

Adrian College
House Manager Manual
2016-2017

House Manager Role and Responsibilities Agreement

- The House Manager oversees all operation, maintenance, cleanliness, health, neighbor relations and safety issues in their respective facility on Adrian College's campus. The House Manager will be elected to serve a one year term. The following is an agreement between the Student Life Office and the House Manager. Remember, living in a college owned house is a privilege not a right.
- Be the point of contact between the residence location and your supervisor, Greek/Theme House Coordinator.
- Properly report any and all facility/maintenance problems to your supervisor in a timely fashion.
- Organize and supervise the regular cleaning of the facility and property.
- Work to ensure facility is in compliance with all applicable university, local, state and federal codes, rules and regulations.
- Provide regular updates and communication to appropriate representatives from the College.
- Oversee all check-in and check-out procedures, complete room condition sheets, oversee and report all room assignments and room changes and oversee closing of chapter house/complex during all breaks.
- Maintain accurate house rosters at all times.
- Notify facility residents of all safety precautions, evacuation procedures and regulations.
- Encourage the development of an environment conducive to high scholastic achievement.
- Develop a system of accountability for all damages inflicted upon the facility to assess fines and penalties where appropriate.
- Report any damage or vandalism immediately. If it is not reported and discovered by a staff member, additional fines will be applied.
- Conduct common area inspections on a regular basis.
- Attend all scheduled House Manager Meetings.
- Acquire approval for all house improvement projects.
- Make sure everyone in your house receives, reviews and complies with the Adrian College policies, rules and regulations as well as complies with state and federal laws.
- Report all emergencies and serious incidents to the Safety Office or the Student Life Office.
- Other duties as assigned.

It is our expectation that the elected House Manager will assume all these responsibilities throughout the entire academic year; however, if at any time a new House Manager is selected the previous House Manager must notify the Director of Housing and the Coordinator of Theme Housing within 24 hours.

Signature

Date

Section One

Community Based Expectations

Quiet Hours and Courtesy Hours

**Quiet Hours*

11:00pm-8:00am Sunday-Thursday

12:00am-8:00am Friday & Saturday

**Courtesy Hours – 24 hours a day*

Involves respect at all times to other residents and neighbors.

Any student should be free to study or rest in his/her room without interference.

**Noise should be kept to an absolute minimum. Stereos and other noises should not be heard through closed doors or windows.

If any issues arise, please call Brian Crawford, Theme/Greek Housing Coordinator, at 517-264-3886 or email at bcrawford@adrian.edu

Office hours: 8:30am-5:00pm. After hours: Please contact Campus Safety at ext. 4333 for resolution.

Introduction to Neighbors

It is required that all house residents introduce themselves to the immediate surrounding neighbors within a three house limit. It is conducive to the working relationship of the College and its surrounding neighbors.

Damages to Property

1. The House Manager is responsible for reporting any resident-inflicted property damage immediately. Make sure you look at the problem and be as specific as possible when describing it (do NOT take the resident's word that it is simply broken). **Communication must be submitted to your Supervisor within 48 hours of the incident.**
2. The House Manager should attempt to identify the individuals responsible for any damage inflicted to the property. In the event that no individuals can be identified, the

House Manager will work with the Supervisor to assign shared financial responsibility, particularly for damage to common areas.

3. Any significant damage to the property that is believed to be the result of vandalism should be reported immediately to Campus Safety at ext.: 4333. Any damage that immediately threatens the life, health, or safety of any students should be reported immediately to Campus Safety, as well. This includes outside door locks and broken windows.

Lawn Care

Plant Services provides lawn care to housing facilities on a continuous basis. The service is strictly for regular, weekly mowing.

1. In preparing for lawn care, House Managers should do the following every Sunday afternoon:
 - a. All trash and other lawn items (furniture, water hoses, grills, etc.) must be removed from the lawn. Mowers will mow around any large items in yard.
 - b. Backyard gates opened and unlocked to allow free access by mowers.

