

**Washburn University
Residential Living
Handbook
2016 – 2017**



RESIDENTIAL LIVING HANDBOOK

Hello, and welcome to your home away from home. The Residential Living Office is pleased to be a part of your college experience. Our staff works hard to maintain a living environment which encourages academic achievement, as well as personal development.

The facilities that Residential Living maintain are West, Lincoln, Living Learning Center, Washburn Village and the Phi Delta Theta fraternity house. For the students that reside in any of these buildings this handbook serves as an introduction and guide to the Residential Living Office here at Washburn University. In it you will find information about lock-outs, visitation, roommate agreements, etc. It is meant to be a supplement to the Washburn Student Planner/Student Handbook. As useful as this document is, no publication can answer all of your questions or concerns. Behind all these words are caring, concerned individuals who are more than willing to assist in your adjustment to your new home. We encourage you to contact your Resident Assistant or any member of the Residential Living staff for further information.

Again, welcome to Washburn University! May this be a rewarding and productive year!!!

-The Residential Living Staff

Office of Residential Living Mission Statement

Residential Living is committed to supporting the University community by providing a comfortable, secure, and diverse living and learning environment for students that encourages community relations and personal and academic development.

Purpose Statement

The Office of Residential Living provides housing for Washburn students in on-campus facilities. Residential Living provides support for students making the transition to college and to the Topeka area, and works to provide opportunities for student growth and leadership. The office also provides an off-campus referral service to address the needs of our other Washburn students and to assist them in their transition into the Topeka community. During the summer months, the residence halls serve as summer housing for students and for university and community summer conference groups.

Core Values

Diversity
Life Skills
Scholarship
Wellness
Service
Community

The Residential Living Office

Located in the Capitol Federal Center for Learning, the Residential Living Office serves as the main point of contact for residential and general information. Office hours are 8 a.m. until 5 p.m., Monday through Friday. Our office number is: (785) 670-1065 Fax: (785)670-1186. Our email address is: resliving@washburn.edu.

The Residential Living Team

Director

The Director is a full-time, Masters-level University Housing professional whose primary responsibility is acting as a liaison between the residents and the University community. The Director is responsible for the overall operation and supervision of the department, as well as the day-to-day business operation of the residence halls. Additional responsibilities include addressing residential facility concerns, and as overseeing the judicial process within Residential Living. The Director reports to the Vice President for Student Life.

Assistant Director

The Assistant Director resides on campus and supervises the Resident Assistants (RAs) and the Desk Assistants in the Living Learning Center. Other responsibilities of the Assistant Director include advising the Washburn Residence Council (WRC), placement, facilitating room changes, assisting with student programming and maintaining community standards within the halls. In addition, they help to oversee the day-to-day operations of the residence hall complexes.

Apartment Complex Coordinator

The Apartment Complex Coordinator resides in the Washburn Village and supervises the Resident Assistants (RAs) and the Desk Assistants in that area. Other responsibilities include advising the Resident Assistant Council (RAC), facilitating room changes, assisting with student programming and maintaining community standards within the halls. In addition, they help to oversee the day-to-day operations of the Washburn Village.

Residence Hall Coordinator

The Residence Hall Coordinator resides at Lincoln Hall and supervises the Resident Assistants (RAs) and the Desk Assistants in that area. Other responsibilities include facilitating room changes, assisting with student programming and maintaining community standards within the halls. In addition, they help to oversee the day-to-day operations of Lincoln Hall.

House Director

The House Director resides in the Phi Delta Theta fraternity house. Responsibilities of the House Director include providing counsel and advice to individual fraternity members, sharing housing information with members, and overseeing the day-to-day operations of the fraternity house.

Senior Administrative Assistant

The Senior Administrative Assistant works closely with the Director, Assistant Director, and Apartment Complex Coordinator and the RAs. This position is responsible for the daily operation of the office, and serves as the primary contact for all student and community questions, maintenance requests, cancellations and general housing issues.

Faculty-In-Residence

The Faculty-in-Residence (FIR) is a professor who lives among residential students and enhances residence hall life through academic and social programming. The FIR apartment is located on the second floor of the Living Learning Center, next to the activity room.

Senior Staff Resident Assistant (SSRA)

SSRA are upper-class students who have worked for Residential Living previously and who are employed to be a resource person, role model and leader in the residence halls. SSRAs assist the Professional Staff with

administrative work, as well as serve as a resource for other RAs. SSRAs also help build and maintain a sense of community by facilitating programs, serving on duty, relaying information to the Residential Living Office, and enforcing the policies listed in the Residential Living Handbook and the Student Conduct Code. RAs are anxious to help when they can.

Resident Assistants (RAs)

RAs are upper-class students who are employed to be a resource person, role model and leader in the residence halls. RAs help build and maintain a sense of community by facilitating programs, serving on duty, relaying information to the Residential Living Office, and enforcing the policies listed in the Residential Living Handbook and the Student Conduct Code. RAs are anxious to help when they can.

Your RA:

- Works to develop community and personal growth on his/her floor.
- Serves as a role model for residents.
- Facilitates hall activities of interest to the residents.
- Serves as a University resource person who can locate the appropriate campus office when needed.
- Helps with personal and academic concerns.
- Confronts and reports both housing and university policy violations.
- Assists in opening and closing the hall.
- Manages room inventory and reports maintenance problems.
- Serves as the RA on Duty on a rotating basis.
- Assists with fire drills, tornado drills and emergencies.
- Maintains reception desk hours.
- Reports Internet/Data/Connectivity Problems.

RA on Duty

There are four staff members (two RAs for Living Learning Center/West Hall, one for Lincoln, and one RA for Washburn Village) on duty **Monday through Friday from 5 p.m. to 8 a.m. and 24 hours on Saturday and Sunday**. While on duty, the RAs perform various jobs such as helping with lockouts, handling emergency maintenance, and assisting with other situations as they arise. To reach the RA on Duty, call the RA cell phone that is designated for your area. If there is no response, leave a message with your phone number on the voice mail and they will get back with you immediately.

Lincoln RA Cell Phone: (785) 217-8848

LLC and West RA Cell Phone: (785) 224-4063

Washburn Village RA Cell Phone: (785) 224-4083

If you cannot reach the RA on Duty, and it is an emergency, please call the University Police at 670-1153.

Desk Assistants

There are Desk Assistants (DAs) that work each of the reception desks located at the main entrance to the Capitol Federal Center for Learning, Lincoln Hall and the common building at the Washburn Village. Desk Assistants answer phone calls, greet visitors, sign in overnight guests, make change, give stamps, distribute mail and provide general information about the residence halls and campus. If you are interested in a job as a Desk Assistant, please stop by the Residential Living Office or check out the application on www.washburn.edu/resliving

Lincoln Hall Reception Desk: (785) 670-3900

Living Learning Center Reception Desk: (785) 670-1016

Washburn Village Reception Desk: (785) 670-1076

Opportunities To Get Involved

Washburn Residential Council (WRC)

The Washburn Residential Council (WRC) is an organization for all residential students. Student board members lead this council and plan activities throughout the school year for the entire on-campus community.

The resident board consists of a president, a vice-president, a secretary, a treasurer, a program coordinator and representatives from each hall. All residents are encouraged to attend general WRC meetings. Besides planning social and educational activities, WRC also voices the opinions of the residence hall students to the university administration through the Residential Living Office. For information on how to get involved with WRC, contact your RA or the Residential Living Office.

All residents living in the residence halls are automatically members.

Community Living

You Are Now a Member Of Our Community

Living in a residence hall is an integral part of the college experience and will provide you with special opportunities for growth, learning, friendship and fun. The following information is provided to enhance your experience. It gives details about the standards that govern community life in the residence halls. As a responsible member of this community, you are expected to know and follow these policies and procedures.

What Are Community Standards?

Everyone in the community is expected to respect the rights of others. Students must make choices to maintain a safe and secure environment and allow all residents to pursue their academic objectives. To meet these goals, standards of behavior and policies have been set for which all students will be accountable. These include policies contained in this handbook, as well as those contained in the Washburn University **Student Conduct Code**. If you are not sure if something is allowed, ask first! Don't be afraid to ask questions of the Residential Living staff.

Roommates

You've probably met your new roommate by now; maybe you even lived together last year. What can you do to make this year's roommate relationship the best ever? Roommates have a tremendous effect on how students view college, how they study or get along with others and even on academic performance. Thus, establishing a good relationship with your roommate/suitemates is vital.

You and your roommate are sharing a small space. This experience will be a unique one. For some of you, your roommate has been "assigned" and not selected by you. Even if you did select your own roommate, chances are you don't know everything you need to know about each other yet.

Communicate, Communicate, Communicate!

The challenge is for you and your roommates to get to know one another thoroughly and quickly. This doesn't mean constant chatter, nor does it require baring your soul. It does mean a lot of real communication about your backgrounds, habits, attitudes and goals. You need to identify similarities, as well as differences, in an effort to allow you to work out compromises.

Always strive to keep the lines of communication open between you and your roommate. Chances are pretty good that if something about the living situation is bothering you, it's also bothering your roommate, so talk about it. Be tactful! Respect your roommate's perspective. Not everyone's views are the same. There will be lots you can learn from each other.

Roommate Agreements

Early in the semester is the best time for the two of you to come to an agreement on how you will handle a variety of situations regarding your shared use of the room. Talk about these things now and you'll avoid problems later. It's easier to work out compromises before something happens, rather than wait until something bothers one of you.

You will receive a roommate agreement from your RA within the first week of class. Below are suggested areas you will wish to discuss and document in these agreements. Find out how each of you feels about the subject and then talk about ways to work out any differences. Compromising can include: choosing alternate days to "have it your way," choosing a more neutral way of doing something, or persuading your roommate to your

point of view if you give in on something else. Remember, there are lots of ways to compromise. Topics of conversation include:

- Study time in the room
- Visiting hours & socializing
- Cleaning the bedroom
- Cell phone use
- Use of the television
- Food in the room
- Borrowing personal belongings
- Sleep and wake-up times
- Privacy needs
- Room temperature

Roommate Bill of Rights

The Roommate Bill Of Rights serves as a reminder of your responsibility to your roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you will demonstrate for each other.

Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other residence hall students.
8. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of "room shared" appliances (refrigerator, etc.) and a commitment to honor agreed upon payment procedures.

REMEMBER: TO BE A MATURE ADULT IS TO ACCEPT RESPONSIBILITY FOR THE WELFARE OF OTHERS. ONLY YOU CAN ASSURE THAT YOU AND YOUR ROOMMATE ENJOY THESE RIGHTS.

