

LSUHSC – NO Residence Halls Policies and Procedures Manual

INDEX

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RHP 1 – Mission

Our mission is to provide at a reasonable cost-effective environment for our occupants that will enhance their educational development at the same time allowing them to benefit from a dynamic and diverse university setting. Both Residence Halls (Residence Hall and Sister Stanislaus Memorial Hall) are designed for the individual student to enjoy a safe and convenient home while living on campus.

RHP 2 - Eligibility

Students of the LSU Health Sciences Center at New Orleans are eligible to reside in LSUHSC housing facilities. In addition, Post Doc's and affiliates (e.g. visiting faculty, visiting researchers and visiting students) with a letter from their department confirming their appointment will be allowed on campus housing at **Stanislaus Hall** provided that capacity exists after fulfilling fulltime student demand and that affiliates are here for training or educational purposes.

The minimum stay for post-doctoral candidates, visiting faculty, visiting researchers and visiting students is one (1) month. The rental charge for stays less than four (4) months is \$600 per month. The rental charge for stays four (4) months or longer is \$533 per month. A \$300 (refundable) security/damage deposit is required is also required.

It is imperative that everyone living in on campus housing have an LSUHSC Identification card prior to or within days of moving into Student Housing. Access to the residence halls and the rooms within are restricted without an ID. LSUHSC-NO Identification Cards are issued by the registrar's office, but are encoded for residential use by the Student Housing Office. Housing applicants should contact their specific school or the registrar's office in regards to obtaining a LSUHSC-NO ID card.

RHP 3 - Accommodations

Stanislaus Hall has single student dormitory suites that contain a single bed, a wardrobe, entertainment center, and a computer desk. Toilet and shower facilities are shared with a suite mate. Kitchen and laundry facilities are located on each residential floor. All dorm suites have wireless internet.

Residence Hall has living units that include:

- Single Occupancy Dormitory Rooms for Men
- Single Occupancy Dormitory Rooms for Women
- One-Bedroom Unfurnished Apartments
- Two-Bedroom Unfurnished Apartments
- Three-Bedroom Unfurnished Apartments

One and two student dormitory rooms generally contain single beds, built-in desks, chairs, and individual drawer and closet space. Dormitory rooms share a community kitchen, toilet and shower facilities.

All unfurnished apartments contain a kitchen with a cooking range and refrigerator. All apartments and dorm rooms at Residence Hall wireless internet. Two laundry rooms are also located in the building. The Residence Hall has an indoor game room and outdoor

basketball court. A modern Wellness Center (located in Stanislaus Hall) is available to all LSUHSC-NO full time students.

RHP 4 - Procedure to Obtain Accommodations

A LSUHSC-NO Housing Application can be obtained from the Office of the Director of Student Housing (1900 Perdido Street, Room 210) or on the internet at; <http://www.lsuhs.edu/administration/ae/housingapp.aspx>.

It is recommended that students apply for housing at the time they apply to their prospective school.

Application Fee

All housing applications must be accompanied with a mandatory **\$75.00** nonrefundable application fee (administration fee).

The LSUHSC-NO Housing Application must be mailed or dropped off at:

Residence Hall Office
LSU Health Sciences Center
1900 Perdido Street, Room 210
New Orleans, LA 70112-1348

Security/Damage Deposit

An additional refundable security/damage deposit must be paid before room assignments are made and before students are allowed to move into campus housing. Security/damage deposits must be paid at or mailed to the address above.

Residence Hall security/damage deposits are equivalent to one month's rent. See rental charges at; <http://www.lsuhs.edu/administration/ae/rental.aspx>.

Stanislaus Hall security/damage deposits are **\$300.00** per dorm suite.

Students must pay all housing fees and be a registered student of a LSUHSC-NO school prior to moving into on campus housing.

RHP 5 - Housing Assignments

The Director of Student Housing has sole discretion in determining a housing applicant's eligibility and room assignment. Once assigned to a domicile, the occupant must agree to abide by the terms put forth in the rental agreement (lease). The occupant further agrees to abide by the policies and procedures put forth in this document.

RHP 6 - Occupancy

Occupant will be required to sign an initial lease term of **four (4) months**. A lease term of less than four (4) months must be approved by the Director of Student Housing. **Under NO circumstances will a lease term of less than one (1) month be allowed**. Once the initial lease is fulfilled, the lease will automatically renew on a month to month basis unless occupant chooses to sign another term lease.