Parking

All residents living in a house or complex must abide by all parking rules written within the Student Handbook. They must all have a parking permit to park within their respective driveways. Cars belonging to residents as well as their guests must remain on the driveway. **At no time may anyone park in lawns, no parking zones, block sidewalks, etc.**

*Guests must register their vehicles with Campus Safety for the duration of their visit. There must be a visible temporary parking pass identifiable for everyone to see.

Furniture Policy

At no time may any furniture, that of a students or common area furniture, be outside on the lawn or left on the front porch overnight. Failure to comply will result in judicial action and/or fines.

Fireworks, Fire Arms and Fire Extinguishers

The use or possession of fireworks, firearms, flammable liquid, etc. on campus is prohibited; violation of this policy will result in disciplinary action. Tampering with fire extinguishers is prohibited. Any student responsible for the discharge of a fire extinguisher will have disciplinary action taken against them and may also face criminal charges.

Guest Policy (See *Guest Based Expectations for additional information*)

All Adrian College residents are responsible for their guests. A guest is identified as anyone who does not live within the immediate facility, applying to Adrian College students and non-students alike.

1. Cohabitation is not appropriate or allowed at Adrian College. Cohabitation is defined as any non-resident of the facility, residing in the house or room with the house residents for more than three consecutive days. After three days the guest will be asked to leave the facility.

Section Two

Procedural Based Expectations

Work Orders

The primary job responsibility of the House Manager is to properly identify and report any facility/maintenance problems through the established work order procedure. House Managers should encourage their residents to report facility and maintenance issues to them so that proper contact and protocol may be followed.

1. For standard, non-emergency work requests, House Managers will contact their Supervisor.
2. For Emergency work requests, House Managers will call Campus Safety. Emergency work requests should be limited to the following:
 - a. Any situation that immediately endangers the life, health, or safety of any resident (i.e. hazardous waste, unsanitary conditions, blood borne pathogens)
 - b. Water leaks involving substantial amounts of water.
 - c. Heating/Air conditioning breakdowns during extreme weather conditions.
 - d. Loss of electricity.
 - e. Broken windows/door locks – specifically exterior doors.

Opening/Closing Houses

The House Manager will be required to stay for all opening and closings of the facilities. Failure to do so will warrant further investigation and inquiry by the Supervisor. Prior to all opening and closings, the House Manager must schedule a meeting to review all Room Condition Sheets (RCS) being handed in or new ones being filled out, as well as the collecting and distribution of keys.

House Managers shall stay one day past the final move-out day. During breaks throughout the academic year, all House Managers must remain in the house until the housing supervisor has released the house from inspection. This will ensure the Supervisor can do a walk through with them prior to students leaving.

Check-In/Check-Out Procedures

The House Manager is responsible for overseeing an orderly, organized check-in/check-out system at the beginning and end of each semester.

1. At the end of each semester, the potential House Manager will call a mandatory room assignment meeting, in which all members interested in living in the house during the following school year will attend, to select rooms and to fill out housing contracts.
2. Based on the information received at this meeting, the House Manager will provide an updated house roster to the Theme Housing Coordinator.

3. Residents moving into the house will follow the policies, procedures and schedule provided to them from the Housing Office.

Keys/Door Locks/Lockouts

1. The House Manager will be responsible for the distribution of keys to new residents at the beginning of each semester and the collection of keys from vacating residents at the end of each semester.
2. Students who lose keys are to be sent to the Greek/Theme Housing Office.
3. No resident shall add any unapproved locking mechanisms (deadbolt, chain, etc.) to any door for any reason.
4. If there is a new handle lock placed on any resident's door, a copy of the key must be provided to the Greek/Theme Housing Office.
5. Contact Campus Safety at ext. 4333 if a resident is locked out of the house. At no time may the House Manager possess a Master key. If a House Manager has a pre-existing key, the HM must return the key to housing immediately. If the key is not returned fines will be applied.