A word about Suitemates/Apartment-mates

Establishing relationships with suitemates is just as important as your relationship with your roommate, since you'll be sharing a great deal of your living space and your life with them. Getting to know one another, establishing suite rules and working out the day-to-day arrangements in the sharing of your bathroom and/or living room will be a big part of the "settling in" process here at Washburn.

Suitemates/apartment-mates should organize a time to all get together to discuss and agree on suite/apartment "rules", such as:

- Cleaning Schedules for the bathrooms and living rooms
- Visiting hours and socializing
- Living rooms (Lincoln, West and Village only) and how they will be used
- Kitchen cleaning (Village only)

- Bathroom and living rooms condition and damages
- Locking the suite doors
- Temperature of the suite (Living Learning Center and Village only)

Roommate/Suitemate/Apartment-mates Conflicts

Adjusting to living with another person is not easy. Your experience with your roommate and suitemates will be beneficial as you learn important skills that will help you later in life. Make an effort to work out potential problems with your roommate/suitemate first. Remember that you will want to be flexible and assertive. Your RA will be glad to offer any useful advice and will help to mediate the situation **ONLY** after you and your roommate/suitemate have initiated a discussion concerning the conflict. Do **NOT** keep conflicts to yourself hoping it will go away. You'll find yourself stressed and angry at your roommate/suitemate/ apartment-mates and he/she will have no idea why, since you never mentioned your concerns before.

Occasionally, even when you both/all try, you and your roommate/suitemate(s) will not be able to work things out. Sometimes schedules are too difficult or people are too different. Room changes are a last resort to solving a conflict, but do **NOT** wait until you and your roommate/suitemate become enemies and your grades start to suffer before you discuss the possibility of changing rooms with your RA.

Procedures and Student Responsibilities

Check-In Procedures

When you arrive to your new residence hall, please stop at the front desk to begin the official check-in process. Next, you will be sent to the floor in which you will be living and your RA will be there to greet you and to assist you with the rest of the process. Your RA will provide you with your keys and will provide you directions on how to complete a room condition report (RCR). Take the time, **before moving your belongings**, to thoroughly inspect your room. List all existing damages on the RCR, as well as any necessary maintenance. The listing of damages is very important, as you will be responsible for any damages found at the time of your check-out. The RCR must be completed within 24 hours of move in.

Visit the online Housing Portal via your MyWashburn account to complete your Room Condition report. Once the link has taken you to the Housing Portal, you will see the Room Condition tab as an option next to the Application and Maintenance Request tabs. You will need to review the condition of all the items in your room, and you will have the option of accepting or not accepting the current conditions of each item in your room/suite. While not required, there is the ability to leave comments in the comment boxes anywhere you want to add additional information about the condition of each item. The first person to move in will be responsible for filling out the Room Condition report for all shared spaces.

Improper Check-In

Students who do not complete a RCR one week after moving into the residence halls will be assessed **\$25 for improper check-in**. RCRs protect the resident from being assessed a damage charge for damages already present in their room at the time of check-in. Students who move into a space they are not assigned to, or who have not received permission to reside in that location will be charged **\$50 for an improper move-in**.

Check-out Procedures

When vacating the room at the end of the academic year (see CANCELLATION if leaving sooner), each resident is required to properly check out of their residence hall using the following procedures:

1. Sign up for a check-out time with your RA at least 24 hours in advance. During end-of-the-year finals, the RAs will post time periods when they are available for check-outs. If you are unable to make any of your RA's time periods, please inform your RA and sign up with another RA.
2. Clean the room. The room is to be returned to its original condition. Cleaning is to include vacuuming carpet, sweeping floors, dusting furniture, disposing of all trash, and wiping down showers, sinks, and toilets. In West, Lincoln, and the Village, the living rooms and balconies/patios need to be cleaned also. A minimum cleaning fee of \$25 will be assessed for rooms that have not been cleaned or returned to their original condition. Bathrooms, foyers and living rooms that are not cleaned will result in a minimum \$10 cleaning fee that will be assessed to each person living in the suite, regardless of who was the first or last to vacate.
3. Return all furniture to its original position. For residents of the LLC, West, and the Village beds should be assembled, un-bunked and bed frames should be set in the 4th and 5th slates (*counting from the bottom*) of the head and footboard. All furniture should be removed from balconies. Lincoln Hall residents should leave their beds in the lofted position that they were in upon your check –in.
 - a. Because of floor plan limitations, residents that reside in rooms that have been designated as ADA accessible do not need to un-bunk beds, nor set frames on the 4th and 5th bed slates. Please see RA for bedroom set-up during check-out.
4. Remove all personal belongings from the room.
5. Complete the check-out portion of the RCR with the RA. Residents are responsible for any room damages listed at check-out that are not listed at the time of check-in.

6. Review room damages with the RA and sign the report.
 - a. **Please do not try to correct damages yourself (painting, patchwork, etc.). Doing so could cause you to be charged more than what the damage was originally worth.**
7. Complete a U.S. mail-forwarding card and leave it with the RA or the Residential Living Office.
8. Return your keys to the RA. If a resident does not return all keys upon check-out, fees will initially be charged to the resident's damage deposit and then their University account if needed. The cost includes replacement keys/re-coring of locks.
9. If a resident fails to vacate their room by the official closing time of the halls at the end of each semester, a \$100.00 fee will be assessed to their student account.

Prior to check-out, each resident must attend an RA Informational Meeting. Failure to attend will result in an \$18 fine.

Abandoned Property/Improper Check-Out

Residents not following these check-out procedures are subject to an improper check-out fee of **\$40**, as well as a **MINIMUM** cleaning fee of **\$25** if the room is not left in the proper condition. If applicable, residents may also face charges for lost keys and possibly re-coring of the locks. (See the list of damages below.) Property left by the student after the date they are supposed to vacate the building shall be deemed abandoned property and the University shall have the right to dispose of it through sale, donation, or any other manner it deems appropriate. The resident will be responsible for any costs in the removal of the abandoned property (including, but not limited to bicycles).

Damages

Residents of each room/suite/apartment are responsible for keeping the premises and its contents in good order and free from damage, both by themselves and their guests. Residents understand and agree that they are responsible for the replacement/repair costs of any damages that may occur to the room and/or its contents. The cost of damages within a room or suite will be divided among all students residing there unless it can be determined, specifically, who is responsible for the damages.

Additionally, damages caused to public areas (i.e. kitchens, lounges, hallways, living rooms, commons building or bathrooms) will be assessed to all residents of that suite, floor, hall or building when the specific individual or group responsible cannot be identified. Examples of these common area damages can include excessive cleaning from cigarette butts being improperly disposed of, not cleaning lounges after use, and other damages to common areas.

Damage Fees (other charges that are not listed may be applicable)

Improper Check-in (not returning RCR)	\$25
Improper Check-out	\$40
Room Cleaning Fee	\$25
Bathroom Cleaning Fee	\$10 each
Furniture Moving Fee	\$10 per piece
(moving furniture to original location)	
Moving Fee (belongings left in room)	\$25 (min.)
Lost/Missing Keys: Room	\$25
Mailbox	\$10
Room Card	\$10
Nail/Tack Holes, Torn Paint, Adhesive Hooks	\$34 first, \$2 each additional

Sticker Removal	\$10 each
Screen Replacement	\$20
Wastebasket Replacement	\$10
CFL Bulbs Replacement	\$5
Room/Suite Lock Replacement	\$85

Lincoln Hall – specific

HDMI cords	\$10
Remote control	\$20

Consolidation

At any time during the academic year, if a student has requested a double occupancy room but does not have a roommate for whatever reason, the resident must select one of the following options:

- Elect to pay the private room fee and retain the room privately for the remainder of the semester. *This option is available only when there is space available.* Private room fees will be calculated on a prorated basis.
- Choose to move to another half-filled room in the same residence hall.
- Find another resident in a half-filled room who is willing to move into the room.

Residents are not required to consolidate unless:

- There is a need for space in his/her hall.
- There is a waiting list for private rooms.

If a resident is occupying a double room without a roommate and is not required to consolidate and does not wish to contract for a private room, the resident must sign a double room agreement with the Residential Living Office which binds him/her to the following:

- Keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.

Failure to follow these guidelines will result in the resident being officially assigned a private room, with the room charges being adjusted accordingly from the date of vacancy to reflect the private room fee.

Room Changes

Room changes will not be permitted until two weeks after the first day of classes. Room change requests must be processed and **approved** by the Assistant Director of Residential Living, the Apartment Complex Coordinator or the Residence Hall Coordinator . If space allows, private rooms will also be allotted at this time. Room changes made without approval will result in a \$25 fee per resident involved in the change.

Room Entry

Officials and/or employees of Washburn University reserve the right to enter student rooms to conduct health and safety inspections, to make repairs or conduct maintenance on University-owned property, to take action as may be necessary in an emergency, or to maintain an appropriate living environment in the residence halls.

Generally, student rooms are not entered before 10 am or when the occupants are not available, unless a maintenance request was submitted. On occasion, student rooms will be entered without permission when the occupants are present. This will occur only if there is reasonable belief that the residents are in danger or if there is immediate danger to other residents in the halls.

Room Inspections

Regularly scheduled room inspections will be conducted throughout the year (minimum of 1 a semester) Inspection dates and times will be posted in the halls 24 hours prior to the inspection.

Residents need not be present for the inspection. Residential Living staff will check for emptied trash, potential health or safety concerns, damage, decoration violations and maintenance needs. If the staff finds a situation that is potentially unsafe, they will ask the resident to correct it or will take other action as necessary. Rooms failing the inspection will be rechecked until the situation is corrected.

Any illegal or prohibited items found in plain view during room inspections will be confiscated and appropriate judicial procedures will be followed.

Vacation/Break Housing

Residents may remain in their residence hall rooms during the Fall Break at no extra charge. Break housing is available for a fee during Thanksgiving break, semester/Winter Break and Spring Break with permission from the Residential Living Office. Because the halls are officially “closed” during these periods, guests are not allowed without the prior approval of the Residential Living Office and the other occupants of the suite. Vacation/Break housing periods are a privilege and are not guaranteed. Residents will be charged a daily rate according to their residence hall assignment. Students leaving during these breaks do not need to move out all of their belongings. It is recommended, however, that students remove items of value such as laptops, TVs and iPads, etc.

