ATTACHMENT A

Safety, Sanitation, and Fire Protection

(Statement of Relationship Between Rensselaer Polytechnic Institute and Social Fraternities and Sororities at Rensselaer, Effective January 1, 2009)

Rensselaer has established, for its campus community, standards with regard to safety, fire protection, sanitation, and insurance. Rensselaer and the Greek community wish to extend those standards to the Greek system to assure uniformity and to protect our people, properties, and organizations.

The Dean of Students Office and Department of Public Safety must be notified of any situation that presents the potential for serious risk to the health, safety, and welfare of Rensselaer students living in a chapter residence.

HOLD HARMLESS AND LIMITS OF RESPONSIBILITY

Each fraternity and sorority agrees to hold Rensselaer harmless and to indemnify Rensselaer from damages resulting from contracts the fraternity or sorority enters into with anyone other than Rensselaer. Each fraternity, sorority, and Rensselaer agrees to be held solely responsible for their respective negligent acts.

INSPECTIONS

Each chapter house owned by Rensselaer or a private chapter Housing Corporation must be inspected annually for safety, fire protection, and sanitation issues. These inspections commence at the start of the fall semester and conclude no later than November 1. Greek houses owned by Rensselaer will be inspected by Rensselaer. Greek houses not owned by Rensselaer will either have the inspection completed by a qualified outside inspector at the chapter's expense, or request Rensselaer to conduct the inspection free of charge. All inspections must meet or exceed the applicable housing standards as they may change from time to time. All inspections must include a written report identifying conformance problems. Copies of the report must be sent to the housing corporations, active chapters, and the Dean of Students Office, which will copy other Rensselaer departments if need be.

Persons or organizations conducting good faith inspections of Greek-owned properties at the behest of Rensselaer do so as a service to assist the Greek owners in providing safe facilities. Findings and recommendations of these Rensselaer agents are not represented to be all inclusive. Owners are responsible for meeting all applicable codes, laws, and regulations regardless of what is included in the inspection report.

HOUSING STANDARDS

All houses must be constructed and maintained in safe livable condition as required by applicable occupancy codes and building codes of the City of Troy and rules adopted in this Relationship Statement, whichever are more stringent. Houses found by the City of Troy to be unsuitable for habitation will be closed until code discrepancies and violations are corrected. Rensselaer will provide campus housing, at the prevailing cost, for the evicted Greek members if space is available.

FIRE ALARM SYSTEMS

All Greek houses must have a fire alarm system meeting applicable codes and New York State Fire Code standards. Rensselaer-owned houses will have systems annunciate directly to Rensselaer's Department of Public Safety. All privately owned chapter houses are required to have a central alarm system, installed at the owner's expense, annunciated to an approved private central station or to the Rensselaer Department of Public Safety, if this can be accommodated and the option is available through the Department of Public Safety.

Central stations must meet New York State Fire Code standards, monitor alarms on a 24-hour basis, and respond to any alarm. Alarm systems must be inspected and tested once per semester by an approved contractor. Repairs must be made to restore the operating system as soon as a problem is identified; a copy of all inspection reports and verification of repairs must be sent to the Dean of Students Office and the housing corporation.
FIRE DRILLS

Rensselaer will conduct a fire drill during each semester for each Rensselaer-owned building utilized as a chapter house by a Greek organization. The responsibility for conducting fire drills in private houses lies with the owners; these drills shall meet standards required by New York State Fire Codes. Fire drills will be conducted in accordance with procedures agreed upon by Rensselaer, chapter advisers, house corporation officers, and the AIGC as specified below:

- Fire drills will be unannounced and conducted when most occupants are in their rooms, and at a time when the evacuation is not likely to disturb neighbors.
- Fire drills must be evaluated by the chapter-appointed risk manager with any other person/agency/organization assisting in the drill; copies of the evaluation report must be sent to the active chapter, the Dean of Students Office, and the house corporation.
- The evaluations, which must be made in a format approved by the chapter advisers, AIGC, and the Dean of Students Office, will include information required by New York State Fire Codes, including:
  - Date and time of drill
  - Persons auditing the drill
  - Time needed to fully evacuate the premises, in minutes (maximum allowed is four minutes)
  - Verification that everyone evacuated the premises
  - Notes regarding the ability of all occupants to hear the alarms and any problems encountered
  - Special simulated hazards
  - Weather conditions

In the event of an unacceptable drill performance, the problem shall be rectified and a repeat drill conducted every two weeks until proper drill performance is achieved.

