) and each member should know the purpose and limitations of each extinguisher type in the house, as well as how each type should be operated. The membership should be instructed on the proper and the safe use of each house fire extinguisher and the limitations of each extinguisher so that they may better understand when to fight first and when to evacuate immediately. The local fire department will assist as possible in providing proper information and training in fire extinguisher use. Use limitations of fire extinguishers should be labeled on the canister body of the extinguisher.

Extinguisher Type and Use

- A** Paper, wood, and other ordinary combustible fires
- B** Flammable liquid fires
- C** Electrical Fires
- BC** Electrical and flammable liquid fires
- ABC** Most Fires
- K** Kitchen - grease fires

Generally, the fire extinguisher maintained in houses are operated as follows:
Remember the acronym P.A.S.S.

- PULL the pin
- AIM the nozzle at the base of the fire
- SQUEEZE the handle
- SWEEP the base of the fire with the stream of extinguisher

Fire Drills/Fire Safety

The purposes of fire drills are to insure the efficient and safe use of all available exit facilities, to familiarize occupants with sound and audibility of alarms, and to provide an opportunity to test the alarm system. Proper drills ensure orderly exit and prevent panic- the greatest cause of loss of life in major fire disasters of history. Speed in emptying houses, while desirable, is not in itself a goal, and should be made secondary to the maintenance of proper order and discipline.

Fire drills should be held with sufficient frequency (at least twice each semester) to familiarize all occupants with the drill procedure and to make the procedure a matter of established routine. Fire drills in fraternity and sorority houses are required by law.

In general, residents should be instructed well in advance of the drill to follow these procedures:

- Wear coat and shoes.
- Close windows and leave lights on in room.
- Close door(do not lock) and walk-DO NOT RUN-to nearest exit.
- Assemble with other residents at the pre-designated location (outside and well away from the house). Do not re-enter the house until advised by the officer in charge of the drill.

Procedure for Scheduling and Conducting Fire Drills

When a fire drill is to be scheduled, the following steps should be followed:

1. The house committee should determine a date and time for the drill. University-owned houses have drills initiated by Cornell's Environmental Health & Safety without prior notice to the house. All other houses should call their local fire department's business office before the start of the semester to schedule their drills. A fire department representative will trigger the alarm and document the drill. Members should have been familiarized with drill procedures prior to scheduling of a drill. Drills should be scheduled as early in each term as practical to insure that new residents are familiar with the house emergency plans. Drill scheduling should be known only to the committee members conducting the drill so that the drill will have as much spontaneity as possible to assist in simulation of an actual emergency evacuation. The date and time should be selected to insure maximum participation.
2. All fire drills should attempt to simulate actual emergency procedures in the evacuation process, however, no fire, smoke bombs, or other simulated smoke should ever be used at such a drill to enhance the realism of the situation. No running or horseplay of any kind should be permitted.
3. After the drill is completed, all observers and participants should meet briefly to critique the drill. Criticisms or comments and the date and time of the drill should be recorded for entry in a fire/safety file. This information should be forwarded to the Facility Corporation.

Proper and Safe Use of Fire Extinguishers

Any installed extinguishers or fire warning device or system, whether or not its installation was the result of code compliance or voluntary desire, should be maintained in a reliable operating condition or status. House residents and fire-fighting personnel become conditioned to the existence of such devices or systems and rely on them to function when needed. It is, therefore, logical to expect:

- Proper notification of residents of time periods during which a system or device is inoperative due to maintenance.

Response To Emergencies

Recommended Emergency Action Plans for College Chapters:

- Identify an Emergency Response Team for your chapter. The team should familiarize themselves with these guidelines and share this information with chapter members.
- Contact your University for its Emergency Action Plan (EAP) & use this as a guideline. Check their website for this information
<http://web.cornell.edu/Emergency/OHR.Personal.Plan/CEP.html>
- Know your chapter emergency communication plan.
- Know your family emergency communications plan.
- Know the emergency plans at your residence, school, work and other places you frequent.
- Make an emergency supply kit (see the list of suggested items to include).
- Request your city and county public safety officials or your campus police to come speak to your chapter on precautions to take for your area.
- Have a complete and current list of who is in what room and have a floor plan available.
- Create an evacuation plan and make certain the evacuation information is prominently posted.
- Practice your evacuation plan.
- Identify a minimum of three individuals in the chapter who will serve as the Crisis Team.
- Include your Executive Board, Facility Corporation Board President, Advisory Board Chairman and Facility Director.
- Have a complete list of all of the “landline” and mobile telephone numbers for each member.
- Have a complete list of the phone numbers for each member’s parents/guardians.
- Consider setting up an email distribution list of parents/guardians.
- Consider making other housing arrangements available should they be needed.
- Contact alumni/ae in the area to support the above.
- Prepare chapter facilities to “shelter in place” and have supplies on hand to do this.
- Check the Red Cross and/or Federal Emergency Management Agency websites to find the list of items to put in a disaster supply kit and prepare this ahead of time.

Supplies

Having emergency supply kits will put the tools you may need at your fingertips. While there are many things that might make you more comfortable, think first about fresh water, food, and clean air.

Water

Store one gallon of water per person per day for drinking and sanitation in clean plastic containers. If you live in a warm weather climate more water may be necessary.

