



# HMG

# HOUSE MANAGER GUIDE 2022-2023

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More resources available at [www.virginia.edu/fsl](http://www.virginia.edu/fsl)

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# *The House Manager Guide*

## Education, guidance, and support

Fraternity & Sorority Life provides the *House Manager Guide* as a resource to assist you in your role of ensuring that the University of Virginia fraternity and sorority community maintains a safe, clean, and enjoyable environment. The *House Manager Guide* does not alter the terms of your chapter's Fraternal Organization Agreement (FOA) with the University of Virginia. Your chapter exists and operates independently of the University. The *House Manager Guide* is intended only as guidance. Fraternity & Sorority Life hopes it will serve as a helpful reference tool as you begin to develop relationships with University officials, community agencies, or others who may be in a position to provide assistance to you in your role as House Manager.

## *General Responsibilities*

### The role of the House Manager

In general, a house manager is expected to manage the chapter's facility, coordinate day-to-day maintenance, and work with chapter members and alumni to create processes to ensure a safe living environment. While specific duties may vary depending on the chapter, some basic House Manager responsibilities may include:

- Serving as chapter liaison with the house corporation board to address housing issues
- Working with chapter officers to develop and enforce house rules
- Attending information sessions that address Fraternity and Sorority housing issues
- Providing continuous fire/facility safety information and training
- Ensuring the facility is closed properly before all University breaks
- Training the next house manager

## *The Public Relations Approach*

### A picture is worth a thousand words. . .

You can positively promote the fraternity and sorority experience at the University of Virginia through the maintenance and appearance of your chapter's facility. When students and members of the surrounding community see yards cluttered with cans, bottles, trash, and debris, a quick judgment is often made about the facility's residents and the fraternity and sorority community in general. The fraternity and sorority houses at the University of Virginia have a **highly visible location close to Central Grounds**, and, good or bad, the condition of your homes communicates a great deal to our constituents. **Consider the following questions:**

- Does your chapter's facility communicate pride in your organization?
- Does your chapter's facility communicate that the chapter is a responsible neighbor?
- Does your chapter's facility reflect positively on fraternities and sororities at the University?

# Contact Information

## University, Community, and Alumni Connections

### ALUMNI SUPPORT (Fill in your chapter's information below)

Name	Title/Position	Email Address	Phone
	Chapter Advisor		
	House Corporation Board Representative		
	Headquarters Representative		
	Alarm Company		

### UNIVERSITY CONTACTS

<b>Dean Dorothea Mack</b>	Assistant Dean of Students, Director of Fraternity & Sorority Life	ndy5qx@virginia.edu	(434) 924-7430
<b>Sam Tabor</b>	Program Coordinator of Fraternity & Sorority Life	gub5uf@virginia.edu	(434) 924-6279
<b>Countess Hughes</b>	Off-Grounds Housing Education and Advocacy	countess@virginia.edu	434-924-3314
<b>University Police</b>		Call 911 for emergencies	434-924-7166
<b>Gerald Drumheller</b>	U.Va. Fire Marshal & Training Specialist	gerald@virginia.edu	434-982-4914
<b>Britt Grimm</b>	U.Va. Senior Fire Safety Inspector	bmg3f@virginia.edu	434-243-2439

### CITY OF CHARLOTTESVILLE & ALBEMARLE COUNTY

<b>Matt McCracken</b>	Charlottesville Property Maintenance Inspector	mccrackenm@charlottesville.gov	434-970-3184
<b>James Freas</b>	Director of Neighborhood Development Services	freasj@charlottesville.gov	434-970-3127
<b>Patricia Carrington</b>	Property Maintenance Code Official	carrington@charlottesville.gov	434-970-3081
<b>Jonathan Williams</b>	Deputy Fire Marshal Charlottesville Fire Department	williamsj@charlottesville.gov	434-970-3228
<b>Shawn Maddox</b>	Deputy Fire Marshal, Albemarle County Dept. of Fire/Rescue	smaddox@albemarle.org	434-326-2623
<b>Howard Lagomarsino</b>	Fire Marshal, Albemarle County Dept. of Fire/Rescue	hlagomarsino@albemarle.org	434-296-5833