Damages to Property

1. The House Manager is responsible for reporting any resident-inflicted property damage immediately. Make sure you look at the problem and be as specific as possible when describing it (do NOT take the resident's word that it is simply broken). Communication must be submitted to your Supervisor within 48 hours of the incident.
2. The House Manager should attempt to identify the individuals responsible for any damage inflicted to the property. In the event that no individuals can be identified, the House Manager will work with the Supervisor to assign shared financial responsibility, particularly for damage to common areas.
3. Any significant damage to the property that is believed to be the result of vandalism should be reported immediately to Campus Safety at ext.: 4333. Any damage that immediately threatens the life, health, or safety of any students should be reported immediately to Campus Safety, as well. This includes outside door locks and broken windows.

Trash Disposal

1. Plant Facilities & Campus Services Department provides trash disposal services to the house on a continuous basis. In addition, communication between the House Manager and the Supervisor is important for all non-standard issues in order to prevent unnecessary cleanup efforts and subsequent additional charges for these services. These issues may include, but are not limited to, cleanup from parties, events, parent visits, mixers, etc.
2. Room trash must be taken directly to dumpster for each house. Room trash may not be left in hallways or community trash receptacles.

Material Storage

1. Flammable and combustible liquids should not be stored in the house at any time. These items include: oils, gasoline, greases, tars, oil-based paints, lacquers and flammable gases.
2. The following materials shall not be stored in any stairwell or within three feet of any electrical panel: wood, paper, cloth, rubber, plastic, etc.
3. No items, including personal furniture, should be stored in any area that prohibits access to a mechanical room or electrical panel.
4. No item should be stored in any area that blocks a primary or secondary means of egress, including hallways, room doors, windows or stairwells.

Furniture Policy

1. At no time may any furniture, that of a students or common area furniture be outside on the lawn or on the front porch. Failure to comply will result in judicial action and/or fines, as well as possible docking of points within the point system.

Section Three

Guest Policies and Procedures

Guest Policy

1. Guests visiting in campus housing are required to observe all College and Residence Life policies. The resident is responsible for the guest's behavior and safety and should escort the guest at all times. Overnight guests are expected to register with and obtain a parking pass from Campus Safety. Students with guests are to respect their roommate's right to use their room. No guest may stay more than three nights in Adrian College housing. Cohabitation is not permitted in College housing.
2. Restrooms: Student hosts are responsible for finding appropriate restroom facilities to accommodate their guests.
3. Child Visitation: No children under eight years of age are permitted to stay overnight in College Housing. Visitation hours for children less than eight years of age are 8:00a.m. – 8:00p.m. A parent, guardian, or resident must accompany all children at all times. Note: exceptions are made for Sibs & Kids Weekend only.

Damages to Property

1. The House Manager is responsible for reporting any guest-inflicted property damage immediately. Make sure you look at the problem and be as specific as possible when describing it (do NOT take the resident's/guest's word that it is simply broken). This form must be completed and submitted to your Supervisor within 48 hours of the incident.
2. The House Manager should attempt to identify the individuals responsible for any damage inflicted to the property. In the event that no individuals can be identified, the House Manager will work with the Supervisor to assign shared financial responsibility, particularly for damage to common areas, or charge the House Account (Fraternities).
3. Any significant damage to the property that is believed to be the result of vandalism should be reported immediately. Any damage that threatens the life, health or safety of any student should be reported immediately to Campus Safety at ext: 4333 this includes front door locks and broken windows.

Parking

1. All guests of residents living in a house or complex must abide by all parking rules written within the Student Handbook. They must all have a parking permit to park within their driveways. Cars belonging to residents as well as their guest must remain on the driveway. At no time may anyone park in lawns, no parking zones, block sidewalks, etc.
2. This includes registering a guest vehicle with Campus Safety.
3. Fraternity houses will have five guest passes that will cover the house parking lots only.

Section Four

Safety and Emergency Procedures

Overall Emergency Considerations

Decisions on the part of the House Manager in an emergency situation can best be guided by three considerations in this priority order:

1. The first and most universal point to keep in mind is the student's health and safety as well as the welfare of others;
2. The protection and security of buildings and facilities; and
3. Notification of Campus Safety who can then notify the Administrator on Duty.