SANITATION

The safety of Greek residents with respect to illness and disease is important. Chapter houses must comply with minimum standards of sanitation, focusing on kitchen conditions and kitchen sanitation, bathroom sanitation, general housekeeping, and trash handling. Sanitation must be monitored regularly by the occupants. Additionally, at least once per semester, an inspection is to be conducted by a qualified outside agency at the chapter's expense. The sanitation inspection reports are to be filed with the Dean of Students Office and House Corporation.

GENERAL SAFETY PRECAUTIONS

Besides fire safety procedures, there are a number of general safety precautions that must be taken and maintenance and construction features that must be provided to ensure safe living facilities. These concerns include, but are not limited to, the posting of evacuation maps, handling and storage of flammable liquids, storage and removal of debris, open flames, the use of halogen lamps in any lighting fixture, the proper construction of lofts, unapproved or improper use of electrical devices, safe exit routes, fire doors, snow removal, safe walking surfaces, and structural repair when and where necessary.

RISK MANAGERS

Each chapter must have a designated risk manager who will perform the duties described below. Risk managers will:

- Reside in the chapter house, along with their designated assistants.
- Conduct a mandatory education session for all members to review and update safety, sanitation, and fire protection standards.
- Conduct an unannounced fire drill each semester, complete with a drill evaluation, at a time when most residents will be in their rooms and when it will not unreasonably disturb neighbors.
- Conduct a comprehensive self-inspection and follow-up to assure that any violation is corrected within 14 days, or explain why it cannot be done in that time to the satisfaction of Rensselaer. (The risk manager and all chapter residents should be constantly aware of unsafe conditions and take corrective action continuously without awaiting a formal inspection.)
- Prepare fire evacuation route maps and post them in halls, public rooms, and each sleeping room.
• Assure that fire extinguishers, range hood extinguishing systems, and fire alarms are tested and repaired on the required schedule and/or immediately after any discharge or damage to the unit(s).
• Maintain an organized file, Rensselaer review that includes fire drill documentation, self-inspection reports, repair or correction of violations, and inspection reports for fire alarms/fire extinguishers/range hood extinguishing systems, and any other relevant data or correspondence.
• Report any fire, injury requiring medical assistance, or extinguishing system discharge to the Dean of Students within 24 hours of the incident.

CORRECTIONS AND ENFORCEMENT

A chapter must submit a plan of compliance to the Dean of Students Office within 14 days after receiving, from Rensselaer or an inspecting party, notice of noncompliance with any safety standards, rules, or laws. This plan may be accepted in whole or in part by Rensselaer. It is expected that most violations will have already been corrected and so reported. Failure to comply with any required corrective action or with the adopted plan of compliance may result in probation or suspension of the chapter; if the violations are serious enough, the appropriate municipal authority or Rensselaer may declare the facility unfit for occupancy and require all students to vacate the premises.

Compliance requirements fall into three basic classifications:

1. Minor maintenance: Comply immediately.
2. Major maintenance or structural in nature, requiring general construction and significant financial resources: A written long-term compliance plan must be negotiated with Rensselaer. (Note: Agreeing to a long-term plan does not relieve a Greek organization of any responsibility related to the unsafe conditions. These must be rectified immediately. It is in the Greek organization's best interest to comply immediately. It is recognized that strict adherence to codes may be unfeasible for a particular structure and that other measures may mitigate risks acceptably. Common sense should apply.)
3. Critical or creating imminent danger to residents: Portions of or the entire house will be declared uninhabitable. Students must vacate the premises immediately.

INSURANCE REQUIREMENTS

Insurance coverage, as specified below, is required for Greek chapters that own properties.

General liability - Coverage must be for a minimum of $1,000,000 for bodily injury and property damage on a per occurrence basis. It is highly recommended that host liquor liability be included as part of this coverage. Rensselaer and the chapter adviser are named as additionally insured in the policies. The policies must state that Rensselaer must be notified of any change or cancellation of a policy term with a 30-day written notice. Certificates of insurance are to be furnished to the Dean of Students Office by September 1 each year as evidence of continual coverage.

Fire and extended coverage - Insurance coverage must include fire and an extended coverage clause to include debris removal. Each house should carry enough coverage to assure full replacement value of the property.

FINANCING IMPROVEMENTS

As owners of property providing housing to students, the Greek house corporations have the primary responsibility for financing improvements required for safe occupancy. However, in hardship cases, Rensselaer agrees to make every effort, short of absolutely guaranteeing payment, to assist the chapters in obtaining loans, co-signing for loans, or making loans directly. It should be noted that Rensselaer, when considering assistance, evaluates the risks associated with the loans, the adequacy of the Greek rent level to provide for improvements and loan repayments, the chapter's ability to obtain a mortgage, the chapter's willingness to add live-in advisor, and the cooperation of the chapter alumni in co-signing notes or mortgages.