# House Manager Project Timeline

Proposed projects and activities			
Important Dates	FALL SEMESTER	SPRING SEMESTER	SUMMER
<b>August:</b> Fall House Manager Training - August 31 <sup>st</sup> <b>September:</b> City/County House Inspections <b>Nov 23 - Nov 27:</b> Thanksgiving Recess <b>Dec 16:</b> Last Day of Final Exams <b>Jan 2-13:</b> J-Term Classes <b>Jan 18:</b> Spring Courses Begin <b>March 4-12:</b> Spring Break <b>May 4-12:</b> Final Exams <b>May 19-21:</b> Final Exercises	<ul style="list-style-type: none"> <li>▪ Attend house manager training</li> <li>▪ Educate chapter on house rules</li> <li>▪ <b>Establish event clean-up protocols</b></li> <li>▪ Arrange fire code inspections and follow-up inspections</li> <li>▪ Organize a fire drill early in the semester</li> <li>▪ Secure belongings and facility during Thanksgiving break</li> <li>▪ Identify needed repairs or improvements for Winter</li> <li>▪ Complete repairs and improvements for spring semester</li> <li>▪ Create plan for moving into chapter facility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete any needed repairs and improvements for fall semester.</li> <li>▪ Educate chapter on house rules</li> <li>▪ Organize a fire drill during the semester</li> <li>▪ Secure belongings during Spring Break</li> <li>▪ Identify needed repairs and improvements for Summer</li> <li>▪ Collect Summer Contact Information for House Residents</li> <li>▪ Determine if Chapter House will be open during summer</li> <li>▪ Cut grass</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete any needed repairs and improvements for fall semester.</li> <li>▪ Create plan for moving into chapter facility</li> <li>▪ Work with members and alumni who live locally to check-on security of house</li> <li>▪ Ensure that services such as trash disposal, water, newspaper delivery have been addressed.</li> <li>▪ Cut grass</li> </ul>

## Preparing for Breaks & Closing

### Suggestions for when you will be away

When planning for times that you will be away from your chapter facility, it is important to take the appropriate measures to properly close your chapter house. While the following list is by no means exhaustive, it is intended to help you to begin to prepare the facility for breaks and closings. Be sure to check with your House Corporation and/or Inter/national Organization for additional guidelines and procedures.

- ✓ Be sure to lock all exterior doors to your house  
Be sure to unplug and properly store any appliances that will not be used over the break. This should include space heaters, irons, toasters, etc.
- ✓ Be sure to close and lock all windows.
- ✓ Check and replace any exterior light bulbs.
- ✓ Remove any trash, including perishables such as food from the interior. And, remove any refuse from the exterior grounds of your house.
- ✓ Be sure to adjust the temperature of your heater or air conditioner according to the season
- ✓ Lock-up any valuables – e.g. audio equipment, personal belongings, etc.
- ✓ Record any damages to the house at your time of departure: This notation will be very useful if your house is damaged, vandalized, or burglarized over the break.
- ✓ Cut grass and maintain landscaping
- ✓ Make arrangements to have sidewalks shoveled within 24 hours after snowfall.
- ✓ Bring in and house any furniture that might be resting on the exterior grounds of your house. If a piece of furniture is beyond all hope of repair, please properly dispose of it.
- ✓ If a member will be in town over the break, ask him or her to inspect the premises for any red flags such as a broken window.
- ✓ Make sure all refuse has been removed from any drains or gutters that could pose future complications such as flooding.
- ✓ Make sure you have all the necessary contacts listed on page 3 with you over the break. In the event of an issue, these people will be able to help.
- ✓ Consider suspending certain services: newspaper delivery, trash pick-up (if no one will reside in house), water service, etc.

## Adding to or changing your house?

### Before you start a construction project...

Before you undertake a large construction project or any noticeable modification on your property or in your house, permanent or temporary, you should seek approval from the City of Charlottesville's Department of Neighborhood Development Services (434-970-3182).