Contacting Emergency Services

1. If it is an extreme life and death emergency, you should call 911 immediately.
2. Tell the dispatcher what the situation is and stay on the phone until all questions have been answered and the dispatcher tells you to hang up.
3. When contacting an emergency service include the following information:
 - a. The nature of the emergency, i.e., how many persons are involved, the extent of the fire, etc.
 - b. Location of the emergency
 - c. Your name, complex/house name, and phone number.
 - d. Additional information such as what has been done so far and what equipment is needed.
 - e. Do not hang up the phone until you are sure all the information has been understood. Also, the emergency personnel may have some questions or instructions for you.

After contacting emergency services:

- a. Contact the Campus Safety office at ext: 4333 and request the Administrator on Duty.
- b. It is important that the House Manager or another resident meet the Emergency Personnel in front of the house/hall.

Other campus emergencies should be immediately reported to the Campus Safety Department ext: 4333. They will contact the most appropriate emergency service whether it is a fire, victim assistance, Administrator on Duty, ambulance, paramedic or police.

Alcohol Poisoning/Overdose

1. **Call 911 if...**
 - a. The person cannot be roused or awakened. Student does not respond to shaking, pinching of skin or their name shouted.

- b. Skin is cold, clammy or has a bluish tint. They may not be getting sufficient oxygen.
 - c. Breathing is irregular. If the person takes a few breaths and then nothing for a while, or if the person's breathing is very slow or shallow, this is a sign that medical attention may be necessary.
2. Leave the person only to call for help.
3. Make sure the person is on his or her side and cannot roll back.
4. Call Campus Safety.
5. Do not induce vomiting in someone who is semiconscious or passed out.
6. Remember that a drunken person is helpless and must be cared for.
7. If someone is drunk and sick, soothe and reassure him or her. Do not allow a lot of people to gather.

Aiding the Sexually Assaulted

As the House Manager, you may be the first person that a victim of sexual assault will go to, and while you are not expected to counsel the person fully, you should be familiar with some concepts that are important to remember when working with such a situation:

1. Listen to the person; don't ask too many questions; don't attribute, blame or say how it could have been prevented; reassure and trust the person.
2. Make sure the person is in a safe place (ask them if they feel safe, and if not, where would they consider to be a safe place). In most cases, you should not invite the victim into your room alone, but rather to another private location.
3. Encourage student not to bathe before being checked out by a physician. Bathing will destroy crucial evidence.
4. Encourage them to go to the hospital to be checked and treated for injuries, STDs, pregnancy, and for physical evidence recovery (see notes below).
5. Encourage students to go to and accompany student to the Counseling Center, the 24-hour crisis line (265-6776) or Catherine Cobb Center (264-5733).
6. Encourage the student to call the police if the police were not called at the hospital.
7. Allow the person to make decisions and to feel re-empowered; make suggestions when appropriate, but the final say should be theirs.
8. Do not promise confidentiality (for you might need to speak to a counselor or an administrator), but do respect the bounds of appropriate confidentiality (i.e. this should not even be a staff discussion).
9. Be honest; tell them what you know; do not set up unreal expectations in terms of what might/might not happen.
10. Seek help for yourself; there is a lot of energy committed to listening to and helping a victim of sexual assault. This energy is even more so when you cannot talk about the situation as you would another high energy situation (this phenomena is often known as second-hand rape); talk to a counselor or another staff member. You need to be able to process your role and your feelings in a safe and appropriate place.

****Hospital Procedures** If the assault occurred within the last 24 hours, it is critical that the person seriously consider going to the hospital and having a rape kit (also known as PERK kit-Physical Evidence Recovery Kit) completed. Evidence can be recovered after 24 hours but becomes harder to collect and use. This is an extensive physical and verbal examination to gather information about the assault. The police will also be involved in this process. Having a rape kit done does not mean that the individual wants to press charges; it merely leaves that option open for that person to make a decision later. At any point, the victim can call and have the information in the kit destroyed. Rape kits can be done at Bixby Hospital.