Food

Store food that won’t go bad and that do not have to be refrigerated or cooked. Chose items like protein or fruit bars, dry cereal or granola, canned fruits and juices, peanut butter, dried fruit, nuts and crackers. Remember to pack a manual can opener, cups and eating utensils.

Clean Air

Many potential situations could send tiny microscopic “junk” into the air. For example, an explosion may release very fine debris that can cause lung damage. A biological attack may release germs that can make you sick if inhaled or absorbed through open cuts. Many of these agents can only hurt you if they get into your body, so think about how you might create a barrier between yourself and any contamination.

Basic Supplies

- Flashlight
- Battery powered radio
- Extra batteries
- First aid kit
- Utility knife
- Local map
- Toilet paper
- Feminine hygiene products
- Soap
- Garbage bags and other sanitation supplies
- Plastic sheeting and duct tape
- Extra cash and identification
- Special items such as prescription medications
- Comfort items such as books, paper, pens, a deck of cards or other forms of identification

Warmth

If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Have warm clothing, a sleeping bag or warm blanket available.

Communication

In the event of an emergency, it may be easier to make a long-distance phone call than to call across town, so an out-of-state contact may be in a better position to communicate among separated family members. Be sure each person knows the phone number and has coins or a prepaid calling card to call the emergency contact.

- Develop a Family Communications Plan

Plan how you will contact your family in different situations. Consider a plan where each family member calls, or emails the same friend or relative in the event of an emergency.

- Develop a Chapter Communications Plan

In the event of an emergency, plan how the chapter will contact one another and review what to do in different situations. Consider a plan where each member calls or emails an advisor in the event of an emergency. Be sure each chapter member knows the emergency contact person and phone number.

Gathering and/or Evacuating

Depending on the circumstances or the nature of the disaster attack, the first decision is whether your chapter should stay put or get away. Understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger. Check your TV, radio or internet often for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately.

- Staying Put

Wherever you may be, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside. Plan in advance where you will take shelter in this kind of emergency. If your chapter has a facility or residence hall, be sure that members know where to meet in the facility in the event of an emergency. Choose an interior room or one with as few windows and doors as possible. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, quickly go inside, lock doors, and close windows, air vents, and fireplace dampers. Turn off air conditioning, forced air heating systems, exhaust fans, and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents with plastic sheeting and duct tape or anything else you have on hand. Listen to the TV, radio or check the Internet for instructions.

House Manager Guide

- Getting Away

If the situation arises that it is necessary for you to leave or if you are ordered to leave, plan in advance how you will travel and anticipate where you will go. Choose several locations in different directions so you have options in an emergency. If you have a car, keep at least a half tank of gas at all times. If you do not have a car, plan how you will leave if you have to. Take your emergency supply kit, unless you have reason to believe it has been contaminated and lock the door behind you. If you believe the air may be contaminated, drive with your windows and vents closed and keep the air conditioning and heater turned off.

Resources

The below resources can help you determine the level of alert you are experiencing in your area and what you may need to be doing as a result:

- State & National Homeland Security Agencies
- City & County public safety officials including your University and campus police
- See the websites listed below for other resources:

<http://web.cornell.edu/Emergency/OHR.Personal.Plan/CEP.html>

Cornell University Personal Emergency Preparedness

<http://www.dhs.gov>

Department of Homeland Security

<http://www.fema.gov>

Federal Emergency Management Agency

http://www.nasponline.org/neat/crisis_0911.html

National Association of School Psychologists

<http://www.homelandsecurity.com>

Homeland Security and Terrorism Research Center

<http://www.cnn.com>

<http://www.msnbc.com>

<http://www.whitehouse.gov>

<http://www.redcross.org/services/disaster/beprepared/isas.html>

American Red Cross Homeland Security Advisory System

<http://www.fema.gov/pdf/areyouready/security.pdf>

Federal Emergency Management Safety site dealing with national security emergencies and terrorism

<http://cdc.gov/noish/prepared>

Centers for Disease Control

<http://www.redcross.org>

American Red Cross

Source: Adapted from Kappa Alpha Theta International Headquarters

Building Evacuation Procedure

The need to account for and mobilize chapter residents in an orderly way is crucial to an effective response in many emergency situations - particularly when the response requires some sort of evacuation or movement of residents from one place to another.

Identify an Emergency Response Team for your chapter. The team should familiarize themselves with these guidelines and share this information with chapter members. Specifically:

- 1. When a fire drill sounds in the facility** -- all residents and guests in the building should go to a pre-determined rendezvous point a safe distance away from the house. State clearly the rendezvous point for your building location.
- 2. As you are leaving the building:**
 - We need to assume collective responsibility for making sure that everyone gets out, as we are getting out quickly ourselves.
 - If you are a member of a buddy system please move quickly to help your buddy to exit the building safely.
 - On the way out, knock on your neighbors' doors, make sure that residents and guests get out of the building. It is not practical to assign this responsibility to any one person or even a small group, since there is just no way to guarantee who will actually be in a building at any time of the day or night.
 - If possible, practical, and safe -- bring your personal belongings like coats, backpacks, handbags, wallets, etc.
- 3. When you arrive at the designated rendezvous site you will need to sign in:**
 - If pre-designated members of the Chapter's Emergency Response Team are present, one or more of them will have sign in forms and you will be asked to sign in.
 - If pre-designated members of the Chapter's Emergency Response Team are not present, then someone should assume responsibility for creating a sign-in sheet and obtaining all signatures.