# Safety & Emergency Preparedness

<http://www.virginia.edu/emergency/>

## Emergency/Critical Incident

Visit the University of Virginia Emergency/Critical Incident site for hazardous weather information, emergency preparedness tips, helpful links, and phone numbers. Visit the site at <http://www.virginia.edu/emergency/>.

## U.Va. Alerts

You can sign up to receive alerts from U.VA. about potential, developing, or existing emergencies via text message. Once you are registered, you may add additional numbers as well as email addresses. Register at <https://www.virginia.edu/uvaalerts/>.



The poster features the University of Virginia logo and the title "Emergency Procedures" in large orange letters. Below the title, it says "CALL 911 FOR FIRE, POLICE, AND MEDICAL EMERGENCIES". The poster is divided into several sections, each with a title and a list of instructions accompanied by small icons. The sections are: Fire Emergency, Medical Emergency, Suspicious Activity, Violent Incident, Thunderstorm, Tornado, Bomb Threat, and a section for reporting an incident.

**UNIVERSITY OF VIRGINIA Emergency Procedures**  
CALL 911 FOR FIRE, POLICE, AND MEDICAL EMERGENCIES

- Fire Emergency**
  - Pull fire alarm
  - Locate nearest exit
  - Use stairs
  - Call 911
- Medical Emergency**
  - Call 911
  - Do not move if there is a serious injury
  - Provide first aid if trained
  - Send someone to direct responders
- Suspicious Activity**
  - Do not touch object
  - Do not confront person
  - Leave the area
  - Call 911
- Violent Incident**
  - Run: Evacuate if safe to do so
  - Hide: Lock doors and silence phones
  - Fight: Prepare to defend yourself
  - Call 911 if safe to do so
- Thunderstorm**
  - If you hear thunder, go indoors
  - Seek shelter in a building or car
  - Wait 30 minutes after the storm to resume activities
- Tornado**
  - Go to lowest floor of building
  - Stay away from windows
  - Close doors
  - Get on floor and cover head
- Bomb Threat**
  - Attempt to keep the caller on the line
  - Gather as much information as possible
  - Try to get description of device
  - Call 911 once call has ended
- When reporting an incident, your location is:**

UVA Emergency Management | [uvaemergency.virginia.edu](http://uvaemergency.virginia.edu) | (Version 1)

All fraternities and sororities should post the Emergency Procedures poster with your address by common phones and/or on each floor.

# Waste Management & Recycling

Who to call and where to go

## **MAINTAINING A TIDY HOUSE EXTERIOR IS ONE OF THE BEST WAYS TO BE A RESPECTFUL NEIGHBOR**

### **Preparing for events:**

- Designate chapter members who will clean the following morning (this can be done on a rotating basis amongst all chapter members)

### **After events:**

- Bag trash the following morning and place in trash cans or appropriate dumpster (if applicable)
- 

### **GENERAL CONTACTS**

- **University Recycling Website:** <http://recycle.virginia.edu>
- **Sonny Beale:** Recycling Program Superintendent, 434-982-5438, [bcb8s@virginia.edu](mailto:bcb8s@virginia.edu)
- **Animal Control (dead animal removal):** 434-970-3830

### **RECYCLING INFORMATION**



- **Albemarle County Recycling**
  - <https://www.albemarle.org/government/facilities-environmental-services/environmental-stewardship/solid-waste-and-recycling>
- **City of Charlottesville Recycling**
  - <https://www.charlottesville.gov/397/Recycling>
- **Rivanna Solid Waste Authority**
  - <http://www.avenue.org/rswa/home.html>

#### ➤ **McIntire Road Recycling Center**

Located on McIntire Road just north of the Albemarle County Office Building. In separate containers, McIntire accepts four categories of paper, three categories of glass bottles and jars, and one type each of metal food/beverage cans and plastic. Call the Recycling Information Hotline at (434) 906-0763 for more detailed information.