All residents are required to schedule a time to check-out of their residence hall room at semester break (not required for Fall Break, Thanksgiving Break or Spring Break). Residents must leave their rooms in the following condition:

- All trash taken out to the appropriate trash area
- All food in sealed containers
- All appliances unplugged (e.g. laptops, stereos, microwaves, etc.)
- Refrigerators defrosted, unplugged and open to avoid mildew buildup upon return from break period
- Bathroom areas cleaned and wiped down
- Windows and doors shut and locked
- Residents of West Halls must turn in their room keys to their RA
- West Hall and Washburn Village residents must turn down the heat in the winter and turn down the AC in the spring when vacating their room

Contract Cancellation

Cancellation During the Academic Year: Contracts are for the length of the academic year.

Students who are released from their room and board contracts after the halls officially open in August or January (for those contracting at semester) will be charged for the number of days expired from the official opening to the date the cancellation is approved and the room is vacated and 35% of their remaining room and board balance for the academic year.

If you are removed from the halls for judicial reasons, you will still be charged the 35% cancellation fee for the remainder of the year.

Cancellation at Semester: Students who wish to leave at the end of the fall semester **MUST** complete a cancellation form and return it to the Residential Living Office on or before **December 1st of that year.**

1. Those leaving at semester because they are graduating, transferring to another institution, withdrawing from the University, or studying abroad will not be charged a cancellation fee provided they notify the housing office by December 1st.
2. All other students leaving at semester will be charged the cancellation fee. Students must complete a cancellation form, a change of address card, make an appointment with his/her RA, and follow check-out procedures. **A contract will not be terminated and room charges will continue to accrue until a resident has notified the Residential Living Office, as stated above, and has followed check-out procedures.**

Damage Deposit

Each resident pays a \$100 damage deposit with his/her contract. Individual and pro-rated common damage charges will be assessed to the resident's damage account at the time of check-out. All living spaces (including bedrooms) will be inspected on a periodic basis and any applicable charges will be posted to resident's accounts at that time. Public areas will be inventoried a minimum of twice each semester. Each resident will be notified of any charge posted against his/her account at the time of posting. If damage assessed to the student is over \$100, he/she will be billed for the remainder of the damage costs. The damage deposit balance, after any damage assessments, will be refunded to the resident at the end of the contract term. Those not returning to the halls will be asked to provide an address for mailing damage deposit refunds. Refunds generally take 3-4 weeks to be processed.

Mold Information and Prevention Addendum

Please note: It is our goal to maintain a quality living environment for our residents. To help achieve this goal, it is important to work together to minimize any mold growth in your bedroom/suite/apartment. It is important to note that if mildew is not managed properly, it could lead to mold. This information is important because it helps explain responsibilities for both you and the department.

1. **ABOUT MOLD.** Mold is found virtually everywhere in our environment—both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives.

Without molds we would all be struggling with large amounts of dead organic matter.

Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. A 2004 Federal Centers for Disease Control and Prevention study found that there is currently no scientific evidence that the accumulation of mold causes any significant health risks for person with normally functioning immune systems. Nonetheless, appropriate precautions need to be taken.

2. **PREVENTING MOLD BEGINS WITH YOU.** In order to minimize the potential for mold growth in your dwelling, you must do the following:

- Keep your dwelling clean—particularly the kitchen, the bathroom(s), carpets, and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold. Immediately throw away moldy food.
- Remove visible moisture accumulation on windows, walls, ceilings, floors and other surfaces as soon as reasonably possible. Turn on any exhaust fans in the bathroom and kitchen (if applicable) *before* you start showering or cooking with open pots (if applicable). When showering, be sure to keep the shower curtain *inside* the tub. Also, the experts recommend that after taking a shower or bath, you: (1) wipe the moisture off of the shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.
- Promptly notify us in writing about any air conditioning or heating system problems you discover. Also, it is recommended that you periodically open windows on days when the outdoor weather is dry (i.e., humidity is below 50 percent) to help humid areas of your dwelling dry out.
- Promptly notify us in writing about any signs of water leaks, water infiltration or mold. We will respond as necessary to repair or remedy the situation.
- Keep the thermostat set to automatically circulate air in the event temperatures rise to or above 80 degrees Fahrenheit.

3. IN ORDER TO AVOID MOLD GROWTH, it is important to prevent excessive moisture buildup in your residence. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

- rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level;
- overflows from showers, bathtubs, toilets, lavatories, sinks, dehumidifiers, refrigerator or A / C drip pans or clogged up A / C condensation lines;
- leaks from plumbing lines or fixtures, and leaks into walls from bad or missing grouting / caulking around showers, tubs or sinks;
- plant watering overflows, cooking spills, and beverage spills
- insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

5. IF SMALL AREAS OF MOLD HAVE ALREADY OCCURRED ON NON-POROUS SURFACES (such as ceramic tile, formica, vinyl, flooring, metal, wood or plastic), the federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on-type household biocide, such as Lysol Disinfectant, Pine-Sol Disinfectant (original pine-scented), Tilex Mildew Remover or Clorox Cleanup. (Note: Only a few of the common household cleaners will actually kill mold). Tilex and Clorox contain bleach with can discolor or stain. **Be sure to follow the instructions on the container.** Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning and preparing the surface. Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye.

Machine washing or dry cleaning will remove mold from clothes.

6. DO NOT CLEAN OR APPLY BIOCIDES TO: (1) visible mold on *porous surfaces*, such as sheetrock walls, or ceilings, or (2) *large areas* of visible mold on *non-porous* surfaces. Instead, notify your RA, the reception desk of your residence hall or call the main office, and we will take appropriate action.

7. COMPLIANCE. Complying with these procedures will help prevent mold growth in your bedroom/suite, apartment, and will allow both you and the Department to respond correctly if problems develop that could lead to mold growth. If you have questions regarding this information, please contact us.

Please comply with these procedures in order to avoid being held responsible for property damage to the dwelling and/or any health problems that may result. We cannot fix problems in your living area unless we know about them.

Additional Services & Information

Activity Room

The activity room is located on the second floor of the Capitol Federal Center for Learning in the Living Learning Center and can be accessed by LLC residents by using their iCard. Vending machines, a pool table, a ping pong table, card tables, two computer terminals and a TV area are located there. LLC residents must check out game equipment from the reception desk.

Cable TV

Cable service is provided to all residents with over 64 channels including local stations, The Weather Channel, FOX, CNN, C-SPAN, and ESPN. Residents must provide a cable cord. Residents **cannot** contact any other cable provider for additional service(s).

Classrooms/Seminar Rooms

There are three classrooms/seminar rooms located in the Living Learning Center. These rooms may be reserved for programs depending on space availability.

Cleaning

All residents are responsible for cleaning their own bedrooms, bathrooms and suite areas. As this is your “home away from home,” we ask that you keep your room in a reasonable state of cleanliness.

- Trash should be emptied on a regular basis
- LLC, Lincoln and West Hall kitchens should only be cleaned with the supplies provided by the front desk.
- Bathrooms should be cleaned periodically to prevent rust and mildew
- Food should be sealed and off the floor. Pizza boxes and other food containers should be disposed of immediately to discourage bugs.

Vacuum cleaners and limited cleaning supplies are available from Lincoln, the Living Learning Center and the Washburn Village reception desk for your use. West residents may check these out from their respective RA or the LLC front desk.

Appliances & Cleaning (Washburn Village)

Carpeting

- Carpet should be vacuumed regularly.
- Report spills/stains to the Residential Living Office as soon as possible, so custodial services can clean the spill/stain before it sets in.

Cook tops

- Allow surface to cool before cleaning. Wipe spills with a dishcloth or sponge and mild soap. Do not use abrasive cleaners on cook tops
- Wipe away excess cleaner with a paper towel or sponge.

Convection Microwave Oven

- Always check the settings before cooking food items.
- Convectional microwave ovens should be wiped out after each use.
- Please refer to the manual before using the convection microwave oven.

Countertops

- Never place hot objects directly on counters.
- Countertops are not to be used as a cutting board.

Flooring

- Sweep the floor with a broom, then mop with a diluted detergent designed for linoleum flooring. Allow floor to dry naturally.

Garbage Disposal

- Place only soft table scraps in the disposal.
- Do not put hard objects, bones, stringy vegetables (e.g., asparagus, celery, carrots, and onions), oil, rice or pasta in the garbage disposal.
- Always run cold water when running the disposal.

Refrigerators

- All refrigerators are self-defrosting. No chipping or scraping of the unit is necessary.
- When defrosting or unplugging your refrigerator keep the doors propped open and place towels near to catch any water. This will eliminate odors and mold.

Sink

- Clean sink and faucet with warm water, soft sponge or dishcloth, and mild soap.
- Do NOT use Drano or any other cleaning compound for clogged drains. If your drain is draining slowly, please notify the Reception Desk, so maintenance can be arranged. If you have a clogged drain that is causing an emergency situation in your apartment unit after hours or on weekends, please contact the RA on Duty. The RA on Duty will not unclog the drain, but will assess whether or not someone needs to be called, or if the situation can wait until the next business day to be corrected.

Trash

- Take all trash to the dumpsters located east and west sides of the Commons Building (for Village residents).

Energy Conservation

Help conserve energy and keep residence hall costs low by doing the following: turn off the TV and lights before leaving your room; keep windows closed when the heat or air conditioning is running; don't leave water running longer than needed.

Equipment Check-Out

Game equipment, vacuums, brooms, and limited cleaning supplies are available at the reception desks at Lincoln Hall, in the Living Learning Center and the Washburn Village. To check-out these items, you must leave a valid drivers license. When you return the item, your license will be returned. Do not pass these items on to someone else without first having the person check with the reception desk. Once you check-out items, they are your responsibility and you will be responsible for any loss or damage. Please report any problems with equipment right away, so it can be repaired.

Faculty Connections

Residential Living has coordinated several programs to give you the opportunity to get to know your professors outside of the classroom.

- **Faculty-In-Residence:** The Faculty-in-Residence (FIR) is an instructor who lives among residential students and enhances residence hall life through academic, as well as social programming. The FIR apartment is located on the second floor of the Capitol Federal Center for Learning in the Living Learning Center.
- **Faculty/Staff Mentors:** Faculty/Staff mentors are professors or administrative staff who have “adopted” a floor/hall and, in cooperation with the RAs, facilitate a variety of programs for residents.