Transporting a Student to Bixby Hospital

If a resident needs emergency transportation to Bixby Hospital...

1. Call 911 for an ambulance or request one through Campus Safety at ext: 4333
2. In some cases, Health Center staff members or Campus Safety staff members can transport students
3. At no point should any housemate contact parents. If a parent contacts the house member, the housemate should refer the parent to Campus Safety or the Administrator on Duty
4. Students may request that a friend take them to the hospital. In most cases, this should be discouraged. If a friend does transport, they must notify Campus Safety.

Student Illness

1. The House Manager should be aware of any resident in the house who is ill.
2. House Managers should inform their Supervisor of students who are missing class or who have left because they are ill.
3. The Student Life Office (ext: 3142) will assist in notifying faculty members and College work supervisors that a student has been ill and is expected to miss class.
4. When a student has been ill in the house and missed classes, please inform the student of the following:
 - a. It is the student's responsibility to inform each instructor of his or her illness.
 - b. Only the instructor has the authority to excuse a student when a class is missed.
 - c. Notes explaining a student's absence should be provided by a physician.

Student Illness/Injury Requiring Immediate Medical Attention

1. Students who are ill should seek medical attention at the Health Center during service hours (8:30am-5:00pm Monday through Friday). Walk-ins are generally seen in the morning; appointments are made for the afternoon.
2. Should the Health Center be closed and the medical problem cannot wait, students may choose to seek attention at the Emergency Room.
3. If a student is unconscious, first phone 911. Then contact Campus Safety (4333) so they may meet the ambulance. Also call your Supervisor and leave a message.

4. Do not move victims, especially unconscious ones. It is important to remember this: in case of an emergency, the best person to contact (if you do not know what to do) is Campus Safety who can then contact the Administrator on Duty.

First Aid

1. Campus Safety is trained to administer minor first aid.
2. Safety may administer the first aid techniques that they have been trained to administer and that they are comfortable administering.

Student Death

If a student is found who appears to have died/been killed...

1. Call 911 for emergency medical treatment
2. Contact Campus Safety and request response from the Administrator on Duty
3. **Do Not call the parents.** Parents and other relatives will be contacted by a College Administrator or Medical Personnel

Suicide

If a student appears to be at risk for suicide, it is important to:

1. Not panic.
2. Take the threat seriously.
3. Talk to the student and express your concern.
4. Call Campus Safety (4333) to request assistance from the Administrator on Duty. The Administrator on Duty will contact Counseling or Health Center.
5. Do not leave the student alone until someone else arrives to assist you.
6. Do not promise to keep this a secret or pretend to have all the answers.

Seizures

During the seizure:

1. Do not try to stop the seizure or to restrain the victim.
2. Never attempt to force anything into the victim's mouth.
3. Help the victim lay down (to avoid injury) but do not use force.
4. Loosen restrictive clothing.
5. Move objects that may be dangerous, or put a pillow between the victim and the object.
6. Call for help.
7. Check to see if there is a medical bracelet which has special emergency information.

After the seizure:

1. Check to see if the student is breathing.

2. The victim of a seizure or convulsion may be conscious, but confused and not talkative when the intense movement stops. Stay with the student and make sure breathing continues until medical personnel arrive.

Tornadoes

1. Campus Safety will contact the House Manager in the building to inform of a tornado warning or other dangerous weather conditions.
 - a. A **tornado watch** means that the conditions are right for the formation of a tornado in a particular area.
 - b. A **tornado warning** means that one or more tornadoes have been sighted in the area. It is during a tornado warning that the moving of residents to the basement is necessary.
2. Grab your cell phone and a radio if you have a small one available.
3. Move all residents to the designated area of the basement or elsewhere in buildings with no windows.
4. **The designated area for my house is** _____
5. Students should close and lock their room doors before going to basement. There are no special instructions for closing room windows or leaving them open.
6. After moving to the basement, the House Manager should attempt to determine that everyone who was in the building is in the basement (via counting, asking others where missing people might be).
7. Campus Safety will inform buildings once the warning is lifted.