### **TEMPORARY DUMPSTERS AND ROLL-OFF CONTAINERS**

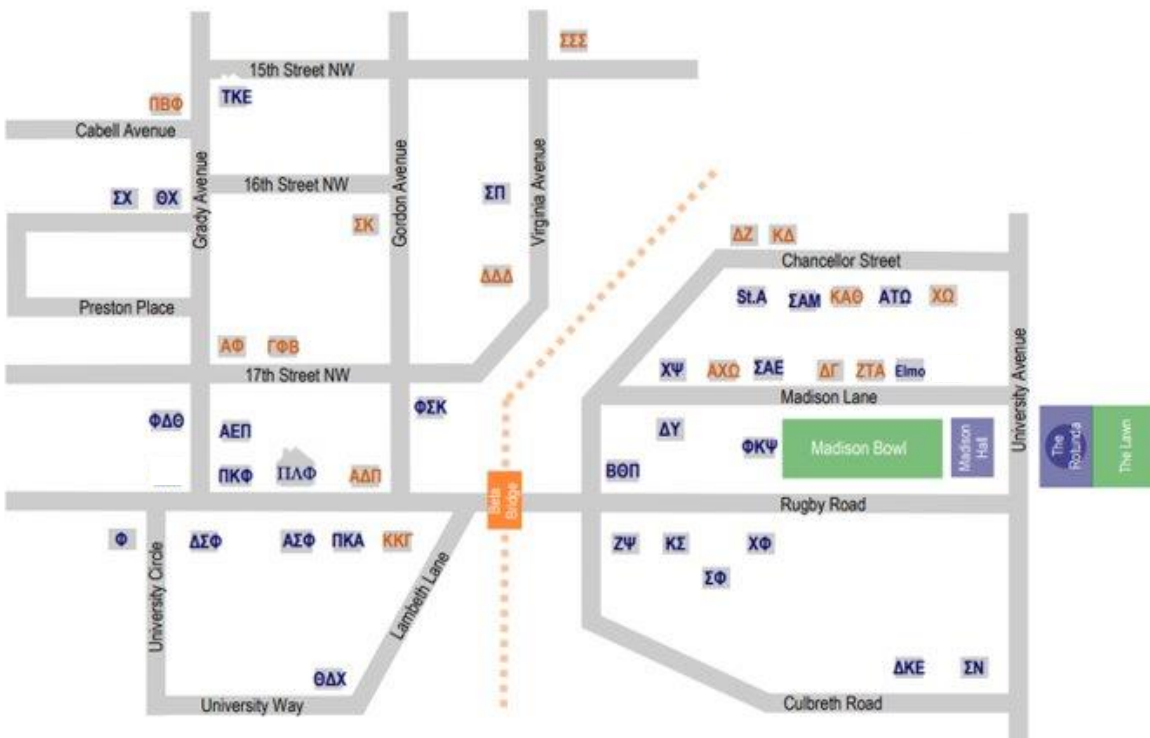
- Waste Management – 800-553-7771
- Time Disposal – 866-238-1795
- City of Charlottesville will do a tiered cost pick up. Cost is \$35.00 per dump truck load. Visit <https://www.charlottesville.gov/572/Trash-Recycling-Leaf-Collection> for more information.

### **DUMPSTERS**

1. General household waste must be bagged and secured.
2. Yard waste must be bagged and secured.
3. The following items CANNOT be placed in a dumpster: cardboard, couches, chairs, tables, carpet, tree branches, car parts, construction materials, desks, dirt, sand, hot coals, bed frames, mattresses.

# Know Your Community

## IFC & ISC Facility Area Map



## Housing & Fire Inspection Information

### Questions & Answers

#### Who has the responsibility of arranging fraternity and sorority facility fire code inspections and ensuring facilities are up to code?

- House Managers, in consultation with owners of fraternity/sorority facilities
- Owners must comply with regulations outlined by the City of Charlottesville, or for houses in the County, the Office of Environmental Health and Safety on Grounds.

#### Who has jurisdiction to inspect fraternity and sorority facilities?

- The City of Charlottesville and Albemarle County has jurisdiction to inspect fraternity and sorority facilities in the city or county respectively.
- The Office of Environmental Health and Safety has jurisdiction to inspect facilities on land owned by the University.

