

**Schedule and List of Fire Safety Inspections and Requirements  
University of Mississippi and State of Mississippi**

<b>Inspection</b>	<b>Who</b>	<b>Time</b>	<b>Paperwork</b>	<b>Follow Up</b>
Fire Marshall Annual Inspection	State Fire Marshal	Each fall semester	A house fire inspection will be conducted by University Fire Services and by the Mississippi Fire Marshal's office. Any deficiencies or violations of applicable codes will be noted and reported to the Dean of Students office so that they may be distributed to the proper contact for correction, typically the . Blank inspection checklists are available on Greek Affairs Website.	Yes. Follow up completed in spring semester for items marked on the inspection report.
University Fire Inspection	University Fire Services	Each fall semester. Follow up visit in spring semester.	A house fire inspection will be conducted by University Fire Services and by the Mississippi Fire Marshal's office. Any deficiencies or violations of applicable codes will be noted and reported to the Dean of Students office so that they may be distributed to the proper contact for correction. Blank inspection checklists are available on Greek Affairs Website. Spring semester follow up: A house fire inspection will be conducted by University Fire Services. Any deficiencies or violations of applicable codes will be noted and reported to the Dean of Students office so that they may be distributed to the proper contact for correction.	Yes. Follow up completed in spring semester for items marked on the inspection report.
Fire Drills	University Fire Services	Once a semester	No. A house fire drill will be conducted by University Fire Services. Times, conditions and results of the fire drill will be recorded and reported to the Office of the Dean of Students.	
Fire Alarm & Smoke Detectors	Fire alarm monitoring/servicing company	Annually, before students move in for fall semester/ no later than October 1.	Yes. Fire alarm and smoke detector system shall be inspected and tested to be in compliance by fire alarm monitoring/servicing company no later than October 1 <sup>st</sup> . A letter or copy of the inspection and test should be mailed to Office of the Dean of Students.	
Sprinkler Systems	Organization fire sprinkler company	Annually	Yes. Sprinkler Systems shall be inspected and tested annually per NFPA 25. A letter or copy of the inspection and test should be mailed to	

			Office of the Dean of Students.	
Kitchen Hood Suppression Systems	Organization kitchen company	Every six (6) months	Yes. Kitchen Hood Suppression Systems shall be cleaned/inspected every six months. A letter or copy of the inspection and test should be mailed to the Office of the Dean of Students.	
Fire Extinguishers	Organization fire company	Annually	Yes. Yes. Organization to submit electronic copy of inspection report to the Office of the Dean of Students.	
Master House Key	Organization	At all times	Master house key in lock box outside house. Key must open all doors and spaces within house. To add key to lock box, contact Oxford Fire Department.	
House Director & House Corporation Board President Contact Information	Organization	At all times	Organizations must keep contact information updated with the Office of the Dean of Students.	
Safety Checks	University Police Department	Before winter and summer break	UPD conducts safety checks with House Directors to prepare for academic breaks when house is unoccupied and locked up.	

### **Fraternity/Sorority Fire Safety Guidelines**

This is not a comprehensive list, rather a list of frequently addressed issues or inspections. For any questions regarding inspections and fire safety, please contact University Fire Services or the State Fire Marshal.

#### **Fire Extinguishers**

- Must be inspected annually by organizations fire company.
- Fire extinguishers must remain clear at all times.
- Must remain mounted to the wall.

#### **Sprinkler Systems**

- Must be inspected annually by organization's sprinkler company.
- Nothing can hang from sprinkler heads or sprinkler pipe.
- Nothing can block the activation or operation of a sprinkler head.
- Sprinkler system riser must have 3 feet of workable space at all times.
- Keep area clear around sprinkler system room.

#### **Fire Alarm Systems**

- Must be inspected annually, before students move in for the fall semester.
- Completed by organization's fire alarm company.

- Electronic copies of inspection paperwork must be sent to the Office of the Dean of Students.

### **Fire Inspections**

- Conducted annually, in the fall semester.
- Follow up inspection occurs in spring semester.
- Completed by University Fire Services and State Fire Marshall.
- Efforts are made to schedule these in advance, usually within the 6 weeks of the semester.
- Inspection results report are sent to the Office of the Dean of Students and distributed to House Directors and House Corporation Board Presidents.

### **Kitchen Hood System**

- Must be inspected annually by organization's kitchen company.
- Filters must be washed in the dishwasher when they appear dirty.
- Hood system must be professionally cleaned annually.
- Must be cleaned every 6 months if deemed necessary by fire marshal.

### **Fire Drills**

- Conducted each semester by University Fire Services.
- Unscheduled, typically within the first 6 weeks of semester.

### **Exits**

- Exits and exit signs cannot be obstructed by anything.
- Exits must have a minimum corridor width of 36 inches.
- Marked exit doors cannot have mirrors, paper, cloth, etc., on them.
- Stairwells must be kept clear at all times.
- Stairwell doors and other fire-rated doors cannot be propped open at any time.

### **Storage**

- Storage height cannot be within 24 inches of the ceiling.
- Keep storage of combustibles (cardboard, paper, Styrofoam) to a minimum.

### **Extension Cord Use**

- Extension cords cannot run through walls, ceilings, or under doors or windows.
- Must be plugged directly into a wall outlet.
- Cannot be plugged into a surge protector.
- Surge protectors must be plugged directly into a wall outlet.
- No "daisy chained" cords and surge protectors.
- Use appropriate length cords.
- Do not coil excess cord or bind together.

### **Wall/Floor Coverings**

- Any cloth wall coverings must be constructed of flame retardant material.
- They must be treated with a fire retardant chemical on a regular basis.
- There must be documentation on hand that shows the flame retardant ability of the fabric and the last time it was treated.
- Wall coverings may not cover more than **50%** of the wall space within each space.
- Paper cannot be used as a wall covering.

- Cloth or paper material cannot be on floors or walkways. Only permanent, year-round used carpets or rugs on the floor.

### **Candles/Open Flames**

- According to state fire policy, candles or open flames are not allowed in sleeping units, which includes fraternity/sorority houses and residential buildings.
- Unlit candles, even as a decoration, are not to be in fraternity/sorority house or property.

### **Contact Information**

#### **University Fire Services**

Ethan Peterson  
Coordinator of Fire Protection Services  
The University of Mississippi  
662-915-2132  
espeters@olemiss.edu

#### **State Fire Marshal**

John Russell  
Deputy Fire Marshal I  
MS State Fire Marshal's Office  
(601) 359-1061  
John.Russell@mid.ms.gov

### **Greek Affairs**

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### **Greek Affairs Mailing Address**

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