Bomb Threat

Frequently the caller directly contacts an office or department on campus to make their threat known. This may occur for several reasons, including fear of police "tracing the call", disruption of a specific event or class, anger at someone or something specific to that location. Rarely is it a serious threat from an individual or group with the capability of carrying out the act.

If you receive a bomb threat... (recommended procedures from FBI)

1. **Ask questions about the bomb or explosive.** Questions to ask:
 - a. When is the bomb going to explode?
 - b. Where is it right now? Address?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause the bomb to explode?
 - f. Did you place the bomb? Why?
 - g. What is your address?
 - h. What is your name?
2. **Note additional information.** Write down the exact wording of the caller and the responses to questions. Make notes about the caller's voice, speech, accent and if the voice sounds familiar to you. Were there any background noises or sounds which may

help locate the person? Threatening language used by the caller may be consistent with other threats or cases.

3. **Call Campus Safety** immediately at ext: 4333 to inform them of the threat. Request the Administrator On Duty.
4. **Remain available** to provide information to responding police and other personnel.

Campus Fire Safety

Fire can cause loss of life and damage to property. It is perhaps the most serious life safety hazard facing the residential environment and must be handled accordingly.

This section of the manual describes the College's policy on fire.

General Fire Safety Guidelines

Become familiar with these standards, observe them, and share them with every resident in your facility. Your cooperation in following, sharing and enforcing these standards is very much appreciated and could save someone's life.

1. Know how to respond to alarms, smoke, fire and inform residents to respond similarly.
2. If a fire is evident (smoke or flames):
 - a. Suppress the fire if possible with an extinguisher.
 - b. Evacuate the building immediately if fire suppression is not possible or inadequate.
 - c. Activate the alarm system (pull on alarm) on the way out of the building if a fire alarm is not ringing.
 - d. Call 911 and then Campus Safety at ext: 4333
3. If the alarm is ringing but no smoke or fire is present
 - a. Evacuate the building
 - b. Call Campus Safety ext: 4333 to report the alarm.
4. Keep all fire doors closed at ALL times. Assistance in educating the residents in your facility will be appreciated.
5. Encourage students to close doors to their rooms prior to going to bed at night.
6. Know the locations of all exits and your house's meeting area. The designated meeting area is _____.
7. Enforce the campus smoking policy.
8. NEVER use open flames in any form. This is strictly forbidden in College owned facilities.
9. Practice good housekeeping and encourage residents to do the same. Reducing the amount of trash (including hallways) reduces the consumables that can burn.
10. If you notice any problems with fire extinguishers, smoke detectors, and/or emergency lighting please contact Campus Safety right away.
11. Keep doors closed to areas with higher risk for fire (i.e., laundry room, kitchen, etc.)
12. REMEMBER: Personal safety is always FIRST. Evacuate immediately if you suspect a fire or if you smell smoke. Once at a safe location, report the incident to emergency officials.

Fire Safety Equipment

1. Residence Life buildings have fire safety equipment for the protection of the health, safety and welfare of student, guests, employees and College property. This equipment includes fire alarms, fire extinguishers and smoke detectors.
2. Tampering with or abusing equipment is a violation of State law and City ordinances as well as College Policy. In many cases, tampering with fire safety devices is a felony.
3. Equipment that has been tampered with or abused might not function properly and could lead to loss of life. Unfortunately, tampering with fire alarms, fire extinguishers, fire suppression equipment, detectors, exit signs, etc. is all too frequently seen as a harmless prank.
4. Report any tampering with or abuse of equipment to the Resident Assistant or other supervisor so that equipment can be replaced, recharged or repaired.

Fire Extinguishers

1. Fire extinguishers should be used for small fires that you are confident can be extinguished safely. They may also be used to assist an occupant in leaving an area with a fire. Your first priority is personal safety and immediate evacuation is preferred.
2. To operate a fire extinguisher, remember PASS:
 - a. **P**ull the pin.
 - b. **A**im the nozzle at the base of the fire.
 - c. **S**queeze the handle.
 - d. **S**weep the nozzle from side to side.