Heating/Cooling

Units located in the bedrooms of West Hall control heating and cooling. In the Living Learning Center heating and cooling are controlled by Washburn’s Facilities Services Office and are regulated per suite. It is important for residents in the Living Learning Center to sit down with their suitemates and discuss heating and cooling preferences. Please notify the Residential Living Office of any temperature needs after checking with all suitemates/roommates. Thermostats in the Washburn Village and Lincoln Hall can be changed by the residents, once everyone in the apartment has discussed and agreed upon a temperature setting.

Keys/Card Access

Access into West Halls room and suite doors are by key only. West residents will not be allowed access to the Living Learning Center. For Living Learning Center and Lincoln Hall residents, access into rooms is by key and access into suite doors and exterior doors of the building is by iCard followed by a four-digit pin number. Washburn Village residents will need to use their ID cards and their PIN number to get through the exterior gate around the Village courtyard. Each resident has his or her own individual PIN number.

*Note for LLC Residents: If after entering your code, a yellow light flashes before you are given access, please report to the front desk as this typically indicates the battery is running low and needs to be replaced.

Residents should carry their keys and iCard at all times! If a resident is locked out, they will need to contact the RA on Duty and meet him/her in the main lobby (West residents will meet the RA in the LLC main lobby). The RA on Duty will let him/her into their room.

Students who have checked-out an extended lock-out key from Residential Living Office/WV Desk and fail to return them by the designated date will be billed for the replacement costs (\$10 per card and \$25 per hard key). Lost keys must be reported IMMEDIATELY to the resident’s RA or the Residential Living Office.

Kitchens (Lincoln/LLC/WH)

Kitchen facilities are located in the middle of each floor of the Living Learning Center, in the central lounges of West Halls and 2nd West and the Lower Level of Lincoln Hall. Kitchens in Lincoln Hall and the Living Learning Center will be available for student use from 8 a.m. until 11 p.m. Monday thru Friday, and 9 a.m. until 11 p.m. on Saturday and Sunday. These facilities are provided in all residence halls for convenience and are not meant as a replacement of Washburn's dining services or for food storage. Kitchens are provided as a privilege, and the Residential Living staff reserves the right to limit or discontinue access to the kitchens, if necessary, for safety reasons.

The kitchen is for snacks and quick meals only. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be smart when cooking.

Residents are responsible for cleaning up after themselves by:

- Wiping down sinks, counters, stoves and tables.
- Do not put food down the sinks as there are no garbage disposals.
- Cleaning up spills and disposing of leftover food and crumbs.
- Cleaning out microwaves.
- Cleaning all dishes used.
- Throwing out excess food in refrigerators (West Hall).

All cooking articles should be removed after use. Dishes and opened food left in kitchens for more than 24 hours will be removed by staff and discarded. As a safety precaution, **do not leave food unattended and turn off all appliances after use**. Kitchens may be closed by Residential Living or privileges taken away for any of the following reasons:

- Equipment/Safety concerns
- Misuse of kitchen equipment
- Failure of residents to keep kitchen clean after use

Laundry Facilities

Laundry rooms are located in the central lounges of West Halls, in the commons building of the Washburn Village, on the second floor of the Capitol Federal Center for Learning in the Living Learning Center, and 2nd West and Lower Level of Lincoln Hall. The machines are both coin- and card-operated. Please report any broken or vandalized machines to the Residential Living staff (see "Refunds" section). Please be as specific as possible about the problem and include the number of the machine.

Washers and dryers should be emptied immediately upon completion of their cycles; thus, it is beneficial for residents to sit with their laundry. Clothes left in the laundry room for more than one week will be considered abandoned property and will be treated as such by staff. Please see abandoned property section for more details. **The University is not responsible for the loss and/or damage to students' belongings. The laundry facilities are for the students who live in the facility.**

To check in advance if washers and dryers are available, students may go to <http://washburn.edu/campus-life/housing-dining/living-on-campus/index.html> and click on the Laundry Alert Service link.

Lofts

Lofting of beds is permitted in the Living Learning Center. Residents of the LLC, with **prior** written approval of the Director of Residential Living, may erect sleeping lofts in their assigned rooms. Lofts not approved by the

Residential Living Office and/or lofts improperly constructed will be subject to removal and residents will be subject to judicial action.

Beds in Lincoln Hall are designed to be lofted or be configured in numerous ways; and therefore, do not require prior approval.

Lounges

Lounges are located on the ground floors of West Hall, the Village Commons Building, throughout the Living Learning Center and 3rd East and 1st West in Lincoln Hall. Lounges are to be used for studying, watching television and socializing. Television volumes, conversations and other noises should be kept at a reasonable level in these areas. Residents are responsible for keeping lounges clean and for returning furniture to its proper place after use. All furniture must stay in the lounge and may not be removed. Please take note of programming, meeting fliers, and signs, as these activities may take place in the lounges.

Mail Service

Mail is delivered to the halls, and outgoing mail is picked up Monday through Friday. Generally, the mail arrives early afternoon (Federal Express packages usually arrive in the early afternoon) and is distributed to each resident’s mailbox. Depending upon your residence hall assignment, the mailing address to provide friends and family is as follows:

Living Learning Center

1801 SW Jewell Ave, Mailbox #
Topeka, KS 66621

West Hall

1821 SW Jewell Ave, Mailbox #
Topeka, KS 66621

Lincoln Hall

1801 SW Washburn Ave, Mailbox #
Topeka, KS 66621

Washburn Village

2001 SW Jewell Ave, Mailbox #
Topeka, KS 66621

Phi Delta Theta Fraternity House

1810 SW Mulvane
Topeka, KS 66621

It is not necessary to use “Washburn University” in the address, as this will slow mail service; however, it is important to include your mailbox number. Please let the Residential Living Office know if you are expecting any mail under a different name (e.g., any mail that may be addressed under a parent’s name). Outgoing mail may be dropped in the appropriate slot in each hall. Please make sure to have a return address on each piece of mail and that the proper postage is applied.

It is very important that a forwarding address card is filled out during check-out. The RAs will give residents this form prior to check-out and it must be returned to him/her. Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls, but are expecting bills, etc. in the meantime. To change a current address a student can go to the self service menu on the My Washburn Web site.

Maintenance

Residents can complete maintenance requests by going to the Housing Portal through their MyWashburn. A maintenance request tab will be located across the top, and you need only complete the listed prompts. Try to be specific about the problem and report it as early in the day as possible, so the work can be scheduled promptly. Anticipating problems while they are small (e.g., a drain becoming plugged, a small leak) will assure prompt attention and will avoid costly repairs and emergency overtime (which comes out of your housing dollars). Please understand that submitting a maintenance request does give permission for maintenance personnel to enter your room in your absence to address the concern. Maintenance personnel typically enter rooms between 10:00 a.m. and 5:00 p.m. to complete requested maintenance work orders and/or to address emergency situations (electrical problems, etc.) that may arise.

Important Note: Please submit only one issue per request, and report any urgent issues or emergencies to the RA on Duty immediately.

Motorcycles & Mopeds

Fuel-operated vehicles (e.g., mopeds, motorcycles) must be parked in the parking lot. These vehicles may not be parked inside the apartment buildings or on the walkways. If any of these vehicles are found to be in violation of this policy, removal will be at the expense of the owner.

Parking

Most of campus is considered "open parking". It's first-come, first-served in most areas surrounding the residence halls. A parking sticker is not required. Please note, however, that in the reserved lot north of the Living Learning Center, and north of Lincoln Hall, there is no overnight parking (2 a.m.-5 a.m.). Vehicles parked overnight will be ticketed. The circular drives to the north and south of Living Learning Center and south of Lincoln Hall are fire lanes and parking is not permitted (exceptions may be made for designated move-in and move-out days.) Vehicles parked on the sidewalks in front of West Hall will be ticketed as these are not to be used for parking. We also encourage residents to register his/her vehicle with University Police.

Plants

Potted plants may not be placed on walkway railings. All potted plants need to have a protective saucer under them. Water damage due to plants is at the expense of the apartment unit resident(s).

Pest Control

Pest control services are scheduled throughout the term on a regular basis. It is important that residents let Residential Living Office know if their room will need these services. Proper cleaning, storage of food items, and disposal of pizza boxes and other food containers should prevent pest infestations. If these precautions are not taken and pest control services must be called, you will be charged for the visit.

Phones

Community phones are provided in each wing/building/floor (depending on the facility).

Reading Room

The reading room is located in the Capitol Federal Center for Learning. This is a great place to read, study, or visit with a professor. Books, newspapers and magazines are provided for residents' use.

Refrigerators

Refrigerators are permitted in the residence halls, if they are 4.5 cubic feet or smaller, and do not use more than 1000 watts of electricity.

Recycling

Recycling bins for plastic, paper and aluminum cans are located in the kitchens and elevator lounges of the Living Learning Center. In Lincoln Hall recycling bins are located on every floor in the closets by the elevators. Aluminum can recycling bins are located in the central lounge of West Hall. Please be considerate, and throw all trash into the appropriate containers.

Refunds

Report the loss of money in the vending or washing machines to the Residential Living Office (during business hours only) or to the Lincoln Hall, the LLC or WV reception desks. Please be sure to report which machine is malfunctioning, so it can be repaired promptly.

Room Condition Reports (RCR)

Visit the online Housing Portal via your MyWashburn account to complete your Room Condition report within 24 hours. Once the link has taken you to the Housing Portal, you will see the Room Condition tab as an option next to the Application and Maintenance Request tabs. You will need to review the condition of all the items in your room, and you will have the option of accepting or not accepting the current conditions of each item in your room/suite. While not required, there is the ability to leave comments in the comment boxes anywhere you want to add additional information about the condition of each item. The first person to move in will be responsible for filling out the Room Condition report for all shared spaces. There is an improper check-in fee of \$25 for not completing this form. This report is also used as a key control record.

Room/Roommate Changes

Contact your RA first if you are having roommate problems. RAs are upper-class students and have a great deal of experience in helping residents work through problems. Roommate changes are made only after a sincere effort has been made to work out a successful roommate relationship. The Assistant Director/Apartment Complex Coordinator/Residence Hall Coordinator, in consultation with the RA involved, will make any necessary changes. Room/Roommate changes that have not been approved and/or storage of belongings in a vacant room will result in a \$25 Improper Room Change fee.

Summer Housing

Residence hall living is available in the summer for summer school students and for students not attending classes, but who plan to return to the halls in the fall. Summer contracts are available online via MyWashburn beginning in April. Spaces are limited, so apply early! Residents who have not signed a summer contract will need to vacate their room no later than 6:00 p.m. on the day the halls officially close.

Residence Hall Policies

The policies stated below deal specifically with residence hall life and the requirements of community living. These policies apply to all students residing in a Residential Living facility. Violation of these policies may result in disciplinary action.