#### How often should fraternity and sorority facilities be inspected?

- Initial inspections should be completed once a year in the Fall
- Follow-up inspections may be required to ensure facility is brought up to code.

#### Who should be contacted to arrange an inspection?

- **Inspections will be scheduled during the Fall Semester House Manager Training**
- Contact Matt McCracken, City Housing Inspector at [mccrackenm@charlottesville.gov](mailto:mccrackenm@charlottesville.gov) or at 434-970-3184 to assist in arranging inspections.
- Contact Jonathan Williams, Deputy Fire Marshal at [williamsj@charlottesville.gov](mailto:williamsj@charlottesville.gov) or 434-970-3328.

### How can we ensure that inspections are completed?

- Meet inspection official at the your house a few minutes before your scheduled appointment. Consider following-up before the inspection appointment to confirm time and date, noting name and contact information of inspector.
- Follow-up after the inspection to discuss any needed steps to be in compliance.
- Follow-up with inspector about scheduling second inspection.

### How should housing & fire inspection records be managed?

- Records should be kept in the facility.

### What is the relationship with U.Va. concerning fire code inspections?

- Department of Environmental Health & Safety:
  - Serve as resource for demonstrations and educational programs concerning fire safety.
  - Serve as liaisons with City of Charlottesville Neighborhood Development Office and the Charlottesville Fire Department.
- Fraternity & Sorority Life:
  - Work with house corporation boards and headquarters to gather resources and information.
  - Support chapters in their efforts to be compliant with housing & fire code.

## IMPORTANT CONTACTS

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### Gerald D. Drumheller

Fire Marshal and Training Specialist, U.Va. Office of Environmental Health and Safety

[Gerald@virginia.edu](mailto:Gerald@virginia.edu)

434-982-4914

### Matt McCracken

Property Maintenance Inspector, City of Charlottesville Neighborhood Development

[mccrackenm@charlottesville.gov](mailto:mccrackenm@charlottesville.gov)

434-970-3184

### JONATHAN WILLIAMS

City of Charlottesville Fire Marshal's Office

[williamsj@charlottesville.gov](mailto:williamsj@charlottesville.gov)

434-970-3228

### Zachary Matthews

Albemarle County Fire Rescue

[zmatthews@albemarle.org](mailto:zmatthews@albemarle.org)

434-531-9212

## RESOURCES

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- **National Fire Protection Association:** <http://www.nfpa.org/>
- Virginia [Maintenance Code 2018](#)



**City of Charlottesville**  
**Fire Department**  
Office of the Fire Marshal  
203 Ridge Street  
Charlottesville VA 22902  
Telephone: 434-970-3328



### **Bamboo Guidelines**

- Cut bamboo is not approved to be used for indoor decoration or construction
- Cut bamboo must be kept 20 feet from building and exit ways
- Any structure over 200 square feet or with a roof or a platform constructed of bamboo must be approved by either Neighborhood Development Services (City of Charlottesville) or the County Building Official (depending on location)
- Cut bamboo must be removed promptly after the event has ended
- All leaves must be removed from the cut bamboo before it can be used as a decorative material
- If you have a question please contact the Fire Marshal's Office.
- Note that these guidelines also apply to facilities in the County.

**City of Charlottesville**  
**Fire Department**  
 Office of the Fire Marshal  
 203 Ridge Street  
 Charlottesville VA 22902  
 Telephone: 434-970-3328