Occupant will not be allowed to terminate his/her lease during an academic session except under extenuating circumstances or withdrawal from the university and only with approval from the Director of Student Housing. An immediate and written notice to the Director of

Student Housing during the academic session is required for lease termination. Early lease termination from LSUHSC-NO and failure to give written notice to the Director of Student Housing (or both) will result in forfeiture of occupant's security/damage deposit with the exception of withdrawal from the university.

Occupant must be enrolled full-time as defined by the LSU Health Sciences Center Catalog/Bulletin and continued occupancy will be contingent upon full-time student status at all times until graduation requirements are fulfilled. Since all students know the date of graduation or withdrawal from LSU Health Sciences Center, written notice must be given before vacating Student Housing 30 calendar days prior to that date (withdrawal or graduation). Delays can only be made by special permission from the Director of Student Housing and all requests for vacating delays must be in writing.

Occupant must agree that the leased domicile is to be occupied only by the number of persons indicated on the lease, and that no additional persons will be permitted to reside in the domicile. All violators will be removed.

Married occupants whose spouse is not a student must present a certificate of marriage to the Director of Student Housing in order for the non-student spouse to obtain an LSUHSC-ID card.

A married couple may only have their minor children (under 17 years of age) reside with them, no other roommates are permitted.

Single students may reside only with single students of the same sex.

With special permission from the Director of Student Housing, a brother and sister who are LSU students may be roommates.

Occupants cannot sublease the domicile.

In the event of non-occupancy the security/damage deposit will not be refunded except in the case the applicant chooses not to attend LSUHSC-NO, then a refund of the security/damage deposit may be allowed.

The Louisiana State Fire Marshal Mandates:

- No more than **three [3]** occupants may occupy a **three-bedroom apartment**. Exception can be made for **two [2]** dependent children under the age of seventeen [17] years.
- No more than **two [2]** occupants may occupy a **two-bedroom apartment**. Exception can be made for **one [1]** dependent child under the age of seventeen [17] years.
- No more than **one [1]** occupant may occupy a **one-bedroom apartment**. Exception made for a married couple and / or child under the age of [5] five years.
- No more than **one [1]** occupant may occupy a **single dormitory room**, which includes Stanislaus Hall (**no exceptions**).

Apartment-mates Who Withdraw or Graduate:

In the case of a person living in a two or three bedroom apartment whose apartment-mate(s) withdraws or graduates from the university; it is the residing occupant's responsibility to acquire a qualified apartment-mate(s) within **thirty (30) calendar days** from the date of occurrence of graduation or withdrawal of apartment-mate(s).

If a qualified apartment-mate(s) is not found within **thirty (30) calendar days** from the date of occurrence of graduation or withdrawal of apartment-mate(s); one of the following options must be exercised.

1. Occupant chooses to assume the total amount of the monthly rent until an apartment-mate is found.
2. Occupant chooses to move to a one-bedroom apartment provided one is available.
3. Occupant chooses to move to a dormitory room (provided one is available) or Stanislaus Hall.

The final decision concerning the eligibility of a particular apartment-mate(s) is the sole discretion of the Director of Student Housing.

RHP 7 - Rental Charges

LSUHSC reserves the right to change fees and rental charges at anytime. Current fees and rental charges can be found on the housing website; <http://www.lsuhs.edu/administration/ae/rental.aspx>. Rent charges for dormitory rooms, apartments and dorm suites are paid monthly.

The monthly rent includes hot and cold water, electricity, the LSUHSC internet network and building maintenance. Temporary failure by LSUHSC-NO to furnish such services due to a mechanical or electrical failure of equipment does not give occupant claim for damages or for a reduction of rent.

Rent becomes delinquent 10 days after the rent due date each month. A late fee of **\$50.00** will be assessed 10 days after every rent due date. unless deferral of rent is approved by the Director of Student Housing.

Occupant will receive a notice to vacate from LSU Health Sciences Center **60 days** after their rent is past due. LSU Health Sciences Center will place a block on occupant's academic records until all debts are resolved. In addition, LSU Health Sciences Center may take legal action to collect any debt.

The Director of Student Housing has sole discretion to waive late fees and/or notice to vacate.

Request to Defer Rent:

Only **one (1)** *request to defer rent* will be granted per academic semester. All rent must be paid by occupant at the Student Housing office within 10 days of receiving financial aid.

NSF (Non Sufficient Funds) Fee:

A **\$50.00** charge will be assessed on all NSF (non sufficient funds) checks.

Financial Indebtedness:

All financial indebtedness to Student Housing must be cleared prior to graduation or withdrawal from the university. LSU Health Sciences Center will place an academic block on occupant's academic records until all Student Housing debts are resolved. In addition, LSU Health Sciences Center may take legal action to collect any debt.

RHP 8 - Key Cards (LSUHSC-NO Identification Cards)

Occupant's LSUHSC-NO Identification Card is also used as an entry key for both residential halls in addition to specific domiciles. LSUHSC-NO Identification Cards are issued by the registrars office, but are encoded for residential use at the Student Housing Office.

Occupant should contact their specific school or the registrar's office in regards to obtaining a LSUHSC-NO ID.

Occupant must have their LSUHSC-NO Identification Card prior to signing their lease and moving into housing so the card can be activated for Student Housing access.

Occupant is NOT ALLOWED to give/loan their ID Key Card to anyone to access the Residence Halls or their specific domicile. Violations of this policy will result in a **\$100 fine**.

ID Key Cards for spouse or dependent(s) are issued by the LSUHSC-NO Wellness Center, but only with written authorization from the Director of Student Housing.

Lost ID Key Cards are a serious matter. Immediately report a lost ID Key Card to the **University Police** then immediately have a new ID Key Card issued at the registrar's office during regular business hours.

Occupants who are locked out of their domicile should go to the Student Housing (Stanislaus Hall or Residence Hall) office for access to their specific domicile. Occupant should contact the University Police (568.8999) for access to their domicile if no housing staff member is immediately available.

RHP 9 - Use of Domicile by Occupant

Occupant is responsible for knowing all policies and procedures as specified herein as well as those of the university, in addition to the handbook of their specific school and all official LSUHSC-NO publications including official memos/correspondence/e-mails from any LSUHSC-NO department or school.

Occupant must abide by the following:

- Reasonable efforts should be made to keep the noise level down. Disturbing noise between 10:00 p.m. and 8:00 a.m. will not be tolerated. Complaints about excessive noise should be directed to **University Police (568.8999)**. Excessive noise complaints documented by the LSUHSC Police and forwarded to the Director of Student Housing will result in a **\$100.00 fine** for violator.
- Occupant will not alter the structure of the domicile, its furnishings or its surroundings. No outside radio or television antennas. No painting walls, no installation of floor tiles or carpet. No modifying or tampering with electrical outlets

fixtures, plumbing, heater, stove, refrigerator, air-conditioner. **Any tampering with these devices are cause for eviction.**

- No holes will be drilled in the walls or floors, nor placement of hooks, tie racks, etc. on walls or woodwork. Violation of policy will result in a **\$100.00 fine**.
- Pets (whether fish, mammal, reptile or amphibian) are not allowed inside or within the vicinity of the Residence Halls. The pet will be removed and a **\$100.00 fine** will be assessed to occupant who allows a pet into their residence under any circumstances for any length of time.
- Certain electrical appliances – including electrical (space) heaters, deep freezers, toaster ovens, hotplates, clothes dryers, washing machines, dishwashers or any appliance deemed unacceptable by the Student Housing administration – will not be operated in the common areas, apartments or dormitory rooms. Failure to adhere to the policy will result in a **\$100.00**.
- Garbage or trash is to be disposed of only in the containers provided by Facility Services. Occupant is responsible for disposing of their trash. Trash found in the hallways, stairwells or laundry rooms will result in a **\$100.00 fine** for each offense.
- The State Fire Marshal mandates that NO live Christmas trees are permitted in the Residence Halls or domiciles within.
- All apartments, dorm rooms and dorm suites including dorm kitchens must be kept reasonably clean at all times by occupants in order to prevent insect infestation. Occupants are responsible for cleaning up after themselves in all areas of the Residence Halls. Violations will result in a **\$100.00 fine**.
- Fire doors on all hallways must always remain closed. DO NOT PROP OPEN ANY DOOR or FIRE DOOR including doors to common areas such as bathrooms or kitchens. A **\$100.00 fine** will be charged to each occupant residing in the domicile if the door closer is dislodged or removed.
- Occupants found tampering with smoke detectors, fire extinguishers, sprinkler pipes, sprinkler heads, or fire hoses will be **evicted. DO NOT HANG ANYTHING FROM THE SPRINKLER PIPES OR SMOKE DETECTORS.** A **\$100.00 fine** will be charged if anything is found hanging from the sprinkler pipes.
- Occupant **cannot** store gasoline, gasoline motors, oil, paints, varnishes, or any other explosive or flammable materials in their domicile or in any area Residence Halls. Violators will be assessed a **\$100.00 fine**.
- Burning candles are not permitted. A **\$100.00 fine** will result if this policy is violated.
- Firearms, weapons, explosives, fireworks and hazardous materials are prohibited. **Violators will be evicted.**
- Occupants MUST vacate the Residence Halls when the general fire alarm is activated. Any occupant that does not leave the Residence Halls will be **fined \$100.00**. See RHP 20; Fire Drills.
- The Director of Student Housing has sole discretion to waive fines.

RHP 10 - Standards of Conduct

Occupant is responsible for knowing all policies and procedures as specified herein as well as those of the university, in addition to the handbook of their specific

school and all official LSUHSC-NO publications including official memos/correspondence from any LSUHSC-NO department or school.

Occupants must be aware of the rights of others and avoid activities that unnecessarily disturb individuals or interfere with the normal activities of the Residence Halls or the University.

- Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability or sexual orientation are neither appropriate nor tolerated. This includes, but is not limited to, intimidating behavior, physical assault, hazing, verbal abuse and inappropriate or boisterous conduct. **Violation of this policy will result in termination from the university and eviction from Student Housing.**
- Everyone is responsible for notifying security of dangerous or inappropriate behavior in all areas of the Residence Halls.
- Guests are not permitted to stay more than **three (3)** consecutive nights and only **one (1)** guest per domicile unless permission for additional guests is granted by the Director of Student Housing. All guests must sign in at the dorm office or police desk when visiting the Stanislaus or Residence Hall. All guests must be escorted to and from the residential floors by occupant.
- Males are not allowed on the Residence Hall female dorm floors and no females are allowed on the Residence Hall male dorm floor.
- Children are welcome; however, occupant is responsible for their children and their actions. Children must be supervised at all times by an adult. Children are not allowed in the Residence Hall game/recreation room unsupervised.
- Sales and solicitation are prohibited and any such attempts should be reported to the Student Housing office. Occupant is not allowed to sell or solicit from the premises or in the immediate vicinity of the premises.
- Possession and consumption of alcoholic beverages within the public areas of Residence Hall and Sister Stanislaus Memorial Hall will be in accordance with LSUHSC-NO Chancellor's Memorandum-36 (**CM-36**), sec. III (policy) and sec. IV (guidelines).
- The possession or use of illegal drugs or drug paraphernalia is prohibited in the Residence Halls and is considered a serious violation of University regulations. The possession or use of illegal drugs will result in **immediate removal** from the Residence Halls and may result in further disciplinary action by the University.
- Smoking is not allowed. Use of any form of tobacco is prohibited on the LSU Health Sciences Center New Orleans campus both indoors and out in accordance with LSUHSC-NO Chancellor's Memorandum-58 (**CM-58**), *Tobacco Use Policy*.

RHP 11 - Rights of LSUHSC-NO

LSUHSC-NO Student Housing reserves the right to devise regulation, policy or procedure as deemed necessary for securing the safety and security, comfort, convenience and educational environment for on campus Student Housing.

LSUHSC-NO reserves the right, without prior notice, to enter any domicile at any reasonable time - or anytime for emergencies - for the purpose of inspection, repairs, pest control, or as deemed necessary to maintain the safety and well-being of the occupant(s) and premises. LSUHSC-NO reserves the right to reassign an occupant to another domicile for repairs, maintenance, and/or in response to specific concerns.

LSUHSC-NO reserves the right to remove and prohibit any sign, notice, drawing, or other posted material from any part of the Residence Hall's common areas or occupant's exterior door or window.

LSU Health Sciences Center is not liable for personal injury or damage or loss of occupant's personal property caused by burglary, theft, vandalism, fire, smoke, rain, flood, water leaks, mildew, hail, ice, snow, lightning, wind, explosions, utility surges or interruptions. LSU Health Sciences Center recommends that occupant obtain some type of personal property or renter's insurance.

In the event of a malfunction of mechanical equipment, including but not limited to, heating, air conditioning, water (hot or cold), gas, electricity, cable television, telephone, sewer, and garbage services; University personnel shall make an effort to restore operations promptly. Obligations of the occupant under this agreement shall not be affected by the failure of the University to provide utilities, nor shall any claim accrue by reason thereof. If suspension of service is prolonged, LSUHSC-NO, at its sole option, may terminate the lease agreement.

RHP 12 - Safety and Security

Safety and Security is Student Housing's top priority. Student Housing works closely with the LSU Police Department (**University Police**) concerning crime prevention, electronic surveillance, fire drills and incident investigations. The LSUHSC-NO Police and Student Housing wants occupants to adhere to the following:

- **Always keep the LSUHSC-NO Police telephone number handy; 568.8999.**
- Always use the elevated walkways when walking on campus. They were erected for your safety and security.
- **Enter and exit Stanislaus Hall ONLY through the elevated second floor walkway.**
- NEVER give access to the Residence Halls to anyone for any reason. Allow the housing staff or university police to do this.
- Lock your door whenever you leave. Take your key card with you, even if you will only be gone a short while.
- Keep all doors locked when you are sleeping.
- Never lend your key card to anyone. See **RHP 8**.
- When on campus, report any suspicious persons or activities to the **University Police; 568.8999**.
- If you see someone else in trouble call the **University Police (568.8999)** immediately.
- If you must walk in the street use a well-traveled and well-lit route. Walk purposefully, briskly and keep moving.
- Carry a noise-making device, such as a whistle. Have it ready to use.
- Be alert, observant and aware of your surroundings.
- When walking off campus avoid dark, vacant or deserted areas.

- Walk in the center of the sidewalk away from buildings, doorways, hedges and parked cars.
- Always walk facing oncoming traffic.
- If you are followed or accosted, run to a lighted building or area and cause a commotion.
- If you work or study late, alert a friend so they know where you are and when you will return.
- If a taxi or automobile drops you off, ask the driver to wait until you are safely inside.
- Get to know your neighbors.

RHP 13 - Maintenance

Do Not attempt to make any repairs to the domicile. Occupant must complete a **Maintenance Request Form** for all maintenance services. Maintenance Request Forms can be obtained at the Student Housing offices. Simple maintenance tasks are usually addressed by Facility Services within 24 hours. Maintenance emergencies (broken pipes, heating or air conditioning outages, etc) are addressed immediately. **For overnight, weekend or holiday maintenance emergencies** – *when the Student Housing administrative offices are closed* – **occupant should contact the University Police at 568.8999 or 568.6190.**

RHP 14 - Relocating to Another Domicile

Requests to relocate to another type of domicile cannot always be immediately granted. If an occupant requests to relocate to another accommodation and that accommodation is not readily available, the occupant can request to have their name placed on a waiting list.

All requests to be placed on a particular waiting list must be in writing and sent via e-mail to aehousing@lsuhsc.edu.

Occupant's Student Housing account must have a **zero balance** – or have a financial aid deferment on file - before transfer to another accommodation can commence.

RHP 15 - Vacating

Occupant must vacate the premises upon graduation; however, a fifteen (15) day grace period from the date of commencement will be allowed.

REQUIREMENTS for VACATING STUDENT HOUSING
(required in order to receive security damage deposit refund).

- **Occupant must fulfill the initial term of their lease agreement. Failure to do so will result in forfeiture of the security/damage deposit.**
- **Occupant must complete and submit a *Resident's Notice to Vacate* form (that can be obtained from the Student Housing office) thirty (30) days prior to vacating, in addition to, a written (e-mailed) notice. Failure to do so will result in forfeiture of the security/damage deposit.**

- **Domicile must be free of damage as stipulated in lease agreement; sec. III, Security/Damage Deposit.**
- **Occupant must remove all personal belongings from the premises.**
- **Domicile must be left *reasonably* clean** (e.g. all trash removed, floors swept and appliances cleaned).
- **Occupant must not leave any personal belongings in hallways, common areas or parking area.**
- **Occupant must leave refrigerator and air-conditioner on.**
- **Occupant must return all mailbox keys.**

If any of the above is not done, a portion or all of the security damage deposit may be withheld.

The Director of Student Housing or other authorized housing personnel will inspect the vacated domicile immediately after it has been officially vacated.

Deductions will also be made from occupant's security/damage deposit to reimburse LSUHSC-NO for any housing fees, fines, rent due or damage to premises, in addition to, an academic block being placed on occupant's academic records if security/damage deposit does not completely satisfy any housing fees, fines, rent due or damage to premises.

Deductions will be made from occupant's security/damage deposit to reimburse LSUHSC-NO for the cost of extra cleaning and/or maintenance to restore the leased domicile, in addition to an academic block being placed on occupant's academic records if security/damage deposit does not completely satisfy extra cost of cleaning and/or maintenance to restore the leased domicile.

Deductions will also be made from occupant's the security/damage deposit for missing property, in addition to a block being placed on occupant's academic records if the security/damage deposit does not completely satisfy cost of missing property.

Security/damage deposit refunds will be mailed to occupant's forwarding address after the domicile has been vacated.

Occupant should allow 30 days for receipt of any refund of security/damage deposit.

RHP 16 - Eviction

The lease may be terminated by LSUHSC-NO at any time, a fifteen (15) day written notice of intention to terminate will be given. Immediate termination and removal can occur if the situation warrants such action. The occupant will vacate the premises no later than the fifteenth (15) day from the date upon which notice of termination is dated. Failure to timely vacate shall result in legal action and any attorney fees incurred.

RHP 17 - Weather Related Emergencies

As dictated by the Chancellor's Memorandum-51 (**CM-51**); in cases where a mandatory evacuation is ordered by an authorized state, city, or university official; **LSUHSC-NO WILL NOT serve as a shelter of last resort. All students living in the Residence Halls (Stanislaus Hall or Residence Hall) MUST evacuate the Health Sciences Center campus. It is the responsibility of each occupant to make arrangements for**

transportation and shelter outside the evacuation zone in the event of closure of the university and Student Housing.

If an evacuation is ordered:

- Clean out your freezer and refrigerator.
- Dispose of all perishable items.
- Remove the trash from your domicile and dispose of it in the dumpster.
- Unplug your electronics (**except refrigerator**).
- **Leave your air conditioner ON.**
- **TAKE YOUR VALUABLES** (laptops, jewelry, money, mementos etc, etc).
- Make sure your entry door is closed and locked. See **RHP 8**.

RHP 18 - Parking Regulations for Student Housing

LSUHSC housing facilities have adequate parking facilities for occupants. Occupants who desire to park in residence hall lots must register their vehicle for parking assignments with **Parking Services**, located at **433 Bolivar Street, room 158** (library building). Occupant is required to obey the Parking Rules and Regulations. Parking Rules and Regulations can be accessed at; <http://www.lsuhs.edu/administration/ae/rules.aspx>.

Specifically, occupant will be required to:

- Park between the lines – in designated places only.
- Inform Parking Services when you purchase, rent, or borrow a vehicle. You will need to register that vehicle or get a temporary parking tag.
- **Occupant is not allowed to let anyone use their parking gate card or park in the Residence Hall parking lot. If this policy is violated, occupant will forfeit their space.**
- Inoperable vehicles will be towed at the owner's expense. You will receive written notice and have 48 hours to remove the inoperable vehicle.
- Visitors should park in the marked visitor spaces or off campus.
- **LSUHSC-NO Housing Facilities Assumes No Responsibility for Vehicles or Other Property Stolen, Damaged or Vandalized While Parking at LSUHSC-NO.**

RHP 19 - Fire Safety Policy

Be aware of special fire hazards that exist on campus and cooperate with campus authorities in fire prevention efforts. You should know proper emergency procedures and phone numbers should a fire occur. Fires can occur by carelessness, or use of smoking materials, or candle flames, or combustible material and liquids, or electrical appliances, or arson. Burning candles are not permitted. Do not store combustibles (**RHP 9**) and check all electrical appliances carefully.

A **\$100.00 fine** will be charged to anyone who tampers with or covers smoke detectors.

Report and/or remove accumulated trash.

Be alert for suspicious activities. Report any suspicious activity to the **University Police (504-568-8999)**.

Note that the Residence Hall complied with fire code requirements at the time of construction: however, the audible fire alarm can't be heard at 75 decibels in apartment bedrooms. To increase sound transmission, residents are advised to keep their bedroom doors open.

To be fully prepared in the event of an emergency, the Student Housing Staff is required to have current information on mobility impaired persons (persons who can't descend the stairs to the ground floor in a timely manner without assistance). Notify the Director of Student Housing if you are mobility impaired or become temporarily mobility impaired.

The Environmental Health and Safety Department conducts monthly checks of the smoke detectors and fire extinguishers in each apartment. Furthermore, the Director of Student Housing or a designated housing staff member, accompanied by an Environmental Health and Safety person will inspect all domiciles on a quarterly basis to check for fire hazards, including:

- Hazardous materials (**RHP 9**)
- Certain electrical appliances as per (**RHP 9**)
- Broken door closures
- Impeded sprinkler heads (**RHP 9**)
- Overloaded electrical circuits
- Impeded egress

Know about all the facilities safety features. Such features include:

- Fire extinguisher locations
- Fire alarm locations
- Fire escapes
- Smoke detectors.

Note: If a smoke detector in a hallway is activated, this will set off the general fire alarm throughout the entire building. If a smoke detector inside an apartment or dorm is activated, this will not set off the general alarm fire throughout the entire building. If there is an actual fire, the occupant must activate the nearest pull station to set off the building's general fire alarm.

- Fire doors
- Sprinkler head locations
- Emergency numbers

In case of a fire, act quickly, stay calm, sound the alarm in the hallway, contact **University Police (568.8999)**. All fires should be reported. In case of fire in your housing facility, all persons will evacuate the building as quickly and orderly as possible using the stairwells and NOT the elevators. Move to the "area of refuge" at the Medical Education Building on the corner of Perdido and South Roman Streets and report your name and room number to the individual in charge (University Police Officer, Environmental Health and Safety representative of Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal.

DO NOT attempt to drive out of the parking lot during a fire alarm.

Fire Drills

All occupants must vacate the premises during a Fire Drill and report immediately to the area of refuge.

WHAT SHOULD BUILDING OCCUPANTS DO WHEN AN ALARM SOUNDS?

1. **Evacuate your area** quickly and calmly.
2. Walk to the nearest stairwell exit. **Do not use the elevators.**
3. Carefully walk down the stairs. Stay to the right side and allow for traffic to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned Emergency Evacuation Area and report to **the individual in charge.**

Failure to report to the Emergency Evacuation Area will impede accountability of personnel. Upon arrival at the area of refuge, provide your name and room number to the **individual in charge** (University Police Officer, Environmental Health and Safety representative of Housing Staff representative).

Remain in your Emergency Evacuation Area until an "all clear" is given by the **University Police.**

Emergency Evacuation Area (Residence Halls)

- **Residence Hall:** Outside the MEB on the corner of Perdido and S. Roman Streets.
- **Stanislaus Hall:** Back parking lot along Gravier Street (trash disposal area).

LSUHSC-NO Housing Facilities will have scheduled and unscheduled fire drills. There will be a **\$100.00 fine** if occupant does not leave the building during the drill. There are no acceptable excuses for not leaving. The Director of Student Housing will have the **University Police** escort the occupant from the premises.

Refusal by occupant to leave may result in eviction.

HOW DOES THE ALARM SYSTEM WORK IN MY BUILDING?

Each building is equipped with fire detection system that detects smoke or fire and notifies occupants in less than three seconds. There are two types of alarm systems at LSUHSC facilities. Residence Hall and Stanislaus Hall are general alarms. This means that if the life safety system detects a problem then the entire building goes into alarm and all building occupants will evacuate immediately.

WHAT HAPPENS TO THE ELEVATORS IN THE EVENT OF AN ALARM?

The speakers in the elevators will sound. The elevators may or may not be recalled to the first or second floor of the building. If they are recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and

speakers that announce there is a fire alarm. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset. In the event of an alarm, do not use the elevators. If you are on an elevator during an alarm, when the doors open, immediately get off and go to your outside Emergency Evacuation Area using the closest exit door.

Actual Fire

WHAT TO DO IF YOU SEE A FIRE OR SMELL SMOKE?

1. If a fire or smoke is seen immediately PULL the closest fire alarm pull station
 - Fire alarm pull stations are located by each stairwell and/or exit
 - If possible, close all doors to prevent the spread of smoke and fire to other non-impacted areas
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your apartment or dorm to confine the fire
3. CALL the **University Police at 568-8999 or 911** and give specific information, such as,
 - Your name and the telephone number
 - The exact location of fire or smoke (building, floor, and/or room number)
 - The type of fire (electrical, flammable liquid, trash, etc)
 - The extent of the fire (severity of the fire and/or amount of smoke)
4. Immediately begin following the Emergency Evacuation Procedures as written below.

WHAT SHOULD A MOBILITY IMPAIRED PERSON DO WHEN AN ALARM SOUNDS?

1. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators. Your location will be provided to the emergency responders.
2. Remain inside the stairwell until assisted by Fire Department personnel or the **University Police** gives you an "all clear" to return to your office.

Note: Escorts should assist visiting mobility impaired personnel's movement to the stairwells. If the visitor has no escort, any building occupant can assist. The escort (upon arrival at the Emergency Evacuation Area) shall report the location of the mobility impaired person to the Floor Leader.

WHAT SHOULD I DO IF I AM TRAPPED IN A BUILDING FIRE?

1. Stay where you are and do not panic
2. Feel the door handle and then the entire door.
3. If the door handle or the door is hot, DO NOT OPEN THE DOOR.

4. If there is pressure on the door and “puffs” of smoke coming around the door, DO NOT OPEN THE DOOR.
5. Close all doors, windows, and any other openings that lead to the impacted area.
6. As a last resort, if there is a window(s) that can supply fresh air open or break it.
7. Use extreme caution while breaking the window. Protect yourself from broken glass.
8. Exercise extreme caution as the large increase of air from the broken window may cause the fire to intensify. Additionally, the breaking glass may cause injury to you or bystanders on the ground.
9. If possible, use a wet towel or blanket to cover yourself

Fire Sprinkler System Policy

- DO NOT hang anything from the sprinkler pipes and do not stack any material near sprinkler heads, as such actions may impact the function of the sprinkler system. A \$100 fine will be levied if something is hanging from the head or pipes.
- The Director of Student Housing reserves the right to evict anyone who tampers with the sprinkler system.
- LSU Health Sciences Center is not liable for any damages to property caused by water.
- If the sprinkler system is activated call **University Police** immediately at **504-568-8999**.

RHP 20 - Computer Network Information and Policy

Technical Support - Help Desk - 568-4357

Connecting to the LSUHSC Network

Both wired and wireless connectivity to the LSUHSC Network is available in your dorm room. This is the same network connectivity that is provided throughout the LSUHSC Academic Campus.

- A wired LSUHSC Network jack is located in each dorm room.
- The LSUHSC-Secure SSID is available for wireless connectivity in each dorm room.

Multiple Computers

While it is best to connect only one computer to a network outlet at a time, if you need to connect more than one computer simultaneously within the premises, you will need to purchase a network switch. The network is not configured to accept Routers. If there is a problem with your connection, the first step will be to disconnect your network switch/hub, which may be the only solution. If so, you will not be able to use your switch/hub or share your connection.

Routers Are Not Allowed

Only hubs or switches will be allowed for students living on campus who want additional network connections in the dorm room. This equipment is available at local computer retailers. Routers, wired or wireless, are not allowed.

Network Connectivity Policy

You should have current Anti-Virus software installed along with the latest operating system updates. LSUHSC has software available through its Campus License Agreement (CLA), which include the following:

- Microsoft System Center Endpoint Protection Anti-Virus
- Operating System Upgrades
- Microsoft Office

For details on licensing and how to download, install, and configure these applications, and updates please contact your school's Tech Supporter.

Remember that even though you are "at home" in the dorm room, you are still on the LSUHSC system and are bound by the LSUHSC computer policy. Failure to follow the school policy will result in disciplinary action, which may include dismissal from the university.

Currently all data passing through the LSUHSC network is being logged and flagged. Your traffic can be tracked down to your computer. This network is here for us to use, please do not abuse the system.

The LSUHSC Computer Usage Policy, Chancellor's Memorandum 42 (CM-42) is located on the web at: <http://www.lsuhs.edu/administration/cm/>.

Alternate Internet Service Provider Policy

If you use an alternate Internet Service Provider (dial-up, DSL, cable modem) within the premises, you are NOT bound by the LSUHSC computer policy.

TROUBLESHOOTING

If the network connection is not working, try using a different cable, another room's connection, the library, or one of the connections in the MDLs. If it works, then you know the problem is with the wiring or network switch/hub in the room and you should contact the Director of Student Housing.

If your computer does not work in any outlet, you will need to contact the Director of Student Housing or the Tech Supporter for your school.

If you need help with the LSUHSC email setup/account, and network resources (drives/printers, e.g., O: drive), **contact the Tech Supporter for your school.**

Hardware can be purchased at any computer store.

For your convenience, LSUHSC also sells the appropriate hardware at the following location: **LSUHSC Campus Technology and Supply Store** on the 2nd floor of the MEB room 2200 (Monday thru Friday, 8:00 a.m. – 4:00 p.m.) **phone 568.4447.**

RHP 21

**AGREEMENT TO ABIDE BY LSUHSC -NO
RESIDENCE HALLS POLICIES AND
PROCEDURES MANUAL**

OCCUPANT RESIDING AT LSUHSC-NO STUDENT HOUSING FACILITIES SHALL FOLLOW THE POLICIES AND PROCEDURES CONTAINED IN THE LSUHSC RESIDENCE HALLS POLICY AND PROCEDURE MANUAL.

Occupant of the LSUHSC-NO Residence Halls must sign below indicating they have received a copy of the LSUHSC-NO Residence Halls Policies and Procedure Manual. Signature page will be retained in occupant's file in the Student Housing Business Office.

I have received and agree to follow the policies & procedures contained within the LSUHSC-NO Residence Halls Policies and Procedure Manual.

Name (print): _____

Housing Facility Name: _____

Apartment/Dorm Room Number: _____

Signature: _____

Date: _____

RVSD 11/30/15