Alcohol/Drugs

The consumption, possession (or presence of), furnishing, distribution, or manufacturing of any alcoholic liquor, cereal malt beverage, illicit drugs, narcotics, controlled substances or drug paraphernalia **is strictly prohibited** in the residence halls, parking lots and on campus property. The possession of alcohol and/or cereal malt beverage containers, even for decorative purposes, is NOT permitted. Students found to be in the immediate area (regardless of consumption, use, or lack of use) in which alcohol/drugs are present will face disciplinary action. Please refer to the *Student Conduct Code* for further University policies.

Bicycles

Bicycles may be stored in designated areas. With permission of the roommate, students may store bicycles in their rooms. The bicycle must be in a designated area and must not be blocking an exit way or exit path. No bicycles may be left in any interior or exterior stairwell because of the danger imposed in an emergency. Bicycles, skateboards, etc. may not be ridden inside the residence halls or inside the gated community of the Washburn Village. Motorcycles and mopeds are not allowed inside the residence halls at any time or inside the Washburn Village gates.

Bicycles left after May closing will be deemed abandoned property.

Business and/or Moneymaking Ventures

Business and/or moneymaking ventures are not permitted in the residence halls.

Candle & Incense

Burning candles and incense are prohibited in the residence halls. Students may use candle warmers. If a candle is found to have been burnt, it will be confiscated and the offending student(s) will be sent through the judicial process.

Carpeting

Bedrooms and living rooms in West Hall, public lounges and hallways in the Living Learning Center and Lincoln Hall, and the living rooms and bedrooms in the Washburn Village are carpeted. Any burns or stains to the carpeting will be charged to the students occupying that room. Any damage to living room or public carpets will be charged to all students residing in that suite/apartment or on that floor unless the responsible party is identified. Lincoln Hall and Living Learning Center rooms are tiled. Students may bring their own carpet; however, they may NOT use any type of adhesive (i.e. duct tape) to hold it down.

Cleaning

Residents are responsible for keeping their room, bathroom and living area clean. Vacuum cleaners, brooms and limited cleaning supplies are available at Lincoln Hall reception desk, the Living Learning Center reception desk, from the RAs in West Hall and the Washburn Village reception desk. Periodic room checks may take place to help ensure cleanliness.

Please be mindful that although custodians do clean lounge areas and other common areas of each building, that this does not excuse residents from not picking up after they have used these spaces. Residents who leave behind excessive mess will be documented.

Clogged Sinks and Toilets

When cleaning dishes, do not put any food down the bathroom drains in student rooms or in kitchenettes (Lincoln/LLC/WH). Food (e.g., Ramen Noodles) clogs up the plumbing, causing slow or no drainage. Feminine products, paper towels and other bulky items should not be flushed down toilets. These items often cause toilets to overflow and create water damage. If maintenance is called to fix any of these problems resulting from any of the practices identified, responsible parties will be charged repair costs.

Cohabitation

Currently, open visitation is allowed in all of the residence halls. The overnight guest and visitor policies are designed to allow short visits from friends and family. At all times, courtesy to the roommate, as well as the suitemates, must prevail; roommates/suitemates should agree when there will be late night, early morning or overnight visitors. All guests and visitors must be registered at the front desk. The policies are NOT designed to permit or encourage cohabitation. **Visitors may stay no longer than three (3) consecutive days.** In addition, guest and visitors must be approved by the Residential Living Office and the affected roommate/suitemates during periods in which the halls are officially “closed” (e.g. Thanksgiving, Winter and Spring Breaks).

Cooking

Limited cooking is permitted in student rooms due to sanitation, health and fire safety. Cooking appliances permitted in student rooms are microwaves, coffee makers and popcorn poppers. Items such as George Foreman grills, sandwich makers and toasters may be used in kitchen areas only. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be smart when cooking. If the fire alarm system should become activated because of your neglect while cooking, you could face judicial sanctions and a loss of cooking privileges.

Cooperation with Staff

Cooperation with any staff member’s reasonable request is expected of all residents and their guests. This includes surrendering your WUID upon request.

Deadbolt Locks (Misuse)

Use of the deadbolt lock to prop open suite/bedroom/apartment doors is strictly prohibited. This policy is, in part, designed to avoid damages to the locks and to the doors. For safety reasons it is encouraged that residents close and lock their doors at all times.

Decorations and Room Condition

You are encouraged to decorate your room, keeping in mind that the room must be in the same condition when you check out as it was when you checked in. Please note the following:

- The painting and use of crayon and chalk on walls and room furnishings is not permitted.
- Residents will be charged for the repainting of all walls with crayon markings upon discovery.
- The use of nails, screws or thumbtacks to hang items from a wall, ceiling or door is prohibited in all residence halls.
- Lincoln/Living Learning Center/Washburn Village: The usage of scotch tape, masking tape, or adhesive hooks will take paint from the walls. Damage to the walls will result in a repair charge for patching and/or repainting the room. The use of adhesive materials on walls is at the risk of the student(s).
- West Hall: When hanging items on a wall, only use masking tape and (oil-free) “tacky putty”.
- Please limit the usage of adhesive hooks since the adhesive does not remove easily from the walls.
- All adhesive hooks must be removed before checking out. The usage of duct tape is NOT permitted.

- Stickers and bathroom adhesives (for shower floors) are NOT permitted.
- The use of duct tape on carpet is not permitted.
- Fishnets, parachutes and other flammable items may NOT be hung from the ceiling due to fire hazards.
- **Decorations/hangers or other items may not be hung from sprinklers** and should not obstruct fire alarm equipment (e.g., smoke detectors, strobe lights).
- Alcohol and cereal malt beverage containers may NOT be used for decorative purposes. The containers that are considered violations of the Residential Living Office's policy include bottles, cans, kegs, and/or items that contain or may have contained alcohol previously.

Digital Millennium Copyright Act (DMCA)

Distributing copyrighted materials without the consent of the owner is against Federal Law. While it is common to use a variety of free software to do peer-to-peer file sharing, the use of such programs to share copyrighted material violates University and Housing policies, as well as Federal Law.

Door Stops

Due to fire code the use of door stops to prop open suite doors is prohibited.

Electrical Appliances

Residents are allowed the use of popcorn poppers, coffeemakers, and microwave ovens in their rooms. Cooking appliances with open coils (e.g., some toaster ovens, toasters, electric skillets or hot plates) are not permitted. In addition, window air conditioners and space heaters are not permitted in any residence hall.

Elevators

The elevators in Lincoln Hall and the Living Learning Center are provided for convenient transportation of students within the buildings. Please report any elevator problems to the Residential Living staff. The elevator bell is for emergency use only. Do not try to fix the elevators yourself. Residents, who attempt to fix the elevators, tamper with them in any way or purposely overload them, will be subject to disciplinary action, including paying for damages and repairs.

Extension cords

Extension cords are not permitted. Students are encouraged to use surge protectors. Multi-plug adapters or cube-tap devices are not allowed.

Fire Equipment

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers, and alarms) within the residence halls. Any tampering or obstruction of such equipment or the setting of false fire alarms will result in disciplinary action.

Fireworks & Explosives

The possession or use of any fireworks, explosives, or dangerous chemicals in the residence halls and on campus is strictly prohibited.

Food Storage

For health and sanitation purposes, residents are asked to use good sense in the storage of food. Make sure any open food bags or containers are properly closed. Do not leave any food that is not stored in a proper container out in the open and be sure to clean up any food on the floors. These practices invite bugs. Take open bags,

boxes or containers home or dispose of them prior to leaving for breaks or vacations. Adopting these practices should help to deter unwanted bugs and pests.

Furniture

Room: Room furniture may be rearranged following these guidelines:

- Student rooms, with the exception of a few designated singles, are furnished with a double set of furniture. Extra university furniture may not be removed from or added to a room. Students with private rooms (a double room as a single) must keep all University furniture within the room, as no storage is available.
- All furniture **MUST** stay in your room. You will be responsible for any damage incurred from movement of your furniture. Furniture, with the exception of beds, **MUST NOT** be taken apart.
- Bed frames in the LLC may only be taken apart and put together with rubber mallets (if needed). These are available from the Living Learning Center front desk. **DO NOT** use a hammer on the beds, as this will damage them.
- Beds in Lincoln Hall can be put into different configurations and taken apart, but tools are not needed and should not be used.
- Large furniture, such as beds and desks, may **NOT** be placed in front of windows because it poses a fire hazard.

Suites: Only furniture which is designed specifically for outdoor use should be placed outside on the patios/balconies of West hall. University furniture is not to be removed from its original locations and used outside. Students will be assessed a \$10 fee per resident, per day for University furniture left out on the patios/balconies.

Public Areas: All lounge or common area furniture must remain in its designated area. Any resident found violating this policy will be assessed \$10 per day for each piece of furniture found in his/her possession. The removal of University furniture from its designated location could result in disciplinary action.

Garbage/Trash

Trash containers are located in each resident's room and throughout the buildings. At the Washburn Village, two dumpsters are located at each end of the complex. Students are expected to empty the trash from their rooms on a regular basis and to place the bagged trash in the centralized trash barrels located in the trash closets just outside of the kitchens in the Living Learning Center, the trash closets by the elevator in Lincoln Hall, under the main floor stairway in Kuehne and West Halls, and in the dumpsters at either end of the Washburn Village. All trash taken to central location must be bagged.

Garbage/trash that is left in hallways, outside of suites and/or apartments and in living rooms is a fire hazard. Students found to be discarding their trash inappropriately will be subject to disciplinary action. Refer to "Recycling" section for additional information. Leaving "garbage" in a non-designated location will result in a warning being given to the residents of the suite. If the behavior continues, there will be a \$5.00 fee per person, per day for every item left.

During Finals week each semester large trash dumpsters will be placed on the South side of the Living Learning Center and Lincoln Hall. Students are to use these dumpsters for the majority of their garbage.

Guests/Visitors

The conditions relating to visitors and overnight guests are for the safety and security of the host and other residents. The main entrance to the Living Learning Center is open to visitors until 11 p.m.