## **Tent and other Membrane Structure Guidelines**

- Any tent over 900 square feet is required to have a building permit.
  - Contact the city’s Neighborhood Development Services at 434-970-3182 for permit information
- Any tent over 400 square feet is required to have a fire safety inspection, except those used exclusively for recreational camping purposes.
- Any canopy over 700 square feet is required to have a fire safety inspection.
- Tents and canopies shall not be located within 20 feet of lot lines, buildings, other tents, parked cars or other combustion engines. For the purposes of measuring, the guy wires and ropes are part of the tent.
- Anchoring of the tent shall be adequate to withstand the elements of weather and prevent against collapse.
- Temporary tents are those that shall not be erected for more than 180 days in a 12 month period.
- Combustible materials (hay, straw, shavings or similar materials) shall not be stored in the tent or within 20 feet of the structure.
- Open flame, or other devices emitting flame, fire, heat, or any flammable or combustible liquid shall not be permitted inside or within 20 feet of the structure unless approved by the Fire Marshal’s Office.
- Approved portable fire extinguishers shall be placed in accordance with Section 906 of the *Statewide Fire Prevention Code*.
- Smoking is prohibited, and “NO SMOKING” signs must be clearly posted.
- Emergency lighting must be provided.
- Exits and Means of Egress:
  - Exit signs are required at each exit doorway and must be illuminated (exception of less than 50 people occupancy).
  - Aisles to the exits are a minimum of 44 inches and must be maintained.

<b>Occupant Load</b>	<b>Minimum number of Means of Egress</b>	<b>Minimum width of each Means of Egress (inches)</b>
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1000 to 1999	5	120
2000 to 2999	6	120
over 3000	7	120

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## **Open Flame Guidelines**

### **City of Charlottesville Code**

*"Open burning"* --**Except as otherwise provided in this section, no person shall ignite or maintain, or cause or permit to be ignited or maintained, any open fire on public or private property outside any building.** Salvage, demolition operations, land clearing and disposal of waste materials (including, without limitation, construction debris, garbage, refuse, household refuse, brush, grass, leaves and other waste materials) by burning are specifically prohibited. Exceptions to the prohibitions of this section are as follows:

- a. Open fires may be set in the performance of official duties by the fire chief or his designee when necessary: (i) for the abatement of a fire hazard which cannot be abated by other means; (ii) For training in firefighting or for research in control of fires under supervision of the fire chief or his designee; and (iii) In emergency or other extraordinary circumstances when open burning is determined by the fire chief to be in the public interest.
- b. Open fires may be used for cooking food, if such fires are contained within approved grills and barbecues for the purpose of food preparation for human consumption. Open flame cooking devices shall not be **operated** on combustible balconies or within ten feet of combustible construction (which includes decks). LPG cooking devices shall not be **located** on combustible balconies or within ten feet of combustible construction (which includes decks)
- c. Open fires may be set within approved **outdoor fireplaces provided such fireplaces have screened burn chambers and chimneys equipped with spark arrestor screens.** Salamanders and similar heating devices may be used for heating by outdoor workers provided that no smoke hazard or other nuisance is created and provided that such devices are used not less than fifteen (15) feet from any structure.
- d. Open fires may be set for recreational purposes, or for ceremonial occasions, **with the advance approval of the fire marshal,** and provided that no smoke violation or nuisance is created.
- e. **Where permitted, open burning shall be constantly monitored until the fire is extinguished. Fire extinguishing equipment shall be available for immediate use.** Notwithstanding the above-listed exceptions, there is hereby reserved to the city's fire chief the authority to **prohibit any and all open burning when in his determination smoke may cause reduced visibility on any highway, the fire is endangering adjacent property, or when flames, emissions or odors from the fire may otherwise constitute a hazard or nuisance.** The fire chief or his designee may order the extinguishing of any fire which creates any such hazard(s) or nuisance(s).

**City of Charlottesville**  
**Fire Department**  
Office of the Fire Marshal  
203 Ridge Street  
Charlottesville VA 22902  
Telephone: 434-970-3328



### **Special Burn Variance Requests**

Below will be the procedure and requirements for requests of variance to the City of Charlottesville Open Burn Ordinance.