Resetting the Alarm

Alarms should be reset by Physical Plant or Campus Safety Personnel only AFTER determining that no threat exists or the alarms are faulty.

Evacuation Procedure

Your first responsibility is personal. The evacuation guidelines below should be followed with that in mind. As you leave the building, follow the guidelines below, be helpful and do not try to be a hero.

1. Activate the alarm (if not already activated) by pulling an alarm station.
2. Urge residents to evacuate in a quick and orderly fashion. On your way out, knock on all doors in your areas. Do not attempt to do this with the entire building.
3. Students in public/common areas should exit out the closest doors (generally those exiting directly to the outside).
4. Assist students in wheelchairs, those with crutches, or others in need of assistance as long as this does not put you in danger.
5. Close windows and doors on your way out – if safe to do so.

6. Do not permit residents to re-enter the building until directed to do so by emergency personnel!
7. After the Fire Department or a Campus Safety Officer approves re-entry, the residents will be allowed to re-enter.

Fire Drills

Fire drills should be conducted on a regular basis. The Director of Campus Safety will contact your supervisor to coordinate fire drills in specific buildings.

Fire Doors and Exit Signs

It is also important that the fire doors in each building are always kept closed, as they prevent the spread of fire and smoke. Do not prop them open, or allow them to be propped open. Fire exits should also always be clearly marked. Any damage or vandalism to fire exit signs or doors should be reported promptly via a service request.

Fireworks, Fire Arms, and Fire Extinguishers

The use or possession of fireworks, firearms, flammable liquids, etc. on campus is prohibited; violation of this policy will result in disciplinary action. Tampering with fire extinguishers is prohibited. Any student responsible for the discharge of a fire extinguisher will have disciplinary action taken against them and may also face criminal charges.

Hate-Motivated Incidents

Report any incident to Campus Safety or your Supervisor.

Harassing Phone Calls/Voice Mail

Initial Report

1. Victim reports the call to House Manager, Campus Safety, or other campus official.
2. Campus Safety can be reached by calling ext: 4333

Contact

1. House manager receiving initial report calls Campus Safety (if report made to other persons) immediately to determine if call came through switchboard. If yes, Campus Safety officer documents approximate time of call forward. This will allow for a review of the call's source.

Interview Victim

The interview should be conducted as soon as possible. This will be done by Campus Safety or the Administrator on Duty.

Assist Victim

1. Request to the victim that they keep a detailed journal or log of any phone calls, voice mails, or any online communication.
2. Provide phone numbers for Victim to call for assistance in emergency.
3. Are additional referrals necessary? Counseling? If so, contact your Supervisor.

Follow Up

Document incident and subsequent actions by email to Theme House/Greek Coordinator. Reports are expected from person receiving initial notice of incident, Campus Safety (if involved) and responding administrator. Investigating administrator handling interviews and/or further investigation should document notes as well.

Graffiti and Writing on Personal/College Property

Initial Report

1. Incident is reported to staff member.

Contact

1. Call Campus Safety to scene. Campus Safety can be reached by calling ext: 4333.
2. Request Campus Safety to contact Administrator on Duty.

Assist Victim

1. Determine Victim's perception of safety in current housing assignment.
2. Are additional referrals necessary? Counseling? If so, contact Safety or your Supervisor.
3. Provide phone numbers for Victim to call for assistance (RA, Campus Safety) in emergency.
4. Discuss follow-up activities with Victim (designated support administrator).

Verbal Harassment (direct/not telephone)

Contact (if victim known)

1. Call Campus Safety to scene (staff member taking report). Campus Safety can be reached by calling x4333.
2. Request Campus Safety to contact Administrator on Duty or Director of Campus Safety.

Assist Victim

1. Determine Victim's perception of safety in current assignment.
2. Are additional referrals necessary? Counseling? If so, contact Safety or Supervisor.
3. Provide phone numbers for Victim to call for assistance (RA, Campus Safety) in emergency.