After 11 p.m., the desk assistant must let visitors into building, if available. The main entrance of Lincoln Hall will be locked 24 hours a day. Visitors of Lincoln Hall should call residents to inform them of your arrival. All visitors must check with the Desk Assistant, from 11 p.m. until 7:30 a.m. The Desk Assistant will call the resident's room to see if he/she is available. It is the resident's responsibility to come to the front desk in order to escort their guest(s) into the LLC. Anyone who is not assigned to the room in which they are staying is considered a guest/visitor. It is against policy for a resident to allow people who have been trespassed from the facility to enter the building. Open visitation is permitted in Lincoln Hall, the Living Learning Center, West Hall during contract periods under the following conditions:

1. The host's roommate/suitemates must agree to the visitation hours of the guest(s).
2. In the Living Learning Center and Lincoln Hall, the Desk Assistant will notify residents of any visitors.
3. Residents must meet the visitor at the reception desk and escort him/her to their room.
4. Guests must be escorted at all times.
5. The host is responsible for his/her guest's behavior. Guests must abide by the same policies as residents. If guests violate University policies/community standards, they will be asked to leave the halls and, if Washburn students, will be subject to disciplinary action.
6. After 11 p.m., residents of all halls must sign their visitors in at the Living Learning Center reception desk or the Lincoln Hall reception desk.
7. Residents should not leave suite doors unlocked or leave their iCards/keys for guests; in addition, the propping of public doorways is strictly prohibited.
8. Residents of Lincoln Hall and the Living Learning Center should be cautious of those following behind them when entering secured doors. You **should not** hold open a locked door if you do not know the person entering the facility.

Overnight Guests

1. The host's roommate/suitemates must agree to have the overnight guest.
2. Guests must be accompanied at all times.
3. Guests may stay for no longer than three (3) consecutive days per week unless special permission is granted through the Residential Living Office.
4. The host is responsible for his/her guest's behavior. Guests must abide by the same policies as residents. If guests violate University policies/community standards, they will be asked to leave the halls and, if Washburn students, will be subject to disciplinary action.
5. No keys/cards will be issued to guests. Hosts should never give their keys or card to a guest as this is a violation of "*Student Conduct Code*" and Housing policies.
6. Guests must register with the LLC, Lincoln Hall or WV desk. If they are found to not be registered, they will be escorted out of the facility.

Guests and Visitors During Closed Periods

Residents must have prior approval from the Residential Living Office and the roommate and suitemates who may be affected in order to get approval for guests. Residents are expected to follow the same guidelines for guests and visitors as described in the Guests/Visitors section.

Halogen or Torchiere Lamps

Due to fire safety concerns, halogen or torchiere lamps are prohibited in the residence halls.

Keys/Card Access

Only keys issued by the Residential Living Office and cards issued by the Ichabod Service Center are permitted. Duplication of keys is strictly forbidden. Residents are never to allow guests/visitors the use of or access to their room key or iCards. Unauthorized keys or cards will be confiscated, and the student in possession of these item(s) will be subject to disciplinary action, as well as the rightful owner.

Please report any non-working or broken door locks or access card mechanisms to the Residential Living Office. Please do NOT attempt to fix these items yourself. Residents who attempt to fix locks or access card mechanisms or intentionally abuse them may be charged for any damages and may be subject to disciplinary action.

DO NOT use the deadbolt to prop open the door as this will damage card reader mechanisms in the Living Learning Center and in Lincoln Hall.

Lock-Outs

Residents are encouraged to carry their keys/access cards with them at all times. If a resident is locked out, they will need to contact the RA on Duty and meet him/her in the main lobby (West residents will meet the RA in the LLC main lobby). The RA on Duty will let him/her into the room.

Because forgetting keys can get to be a habit, students are issued one (1) free lock-out a semester. After the initial lockout, a \$25 lock-out fee for each additional lock-out will be assessed.

Lost keys and cards must be reported to the Residential Living Office or RA on Duty immediately.

Replacement costs:

Mailbox key: \$10

Room/suite key: \$25

Room/suite lock: \$85

Cards: \$10 for each replacement

Due to the difference in building setup replacement keys are handled differently. West and the Village residents who lose a key will be charged \$25 for the replacement of each key and \$85 for each new lock. Living Learning Center and Lincoln Hall residents who lose a key will be charged for the cost of lost keys. Lost keys are replaced through the Residential Living Office. To receive a new card, you must stop by the Ichabod Service Center between 8 a.m. and 5 p.m., Monday through Friday.

Microwaves

Microwaves are allowed in student rooms and must be of 1100 watts or less. Unattended cooking which causes damage to property, University or personal, or that cause an un-intentional fire alarm will result in disciplinary action.

Mistreatment of Staff

Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and appropriate disciplinary action will be taken.

Pets

For the purposes of health and sanitation, **only fish** will be permitted in residence hall rooms/suites. Fish tanks are to be no larger than 20 gallons. All other types of pets are not permitted. Students will be assessed a \$10.00

fine per day that an unauthorized pet remains in the residential community, and will also go through the judicial process.

Postings and Mailbox Stuffers

Fliers and signs to be posted in the residence halls (with the exception of RA and WRC signs) must first be approved by the Office of Student Life (Morgan 240) and then by the Residential Living Office. Each office has an approval stamp. Non-residents may advertise in the halls, but they may not post the information themselves. The Residential Living staff are the only people permitted to post fliers and signs approved and stamped by both of these offices. Fliers and signs not stamped, or not posted on bulletin boards will be removed. Residential Living sponsored postings are permitted. For posting of signs on campus, please contact the Office of Student Life (Morgan 240) for approval.

Posting fliers directly on painted walls may result in damage. Persons or organizations that are posting fliers without approval, and that are causing damage to the facilities, may be referred to the Director of Residential Living or the Associate Vice President of Student Life for disciplinary action.

Items to go in student mailboxes must be from a University sponsored organization/department and indicate a specific time/date/location of the event being advertised.

Quiet & Courtesy Hours

Noise and other distractions which interfere with a resident's right to a productive learning environment, are prohibited.

Courtesy hours: are in effect at all times in the residence halls. This means that noise (televisions, laptops, instruments, voices) in bedrooms and public areas must be maintained at levels that will not interfere with the study or sleep of other residents.

Quiet hours: are maintained to provide a suitable atmosphere for residents to study, do homework, to sleep and just enjoy time to themselves. When quiet hours are in effect, no noise should be heard outside one's room. Residents should refrain from loud noise or conversation in hallways and common rooms. Noise in outside walkways and on the grounds directly around the residence halls should not unduly disturb others.

Quiet hours are as follows:

Sunday through Thursday, 11 p.m. until 9 a.m.

Friday and Saturday, Midnight until 9 a.m.

Final Exam Weeks: 24-hour quiet hours (starting times will be posted each semester)

It is important that each resident assume some responsibility for maintaining quiet and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when addressing noise concerns, especially since they may not realize they are disturbing others. They will appreciate your coming to them first. If noise persists, or if you encounter an uncooperative resident, please contact the RA on Duty. He/she will help to resolve the situation. Those residents who repeatedly violate quiet and courtesy hours will be subject to disciplinary action.

Resident/Roommate Conflict

Residents are expected to resolve disputes or conflict in a cooperative manner. Fights will not be tolerated in any Residential Living facility. Residents are encouraged to seek staff assistance to mediate disputes when necessary.

Screens

Window screens may NOT be removed except in emergency situations. A charge will be assessed for screen replacement.

Smoking

All residence halls are non-smoking facilities. Smoking is NOT permitted in student rooms, in common rooms, balconies or patios, stairwells or floor landings. In addition to smoking, the use of e-cigarettes and e-vaps are also not permitted in the aforementioned areas. "Electronic Cigarette" (E-Cigarette) means an electronic and/or battery operated device that may resemble a cigarette, but uses an atomizer or similar device that allows users to inhale nicotine vapor or other flavored vapor without fire, smoke or ash. An electronic cigarette includes but is not limited to an electronic smoking device, electronic vaping device, personal vaporizer, electronic pipe (e-pipe), electronic hookah, e-pen or vapor pen. If you choose to smoke outside the buildings, cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts will result in a community damage charge.

Beginning September 1, 2016 a new smoking policy will go into effect on Washburn University's campus. The policy restricts tobacco use of any kind to a limited number of designated "smoking" areas on each campus. Please note – this applies to tobacco use of any kind including chewing tobacco and vapor delivery systems (both tobacco and non-tobacco.) All smoking must be done in the designated smoking area (where ashtrays have been placed by University staff). Residents found smoking in areas other than the designated smoking areas may face disciplinary action and/or fines.

Solicitation

Door to door solicitation is not permitted in any residence hall. Students should call University police at 670-1153 should they encounter a solicitor.

Sports and Other Activities

To avoid building damage and for safety reasons, residents may not play football, have water fights, throw water balloons or snowballs or use bicycles, scooters, skateboards or rollerblades, etc. inside the residence halls. These sports and activities are encouraged outdoors, on the grounds between the buildings. The throwing or propelling of any objects indoors or toward the residence halls is prohibited.

Student/Academic Load

Students living in the residence halls must carry a minimum load of twelve (12) credit hours. If a student drops below 12 hours, it is the responsibility of the student to notify the Residential Living Office immediately. Written permission from the Director of Residential Living is required to remain in the hall.

Theft/Burglary

Theft/burglary of personal or university property is a violation of law and university and housing policy. The university is not responsible for personal property that is lost, stolen, or damaged. Immediately report all losses to hall staff and the Washburn Police. The best guard against property loss is to keep your room, suite and/or

apartment door locked at all times. Residents may be insured through their parents' homeowner insurance; otherwise, they may buy renter's insurance for personal property.

Vandalism

Damage of university facilities or property is prohibited.

Waterbeds

Waterbeds are not permitted in the residence halls.

Weapons

The possession or unauthorized use of any weapons in the residence halls and on-campus is strictly prohibited. A weapon is defined as any object, including toys, or substance designed to threaten, inflict a wound, cause injury or incapacitate an individual.

Windows

At no time is anything to be thrown out of a residence hall window. In addition, windows should not be used as an entry into the facility.

Non-approved items should not be used to cover windows from the interior of apartments/suites/bedrooms aside from traditional blinds and curtains. Placing plastic, aluminum, or paper over windows is prohibited. If any non-approved materials are found to cover windows, the resident will be asked to remove the non-approved items immediately. Failure to comply may result in disciplinary action.

The Residential Living Office reserves the right to establish or to modify existing policies as they become necessary and appropriate for the safety, care and cleanliness of the premises, and for securing the comfort and convenience of all residents.

Student Conduct (Overview of Judicial Process)

The Residence Hall Disciplinary Policy is authorized by the Washburn University *Student Conduct Code*.