1. All requests must be received in writing at the Fire Marshal's Office fourteen (14) days in advance of your ceremony for review. Any requests received later than fourteen (14) days prior to your event/ceremony will not be approved. **Prior to any request of the burn variance the house requesting will have had to have Fire Extinguisher (Fraternal Organization Agreement – FOA) Training.** A copy of the roster of that training will be provided by U. VA Environmental Health Safety and only those individuals receiving the training will be allowed to operate fire extinguishers for your event. Requests must include the following: Requests must include the following:
  - A) Date and time of your ceremony
  - B) Organization name and address (if ceremony/event will be held at different address include address it will be held)
  - C) Name of Safety Officer
  - D) Name(s) of Fire Extinguisher Operator(s)
  - E) Articles that will be burned
  - F) Location of articles to be burned
  - G) Any other pertinent information regarding your ceremony
2. A safety meeting will be scheduled prior to the event with the designated Safety Officer from the house and one (or more if required) Fire Extinguisher Operator(s). The number of Fire Extinguisher Operators will be determined by the size of fire and/or number of fires required for the event/ceremony. Also if your house has a local property owner/manager, or is run by a local corporation they too will be invited to this meeting.
3. A minimum of a ten (10) pound ABC fully charged and currently inspected fire extinguisher will be required for each Fire Extinguisher Operator.
4. The only accelerant allowed will be charcoal lighter fluid and no more than eight (8) ounces will be allowed on item(s) ignited. NO GASOLINE, KEROSENE, ETC.
5. The designated Safety Officer and Fire Extinguisher Operator(s) will be required to remain sober and not under the influence of any substances during the ceremony. Any violations of this will result in a permanent ban from variances for your house in the future.
6. Fire extinguishers are for emergency purposes only and once all ignited materials are determined to be extinguished they will be soaked with water in a non-combustible (metal) container(s) and then properly disposed of.
7. All fire alarm and fire suppression systems in the house are to be in service and have current inspection tags on

# Record of Fire Drill - #1

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fraternity/Sorority Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Name of Person Conducting Drill: \_\_\_\_\_
2. Notification Method Used:  whistle  bell  voice  other: \_\_\_\_\_
3. Staff Members On Site & Participating:  House Director  Property Manager  
 Alumni/House Corp. Rep  other: \_\_\_\_\_
4. Number of Occupants Evacuated: \_\_\_\_\_
5. Special Conditions Simulated:  night  severe weather  other: \_\_\_\_\_
6. Problems Encountered: \_\_\_\_\_
7. Weather Conditions When Occupants were evacuated:  clear  cloudy
8. Time Required to Complete Evacuation: \_\_\_\_\_

# Record of Fire Drill - #2

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fraternity/Sorority Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Name of Person Conducting Drill: \_\_\_\_\_
2. Notification Method Used:  whistle  bell  voice  other: \_\_\_\_\_
3. Staff Members On Site & Participating:  House Director  Property Manager  
 Alumni/House Corp. Rep  other: \_\_\_\_\_
4. Number of Occupants Evacuated: \_\_\_\_\_
5. Special Conditions Simulated:  night  severe weather  other: \_\_\_\_\_
6. Problems Encountered: \_\_\_\_\_
7. Weather Conditions When Occupants were evacuated:  clear  cloudy
8. Time Required to Complete Evacuation: \_\_\_\_\_

## Record of Fire Drill - #3

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fraternity/Sorority Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Name of Person Conducting Drill: \_\_\_\_\_
2. Notification Method Used:  whistle  bell  voice  other: \_\_\_\_\_
3. Staff Members On Site & Participating:  House Director  Property Manager  
 Alumni/House Corp. Rep  other: \_\_\_\_\_
4. Number of Occupants Evacuated: \_\_\_\_\_
5. Special Conditions Simulated:  night  severe weather  other: \_\_\_\_\_
6. Problems Encountered: \_\_\_\_\_
7. Weather Conditions When Occupants were evacuated:  clear  cloudy
8. Time Required to Complete Evacuation: \_\_\_\_\_

## Record of Fire Drill - #4

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fraternity/Sorority Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Name of Person Conducting Drill: \_\_\_\_\_
2. Notification Method Used:  whistle  bell  voice  other: \_\_\_\_\_
3. Staff Members On Site & Participating:  House Director  Property Manager  
 Alumni/House Corp. Rep  other: \_\_\_\_\_
4. Number of Occupants Evacuated: \_\_\_\_\_
5. Special Conditions Simulated:  night  severe weather  other: \_\_\_\_\_
6. Problems Encountered: \_\_\_\_\_
7. Weather Conditions When Occupants were evacuated:  clear  cloudy
8. Time Required to Complete Evacuation: \_\_\_\_\_