Residence Hall Conduct Code and Policies

Since the central mission of Washburn University is to provide an opportunity for education, each Residential Living facility focuses on providing an atmosphere conducive to that mission. Therefore, it is important residents conduct themselves in a manner which will be conducive to learning. As Washburn University students, residents are subject to the Washburn University *Student Conduct Code*.

Additional guidelines and policies, which apply specifically to the group living situation found in Residential Living facilities, are listed throughout this handbook. These policies apply to all residents, as well as visitors to the halls. Residents of the hall who chose to have a guest are responsible for their guest's actions.

Philosophy

The judicial process is intended to be educational, whereby a student's behavior is affected positively. Residence hall policies have been established to maintain a positive, orderly community environment. All violations will be handled on an individual basis, first by the residence hall staff member present, and then by the Director of Residential Living and/or Associate Vice President of Student Life. If necessary, policy violations may also be handled by the University Judicial Board.

Process

When a policy violation occurs, the student/s will be confronted by a residence hall staff member regarding the inappropriate behavior. Students are asked to cooperate fully with the directions of the Resident Assistant (RA), Washburn University Police, House Director, Assistant Director, Apartment Complex Coordinator, Residence Hall Coordinator and/or Director of Residential Living. After the incident, the staff member will complete an Incident Report. Students also have the opportunity to complete Incident Reports if they witness a violation/s of policy (reports can be picked up in the Residential Living Office). If asked, each student involved in the alleged violation will be given the opportunity to see a summary of the report.

The violation of certain federal, state and/or local laws may warrant immediate action by the Associate Vice President of Student Life, bypassing normal Residence Hall disciplinary procedures. Examples include, but are not limited to, alcohol violations, the possession or selling of narcotic drugs, the possession of an operable firearm or explosive material, or acts of gross misconduct.

Roommate/Suitemate/Apartment-mate Accountability

Roommates, suitemates and apartment-mates that are aware of a policy violation, regardless of their involvement, may be held in violation of the Student Conduct Code and/or Housing policies and be subjected to judicial sanctions. It is in the best interest of roommates, suitemates, and apartment-mates to confront each other regarding policy violations and/or report them to their RA, House Director or to the Residential Living Office.

Sanctions

Consequences of policy violations may include, but are not limited to, the following: verbal and/or written warning, residence hall/apt/house probation, fines, community service, creative sanctions, or dismissal from the

residence halls/apt/house. For a complete list of sanctions, please refer to the *Student Conduct Code* in the Student Handbook Planner.

Appeal

Within three (3) days of the decision of the Associate Vice President of Student Life, Director of Residential Living, or University Judicial Board, a student may appeal the decision, in writing, to the Appeals Board. The University reserves the right to require a student to move from a Residential Living facility prior to and/or during an appeals process. This will only be done in cases where, in the judgment of Associate Vice President of Student Life and Director of Residential Living, the student's continued residency may jeopardize the physical well-being of him/herself, other residents and/or staff.

Safety & Security

Living on campus does not exempt someone from the problems of the outside world. Robberies and assaults can happen on campus. Don't be paranoid about it, just be smart! Your personal safety and security, as well as the safety of your belongings, is of utmost concern to the university. It also needs to be your number one concern! Residential Living facilities are designed to provide you with a safe environment (good locks, outside lighting, proximity to parking lots), but many of the necessary precautions are ones each individual must take.

Take the Following Precautions

- Lock your doors! Your suite and bedroom doors are the first line of defense against most crimes.
- Carry your key/card at all times and do not leave a door open for your roommate, suitemate, or other guest. Guests should knock at the suite door (West) or be greeted at the reception desk (Lincoln, LLC & WV).
- Lock your windows when you are away from your room.
- Do not let people walk behind you through controlled access doors or gates, unless you are sure they are residents of the building.
- Do not prop open locked doors or fire doors.
- Do not let strangers onto your floor, into your suite, or into your apartment, direct them to the reception desk at Lincoln Hall, the LLC and/or Village.
- Report suspicious persons to the University Police at extension 1153 when calling on campus.
- Be smart about being out after dark. Take a friend with you or call the University Police for an escort rather than return alone. Stay on well-lighted sidewalks; don't cut across unlighted sections of campus or Topeka.
- Don't leave valuables in your car where they can be seen. Store items in the trunk and take packages inside. Always lock your car! Don't tempt someone into breaking into your car.

How to Get Help

Don't be afraid to call for help when you need it. It is important to report all crime, suspicious activity or persons to University Police. In fact, anything that makes you uneasy should probably be reported. If you're not sure what kind of help you need, call the Residential Living Office, the RA on Duty, or the University Police. There's always someone close who can help with any situation.

- | | |
|---|-------------------------------------|
| • Lincoln Hall Resident Assistant on Duty | 785-217-8848 |
| • LLC, West Resident Assistant on Duty | 785-224-4063 |
| • Washburn Village Resident Assistant on Duty | 785-224-4083 |
| • Campus Police | 785-670-1153 or ext. 1153 on campus |
| • Residential Living Office | 785-670-1065 or ext. 1065 on campus |
| • 911 Emergency | |

To report an incident of discrimination, harassment, or sexual violence contact Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator/ADA Coordinator at 785-670-1509 or by email at

Reporting a Crime

Generally, emergencies should be reported directly to your RA, the RA on Duty, or the House Director who will then call University Police. RAs/House Director can assist the police because of their knowledge of campus and the residence halls. Crimes such as theft or vandalism should also be reported, especially if you know who did it. RAs will respect your concern for confidentiality, whenever possible, when filing reports. Reporting crime or other problem behavior does not necessarily mean you must agree to prosecute. The report itself can help the

University Police or the Topeka police follow crime patterns, etc. even if you are unwilling to press charges in a particular instance.

Remember, you need to do your part in helping maintain the levels of security and safety in the residence halls. Workshops and programs will be held during the year to give you more information on a variety of safety topics. Also, don't hesitate to ask your RA or House Director for assistance or for information on available workshops.

Missing Person Policy

The Vice President for Student Life or designee shall inform all campus resident Students of the following:

- Students may report a concern that a campus resident Student is missing to a Resident Assistant, House Director, Assistant Director, Apartment Complex Coordinator, Residence Hall Coordinator and/or the Director of Residential Living;
- Student may designate an individual to be contacted by the University not later than 24 hours after the Student is determined to be a missing Student;
- Student may designate another individual as a confidential contact in the event the Student is determined to be missing for a period of more than 24 hours;
- Parents of Students under 18 years of age and not emancipated will be notified if the Student has been missing for 24 hours; and,
- University Police Department will be notified immediately after a Student has been determined missing.

"Missing Student" means a campus resident Student whose whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable people as highly unusual or suspicious in consideration of such Student's behavior, patterns, plans, or routines.

FIRE SAFETY

Possible Fire Hazards in Your Room

- Decorations: Fishnets, parachutes and other flammable items should never be hung from ceilings; in addition, these items should not be hung from block sprinklers.
- Electrical Abuse: Use of an electrical "octopus" to obtain a maximum number of outlets can result in the overload of circuits resulting in fire and therefore, are not allowed.
- Use of extension cords are a major cause of residential fires and are not allowed in the residence halls. Students are encouraged to use surge protectors.
- Appliances: Popcorn poppers, coffeemakers, etc. should never be left unattended. They should be unplugged after use and not stored until they are cool enough to touch and are clean.
- Open Flames: Candles and incense are not allowed to be burned in any Residential Living facility. If there is evidence that candles/incense have previously been burned, or are being burned, they will be confiscated.
- Garbage: All waste should be disposed of as soon as possible.
- Hazardous Storage: All waste should be disposed of as soon as possible.
- Flammable Liquids and Gases: Gasoline, ether, paint, propane, glue, etc. cannot be stored in any Residential Living Facility.
- Obstacles: Storage of bicycles, chairs, desks, and other items in exit ways is prohibited by law. Blocked exits cause problems for individuals leaving or entering the building.
- Fireworks: Fireworks are not allowed and should not be stored in the residence halls.

False Fire Alarms

Both Washburn University and the City of Topeka Fire Department are concerned about the possibility of false fire alarms within the residence halls. It is important that you be aware of the dangers as well as the consequences of such an act.

Initiating a false alarm is a Class A misdemeanor. If convicted, a person could be sentenced for up to one year in the county jail and/or a fine of up to \$2500. Washburn students will also be adjudicated through the University's disciplinary system.

False fire alarms are occasionally pranks; but they are not funny. There are a number of dangers caused by such a prank. There is always the possibility of an accident or injury to a resident in evacuating the hall because of the panic often felt during an alarm. Valuable fire equipment could be tied up unnecessarily, when it may be needed elsewhere in the city for a real emergency. Any time there is an emergency run through the city there is a chance of accident or injury to the people on the street or on the fire truck, as well as the possible damage to property. And lastly, the city has estimated it costs approximately \$2000 each time a fire truck is called out for assistance. False alarms become a terrible waste of taxpayers' money.

If The Fire Alarm Goes Off

- Don't panic.
- Quickly grab your keys, shoes and possibly a jacket too, in cold weather. Don't take the time to put them on; just grab them and go. These items should be close at hand. Do not begin looking for them when the alarm sounds.
- Gently feel the doorknob before opening the door. If it is cool, proceed to open the door slightly and check for heat or smoke.
- If no heat or smoke is present, close your room door and proceed quickly, but with caution to the nearest exit or stairwell. Do NOT use the elevators.
- Your RA or House Director will designate a meeting point for your floor ahead of time. Upon exiting, go to this point. If you cannot remember where the designated meeting point is, stand at least 200 feet away from the building. Do NOT remain in stairwells or on walkways.
- University Police and the Fire Department will identify the cause of the alarm and when your safety is no longer in danger you will be notified of when you may re-enter the building.
- All alarms should be treated as if a fire may be present. Residents found remaining in their rooms will be subject to a possible fine as well as disciplinary action. Failure to comply with a University official (including staff) will result in disciplinary action. For evacuations taking longer than 5 minutes, it will be assumed that the student was not making a conscious attempt to leave.
- RAs, the House Director and the University Police will be notified of residents with visual, physical or hearing impairments and of their location in the buildings.

If The Alarm Sounds, and the Fire Is Real

- Proceed as listed above. If smoke is present, maintain a crouched position because heat and smoke rise.
- Check the doorknob. If the doorknob is hot, don't open the door.
- Seal up cracks around the doors using sheets, pieces of clothing or whatever is handy.
- Hang an object from the window to attract attention.
- If there is a phone, call University Police at ext 1153 and/or the Topeka Fire Department at 911 and report that you are trapped in your room. Be sure to give any important location information and wait for the dispatcher to ask you any questions.

- If you are able to proceed through the door, and the hallway is filled with smoke, move quickly in a crouched position to the nearest clear exit. If possible, place a wet towel or cloth over your head and face, taking short breaths through your nose. Cover your body with something that can be easily discarded if it catches on fire.
- When you leave your room, remember to shut the doors tightly behind you to protect your room from smoke and fire damage.
- If all exits are blocked, return to your room. Open a window if it is safe (don't break out the window; you may need to shut it again). Signal through the open window.
- If exits are clear, proceed outside to a pre-designated fire evacuation staging area. Follow the directions of the police and firefighters.
- Always try to remain calm and never re-enter a building to try to save personal possessions.

Fire Evacuation Locations

Residents of **Lincoln Hall** will go west of dining, north by lot 1.

All residents of the **LLC** must exit the building and go to the area across the street, or west of the building to the sidewalk.

West residents must exit and go east of the building to the sidewalk by the street.

All residents of **Washburn Village** must exit the building and go to the open area north of the Commons Building. If the fire is in/by the Commons Building, residents should go to the area by KTWU.

Residents of the **Phi Delta Theta house** should stage to the SW of the house near Mulvane St. and the sidewalk between the homes

If You Discover A Fire

- If possible, close the door to the fire area.
- Activate the nearest fire alarm system.
- Notify the University Police at extension 1153 and the Topeka Fire department at 911 of the fire and its location.
- Evacuate the building and stand clear of it.

Smoke Detectors

Each Residential Living unit is equipped with smoke detectors. If you have simply burned food, do not try to cover up the mess. Leave the building unit if the alarm has sounded for the entire building, and tell University Police what caused the alarm to sound. Do not try to deactivate smoke detectors. These units are designed for your safety and the safety of others.

Fire Equipment

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers and alarms) within all of the Residential Living facilities. Tampering of such equipment or setting off false fire alarms will result in disciplinary action. It is a misdemeanor to tamper with fire equipment.

SHELTER IN PLACE POLICY AND PROCEDURES

This “Shelter in Place” policy will be used to manage the response during and after an incident.

“Shelter in Place” Announcement:

1. “Shelter in Place” is triggered primarily by current events on campus, (ex: criminal on campus; police request). Other “Shelter in Place” scenarios could be a tornado or chemical spills.

Examples that would result in activation of “Shelter in Place”:

1. A gun/weapon has been spotted on campus
2. Someone with a gun/weapon is en route to a campus
3. Shots are heard on campus
4. Police initiate due to the following:
 - a. The immediate pursuit of a dangerous suspect
 - b. The execution of a high-risk search or arrest warrant
 - c. A large-scale enforcement operation involving potentially dangerous suspects
5. Tornado Warning
6. Hazardous Materials release

Decision:

(Decisions to execute the “shelter in place” process can be made due to potential hostile acts and emergency circumstances that warrant limited exposure or movement.)

“Shelter in Place” directives may be issued by:

- Emergency Executive
- University Police
- Residential Living Director or designee

Communications:

Shelter in Place messages may include:

- IAlert
- Timely Warnings
- Phone
- Email Notifications
- Web Site Announcement

Shelter in Place Policy Procedures **Shooter on Campus**

PROCESS:

Active Shooter Situation Definition:

An active shooter is a person(s) who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms; and there is no apparent pattern or method to their selection of victims. These situations normally evolve rapidly.

Normal Business Hours:

1. Phone notification and or “timely warning notifications” will be made to each campus residential facility advising that “Shelter in Place” procedures are in effect.
2. Residential Living personnel may be dispatched to their respective facilities to supervise residents and secure the facility.
3. All occupants will lock their respective room/apartment doors, close and lock open windows and close blinds or curtains. Employees will lock office/work area doors.
4. All occupants will turn off all media sources, extinguish interior lighting, and position themselves as low to the floor as possible keeping out of line of sight of exterior windows.
5. Once in place, all occupants will remain motionless and silent.
6. Securing of exterior entrances of facilities will be coordinated between Facility Services Management and University Police as soon as possible.
7. All occupants will remain in position until notified all clear by law enforcement. Occupants will keep silent in their rooms. In some situations, law enforcement may evacuate the premises.
9. Occupants should not unlock or open doors for any person(s) unless they can make positive ID and are certain no threat exists.

After Hours:

1. Residential Living personnel will be notified as soon as possible. Residential Living Staff will take appropriate actions as specified in Steps 2-6 listed above.
2. University Police or Facilities Services will secure facilities as quickly as possible. Until exterior doors are secured, seek shelter in secure locations.
3. All steps listed during Normal Hours will be followed.

Shelter in Place Procedures

Tornado Warning

- Tornado refuge area locations can be found on My Washburn with the campus safety information. Shelter locations are listed on the Safety-Planning and Emergency Management Web page.

- Benton Hall basement
 - Bradbury Thompson Center basement
 - Garvey Fine Arts Center basement
 - Henderson Learning Resources basement
 - KTWU basement
 - Mabee Library lower level
 - Law School & Law Clinic basement
 - Morgan Hall basement, west wing
 - Stoffer Science Hall basement
 - Petro Allied Health Center lower level corridors
 - Washburn Village basement of commons building
 - Lincoln Hall ground floor
 - Living Learning Center ground floor mechanical room, ground floor restrooms
 - Art Building, 1st floor restrooms and immediate corridor area
 - Student Recreation & Wellness Center, restroom/locker rooms on main floor
- Tornado shelters are equipped with red emergency (911) phones. Once the handset is lifted, it will automatically dial 911 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or personal safety issues. Please note this is not a house phone or local access phone. University Police will be able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.
 - Utilize NOAA weather alert or portable radios to monitor severe weather information.
 - A **tornado watch** is when conditions are favorable for tornadoes. One may continue normal activities, but supervisors should assign someone to monitor the situation and notify others in the building if storm conditions deteriorate.
 - A **tornado warning** is when a tornado is occurring in the area. *Seek shelter immediately!* Proceed to the designated tornado refuge area in the building; if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor, away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if outside or in a vehicle.
 - Additional tornado shelter information will be provided to students residing in the Living Learning Center and Lincoln Hall by Residential Living staff.
 - A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. One may continue normal activities, but supervisors should assign someone to monitor the situation.
 - A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

When a **tornado warning** has been issued, it means **TAKE COVER IMMEDIATELY**. Outside sirens will sound city-wide when a warning is announced (for those not familiar, the City/County Civil Defense Department conducts a 30 second test of the sirens at noon each Monday). Local weather conditions may be monitored on local Topeka radio and television stations; NOAA weather alert radios also have the most up-to-date weather information.

If you are in the residence halls at the time of a warning:

Lincoln Hall Residents:

- Go to the basement on the west end of the Ground Floor of Lincoln Hall

Living Learning Center Residents:

- 4th Floor: Go to the Mechanical Room in the Lower Level of the LLC
- 3rd Floor West: Go to the Boiler Room in the Lower Level of the LLC
- The remainder of the students: May remain in their room moving into the foyer area/bathroom and closing the bedroom doors
- LOWER LEVEL STUDENTS: are under no obligation to allow other residents into their rooms during a tornado warning

West Hall Residents:

- Go to Benton Hall

Washburn Village Residents:

- Go to the basement of the commons building

Phi Delta Theta House Residents:

- Go to the basement of the building (see tornado diagram that are located in the building for locations)

Shelter in Place Procedures

Hazardous Chemicals

What is “Shelter in Place”?

In a situation where a serious hazardous chemical spill has quickly caused a toxic atmosphere, it may be more dangerous to go through those toxic vapors or to attempt to outrun them than to stay in an existing structure.

“Shelter in Place” means to enter a building not affected by the spill and remain there during the emergency. “Shelter in Place” is a viable option for protection against exposure to potentially dangerous airborne chemicals during an emergency.

Examples on How to Accomplish This

Residential Living Staff may coordinate some of these activities with Facilities Services:

- Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked.)
- Ventilation systems should be turned off so no outside air is drawn into the structure.
- Turn off all heating systems and all air-conditioners and switch inlets to the “closed” position.
- Seal any gaps around window type air-conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
- Turn off all the exhaust fans in kitchens, bathrooms and attics, and cover the openings with plastic wrap or plastic sheeting.
- Close as many internal doors as possible in the structure you are in.
- You may need to relocate to a higher level of the structure, as most of the chemicals that are of concern are heavier than air and will settle in the basement.
- Select a room in the building that is comfortable and easy to seal off. The room should, if possible, provide access to water, toilet facilities, and have adequate room for people to sit.

Student Awareness Tips

- **Student Awareness Tip:** If the vapor begins to bother you, place a wet cloth over your nose and mouth. For a higher degree of protection, go into the bathroom, close the door and turn on the shower in a strong spray to “wash” the air. Seal any opening to the outside of the bathroom as best you can.
- **Student Awareness Tip:** Make sure to have a battery-powered radio and a flashlight in case the power goes out.
- Once in the room, seal windows, air vents, and exhaust fans with plastic sheeting and duct tape.
- In some homes, light switches and electrical outlets on outside walls are sources of air infiltration and should also be sealed with duct tape and plastic.
- **Student Awareness Tip:** Seal around the door with duct tape. If the space under the door is too big to seal with tape, try stuffing a damp towel under the door.
- **Student Awareness Tip:** Continue to listen to the radio or TV for emergency information and updates on the incident. Don’t call **9-1-1** unless there is an additional emergency like a fire or a serious injury.
- **Student Awareness Tip:** Keep phone available.

Important Numbers

Residential Living Main Office	670-1065
Lincoln Hall Front Desk	670-3900
Living Learning Center Front Desk	670-1016
Washburn Village Front Desk	670-1076
Lincoln Hall Resident Assistant on Duty	217-8848
LLC and West Resident Assistant on Duty	224-4063
Washburn Village Resident Assistant on Duty	224-4083
Student Life/Associate VP of Student Life	670-2100
Academic Advising	670-1942
Career Services	670-1450
Counseling Service	670-1450
Office of Diversity and Inclusion	670-1622
Student Activities & Greek Life	670-1723
Student Health Services	670-1470
Student Services	670-1629
Student Recreation & Wellness Center	670-1314
Dining Services	670-1456
Financial Aid	670-1151
Washburn University Police	670-1153
Equal Opportunity Director/ Title IX Coordinator/ ADA Coordinator	670-1509
Emergency	911

All Numbers except for 911 have a zip code of 785.

Washburn University

Notice of Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu