

**Residence Hall Information Book**  
**Office of Housing and Residence Life - Salisbury University**  
**2024-2025**

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**Message from Housing and Residence Life**

We are pleased that you are considering residency at Salisbury University (the “University”)! The University offers facilities that are well maintained and conducive to academic and social development. A highly supportive residence life program exists to assist individuals in dealing with personal needs and adjustments.

The information contained in this handbook is shared so that you will be informed about the residence hall functions, policies, procedures and standards of living. Please read it thoroughly and retain for future reference.

It is the responsibility of each student to become familiar with the information contained in this handbook, the Housing Contract, the University Catalog and the Student Code of Conduct.

**Rights and Responsibilities**

Residence Life staff, programs and policies value the unique backgrounds and rich cultural experiences students share in a residential community. The experience that takes place in such a community is built upon respect and honest dialogue among its members. Behavior that fails to respect the dignity of individual(s) or the diverse qualities of groups is therefore unacceptable.

Living in a University residence hall can be one of the most exciting, challenging and rewarding life experiences you will have. In fact, since more students want to live on campus than can be accommodated, you can consider living in a residence hall a privilege. To take advantage of the learning opportunities in the residence halls, it is important that you are aware of what your rights are and what responsibilities you are expected to assume. Our goal is to develop a residence environment that enhances academic achievement and fosters respect for the rights of other individuals.

We believe the following areas of conduct have an important effect on the quality of life in the residence hall. Under each heading is a statement of your rights and responsibilities followed by a statement of Housing and Residence Life Philosophy and/or University policy. We are emphasizing these areas because of their importance. The Housing Contract, the Student Code of Conduct and other University policies outline regulations and standards with which you will be expected to conform as well.

You should be reminded that, as a resident, you are responsible for any conduct associated with your

room and residence hall. This means that if you permit your friends or guests to create problems in your room, you will be held responsible.

The residence staff looks forward to working with you to create the best possible living environment for all residents. As an adult, you have a basic responsibility to yourself to stand up for your rights and to help us provide you with a productive residence experience.

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### **Office of Housing and Residence Life**

The Office of Housing and Residence Life is located in Sea Gull Square. It is responsible for the overall operation of the 12 residence halls. All correspondence or questions pertaining to on campus housing and/or residence life should be addressed to this office. We can be reached at 410-543-6040 or [house@salisbury.edu](mailto:house@salisbury.edu).

The Director of Housing and Residence Life is responsible for the overall administration of the 11 residence halls. Primary responsibilities include budget, occupancy, and facility usage throughout the year, staffing, programming, policy articulation/enforcement and personal safety. The Associate Director of Housing and Residence Life oversees hall staffing, programming, student conduct, and Living Learning Communities. Two Assistant Directors of Housing and Residence Life oversee the residence hall cleanliness, repairs, assessment of damages/billing charges, assignments and billing processes. Experienced clerical staff provide support to all these personnel.

Area Directors (AD) are full-time members of the professional staff who live in the residence halls. Each Area Director is responsible for the operation of two-three residence halls. Resident Directors (RD) are part-time members of the professional staff who are also graduate students at the University. Each RD is responsible for the operation of a building under the supervision of an AD.

Resident assistants (RA) are student staff members who live in each building and have the closest contact with residents. They are familiar with programs and services on campus and receive training in helping students have a successful University experience. RA's also work with the students on their floors to plan and implement various social, recreational, educational and cultural activities to meet the developmental needs of students.

The entire Residence Life staff functions to create an environment in the residence halls that is conducive to academic achievement and personal growth. Residents are encouraged to use the staff as a resource in dealing with any problems that arise.

### **ACCOMODATIONS**

Space in the residence halls is typically contracted for the full academic year (ending with the conclusion of spring semester), summer session(s) or winter term, whichever is applicable. Housing is not provided during recess periods (see University calendar). Returning to a residence hall at any time during a break is considered trespassing and will be handled accordingly.

Sea Gull Square and University Park offer 12-month housing options.

In the case of necessary repair or maintenance, the University reserves the right to direct students in any of the halls to remove their belongings for a specified period of time.

## **Disability-Related Housing Accommodations**

Barrier-free accommodations, which meet appropriate ANSI standards, are located in all residence halls excluding Dogwood Village. Students seeking an accommodation must register with, and be approved by the Disability Resource Center (DRC). Students should ensure that they follow through with any directives and/or requests from the DRC.

### **Room Furnishings**

The residence rooms include the following articles, which may not be removed for any reason:

- Beds (extra-long twin); Sea Gull Square has full-size beds;
- Dressers;
- Study Desks and Chairs;
- Wardrobe/Closets; and
- Blinds.

The following items are provided in each residence hall:

- Kitchens/Microwaves (in some halls);
  - Washers and Dryers;
  - Televisions; and
  - Vending Machines.
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## **ARRIVAL/DEPARTURE**

### **Check-In**

Residents can check in to their room by reporting to their assigned hall on the designated date, at the designated time. At check-in, residents get their cards programmed to open their room and other appropriate rooms. They will also review a Room Condition Report (RCR) on which the furnishings and condition of the room are noted. Residents should check this information closely for accuracy. Any discrepancies should be brought to the attention of a staff member before signing the RCR. This same sheet will be used at check-out to determine deficiencies in the room's furnishings and/or condition.

Failure to pay proper attention to check-in conditions may result in being fined for pre-semester damage. Damages occurring after check-in should be reported to facility repair at 410-677-3097.

### **Check-Out**

When residents move out of a room or leave at the conclusion of a semester, they must check out with a member of the residence hall staff. Residents are responsible for leaving the room in the condition it was in when they checked in. This includes cleaning the room and removing all trash. Students may be fined for improper check-out.

The professional staff will inspect each room and charges will be assessed for any damages, missing furnishings, or a room that is not clean. If any damage occurs during the course of occupancy, the resident should call facility repair, 410-677-3097. Residents must also provide information regarding who is responsible for damage. If residents do not provide this information prior to leaving, they may be billed a pro-rate share of the damage assessment.

## **Early Arrivals**

Due to specific program commitments, it is rarely ever possible to check in earlier than the date and time stated. Therefore, early arrivals need to utilize local motels and make reservations in advance. Any exemption to this policy needs approval from the Assistant Director; e-mail requests can be submitted to [house@salisbury.edu](mailto:house@salisbury.edu). Those students who are found in violation may be charged a fee per night equal to a local hotel's rates.

## **Break Periods**

Residence halls are closed to all occupants during break periods (Thanksgiving, Winter and Spring Break) and will reopen according to the University calendar, excluding students residing in Sea Gull Square and Sea Gull Village.

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## **Computer Access**

The University's Resnet system, once activated, allows residents to use web browsers, internet applications and access SU e-mail from their own rooms. All residence halls are wireless. Abuse of this computer privilege through harassing messages, or any other violation of University policy, may result in disciplinary action being taken through the student conduct process.

The campus network does not support dial-up, cable, or DSL modems. Wireless access points are not permitted in the halls. See the IT Helpdesk Web site for additional wireless information. When you arrive on campus you will be required to register your computer the first time you attempt to log on to the internet. You will need to follow the instructions provided by the system to gain access and use the

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## **FACILITY RELATED POLICIES AND PROCEDURES**

### **Adhesives for Walls**

Wood strips are on the walls in some residence hall rooms for wall hangings. Use only thumbtacks and small hardware. Nothing over 3/4 inch should be used. This hardware must be removed prior to final check-out.

Dry Wall Surfaces (Manokin, Nanticoke, Pocomoke, Wicomico, Dogwood Village, Sea Gull Square and Sea Gull Village) – ONLY push pins are permitted.

Brick Surfaces (Severn, Chester, Choptank, St. Martin, and Chesapeake) – Magic Mount adhesive ONLY is permitted (initial supply provided by the Housing Office).

Residents will be fined whenever screws, nails, adhesive picture holders, contact paper, decals and tape (excluding materials provided by the Housing Office) are used on walls, ceilings, doors, windows and/or furniture. Periodic inspections will be made. Fines will be generated after inspections for any violations. Inappropriate adhesive must be removed. The minimum fee is \$25 per student.

### **Damages**

The student is responsible for any damage, misuse or theft of University property in the room and is required to pay for the replacement cost, repair costs (including but not limited to reassembling

dismantled furniture), and any other costs associated with the damaged, misuse or theft of University property. The student is also responsible for calling Facility Repair (410-677-3097) to report the damage so that a work order for repair can be issued. Online work order requests are also accepted: <http://www.salisbury.edu/physplant>. The costs of damages to public areas and other portions of a hall may be divided among the residents of the area affected, e.g., cluster, floor, or building. Depending on the nature of the damage, other sanctions may be assigned through the student conduct process. The minimum disciplinary fine shall be \$25 per individual (which would be in addition to any costs referenced above). Students have the right to appeal. The appeal process will be outlined in the damage bill letter.

### **Decorative Lighting**

Students may hang decorative string LED lighting in any space within the residence halls; however, LED strip lights are not permitted. Students will be responsible for any damage created by the lights being hung regardless of the duration of them being hung.

### **Electrical Appliances**

Due to the limited electrical capacity of each hall for reasons of fire safety, students are required to observe the following:

1. All electrical appliances must carry the approval label of the Underwriters Laboratory;
2. Use of multiple extension cords is prohibited (an extension cord plugged into another extension cord or surge protector);
3. Space heaters are prohibited;
4. Use of any cooking appliances is prohibited in a student room, except coffee makers and blenders (excludes Sea Gull Square and Chesapeake Hall);
5. One **Microfridge** (a combined refrigerator and microwave **one-piece unit**) per room is allowed **ONLY if the unit has ALL of the following:**
  - a. Internal Safe Plug™ Technology; between the fridge and freezer, the unit should not exceed 4.0 cubic feet.
  - b. Residents in a triple occupancy room may have two units.
6. Microwave ovens are prohibited in student rooms but are provided in common areas. Apartments may have a microwave oven in the common area, but not the individual bedrooms.

### **Housekeeping**

The University housekeeping staff is scheduled to clean the common areas (lounges, halls) on a daily basis. Bathrooms are cleaned twice a week in the Severn, Chesapeake, Chester, Choptank, Nanticoke, Manokin, Pocomoke, Wicomico, St. Martin, and Dogwood Village. Students living in Sea Gull Square and Sea Gull Village are responsible for cleaning their own rooms/bathrooms, and for not allowing trash to accumulate. Housekeepers are responsible for maintaining reasonable sanitary conditions, but are not responsible for excessive disregard for general cleanliness including the removal of personal trash. Fines may be levied for excessive trash and failure to remove personal trash. Additionally, the residents of Chesapeake and Sea Gull Square are responsible for providing their own laundry detergent.

The Office of Housing and Residence Life has staff to specifically deal with facility-related concerns and problems. The Assistant Director of Housing and Residence Life for Operations and one housing graduate assistant (GA) have the responsibility of ensuring that the buildings are properly cleaned and maintained. They will work closely with physical plant staff to coordinate work orders and to ascertain that the work has been properly completed. The GA will conduct periodic tours of all residence halls; schedule routine checks for items such as smoke alarms, locks, etc.; inspect repairs requested by

students; and provide immediate feedback on critical facility issues to both residents and physical plant staff.

## **Maintenance and Repair**

Facility concerns are addressed from four facets:

The FIRST concern is safety. Smoke detectors, lights, locks, doors, windows and emergency lights are some of the items routinely checked by University Police, the physical plant staff, and the Housing and Residence Life staff. You can help by calling facility repair at Ext. 410-677-3097 to report any problems. You may also submit a request on-line at:  
<http://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx>

The SECOND concern deals with environmental control of heat and air conditioning systems. The heat and air conditioning systems are controlled by a computerized energy management system that regulates temperatures within the buildings.

Air conditioning is available during the first six weeks of the fall semester and the last two weeks of the spring semester when (and only when) the outside temperature reaches a daytime high of 83 degrees. Air conditioning for the weekend is provided but is also determined by weather conditions.  
\*\*When the air conditioning is on, the temperature must be set no lower than 72 degrees, and the fan set to low. If the temperature is raised, the fan speed may be increased\*\*

These restrictions are in compliance with the State of Maryland guidelines "Phase I, Energy Conservation Measures, Operations and Maintenance Guidelines" as mandated by the State of Maryland Executive Order 01.01.1979.04.

The THIRD concern relates to architectural and mechanical problems. This facet is handled through a computerized preventative maintenance (PM) program and the use of a daily work order (WO) system. The PM program is designed so that specific items are identified and routinely checked on a calendar basis. (e.g., HVAC filters, locks, electric outlets, switches and receptacles are scheduled for semiannual inspections; boilers and their respective motors are on an annual schedule.) The WO system provides the opportunity for anyone observing or experiencing a problem related to facilities to call facility repair at 410-677-3097 from 8 a.m.-5 p.m. A work order will be created and used by physical plant staff to set priorities, schedule and facilitate the necessary repairs. It is the student's responsibility to call in needed repairs for his/her room or submit an online request.

The FOURTH concern relates to grounds and/or horticulture. Live plants and appropriate, well-manicured landscaping greatly enhance the appearance of our facilities. Students are expected to respect plantings and landscaping in their movement about campus and in their recreational activities.

Any damaged, broken or inoperable articles in the rooms, bathrooms or common areas should be identified and called into facility repair at 410-677-3097. This will generate a work order. This service is for students' convenience. You may also submit a request on-line at:  
<http://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx>

Any damage created by the resident must be repaired by University staff. The resident will be held responsible for any expense incurred, including parts and labor.

## **Room Inspections**

Students are required to maintain their rooms according to health, fire, safety and maintenance standards set by the state and University policy. Students are responsible for cleaning their own rooms. Regularly scheduled inspections of the students' rooms and adjoining bathrooms are conducted by the Housing and Residence Life staff. Safety and health inspections can include the observation of inside closet and/or storage areas and often occur prior to Thanksgiving and spring breaks, but can occur at other times as well. These inspections do not allow for the search of the students' personal property. Any potential policy violations will be documented, and disciplinary may be taken through the Student Code of Conduct process.

## **Toilet Stoppages**

Residence hall occupants will be charged for all labor and materials required for the removal of anything from the toilets except toilet tissue/human waste. Also included will be damages resulting from improper use of toilets.

## **Window, Door Displays, and Seasonal Decorations**

The inside of a student's room provides a forum for personal preferences and expression provided that expression (a) does not violate the housing/residence life handbook and contract (e.g., regulations for hanging art work, etc.) and (b) does not violate the University Code of Conduct.

Windows and the exterior of student room doors are both part of a building that complements the total campus ambience. The University has policies and procedures regarding window and door decorations which attend to the safety codes of the University and the overall appearance of the residence halls on campus.

For safety reasons University policy prohibits anything from being attached, hung or displayed by any means on the outside of residence halls.

Exceptions to this policy will be granted provided the display is affixed by physical plant, relates to a University-sponsored activity and is displayed only one week prior to the activity. Approval must be received from housing and residence life.

The exterior of student room doors provides a forum for personal expression via the message boards. The residence life staff reserves the right to ask a student to remove any material incompatible with the "Residence Hall Philosophy" as stated in the Residence Hall Contract. For appearances, University policy prohibits anything from being attached, hung or displayed on the inside of residence hall windows.

Examples of University-sponsored activities include New Student Welcome, Convocation, Family Weekend, Homecoming, Honors Convocation and Commencement.

## **Gambling**

Any type of game played for money, or any other thing or consideration of value is considered an illegal activity and is prohibited in or around a residence hall. Engaging in such an activity may result in disciplinary action through the student conduct process.



## Guests

Residence halls are open only to its residents, University officials and guests of residents. The residence halls are special purpose buildings and are not open to the public in general.

1. A guest is defined as a student or non-student from off campus, a student from another residence hall or the same residence hall.
2. An overnight guest is one who stays overnight in a room to which he/she is not assigned.
3. Each resident is responsible for the actions of guest(s)/overnight guest and conduct associated with the room/building.
4. Overnight guests are not allowed during final exams.
5. Overnight guests are limited to no more than 2 consecutive nights or no more than 4 cumulative nights a month.
6. An overnight guests is limited to no more than 16 cumulative nights in any semester.
7. Overnight guests are allowed when the following conditions are met by the host:
  - a. Consent of the roommate(s) is received.
  - b. Consent of apartment mate(s) is received when guest is staying in the shared lounge.

Students violating this policy may lose their privilege to have visitors or guests for a period of time. If it is determined that you are allowing a guest, fellow student or non-student, to inhabit your space on a more permanent basis you will lose the privilege to have guests or visitors for a period of time up to the remainder of the time you are occupying university space.

**LOUNGES/COMMON SPACES:** Students and or student guests or visitor are not permitted to sleep in common lounges.

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## Gull Card

All students are required to have a campus identification card (ID) issued by the Gull Card Office. This card must be carried at all times and presented when asked to be seen by any official of the University. Access to various campus activities and facilities is permitted by presentation of this card. This card gives the student access to his/her building, room, bathroom, (cluster if applicable), and laundry facilities.

All students living in a resident hall must have their Gull Card programmed during check-in. Students are urged to lock their room to protect their personal belongings and prevent damage to the room and personal property. It is the resident's responsibility to report lost Gull Card within 24 hours to the AD/RD.

Keeping your room door and the access door to your residence hall locked is the primary means you have of protecting yourself and your property. Do not prop doors (including bathroom, building, room and cluster) open or allow strangers into the building. Most importantly, do not give your Gull Card to other students.

## Lost and Found

*Any item left behind in a room after the resident has moved out will be disposed of unless its value exceeds \$100. Those items will be stored for a time to be determined by the Housing Office.*

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## Noise

As a resident you have the right to a living environment quiet enough to permit study and sleep. You will be unable to function effectively without proper amounts of rest, and if you cannot study, your tenure as a University student may be brief. You are responsible for not infringing upon the rights of other residents (including your roommate) to sleep or study, and for not disturbing our off-campus neighbors. This includes not playing your music/television or any other source of entertainment loudly, not entertaining guests in your room late at night and not engaging in any other behavior that is disruptive to others. Residence Life Staff reserve the right to direct a resident to remove musical instruments deemed disruptive.

It is the policy of the University that the residence halls be reasonably quiet at all times; therefore, **courtesy hours** are 24 hours a day. Further, **quiet hours** between 8 p.m. to 8 a.m. have been designated since many residents have a need to sleep or study. It is expected that the residence halls will be especially quiet during this period. Any resident who infringes upon the rights of others to sleep or to study may lose the privilege of living on campus.

Examination weeks are designated as 24-hour quiet. At any time, any reasonable request by a resident concerning noise is expected to be honored.

**First** violation of the 24-hour quiet policy during exam weeks will result in an automatic \$25 fine. **Second** violation of the 24-hour quiet policy during exam weeks will result in immediate removal from housing.

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## Prohibited Items

The following are prohibited in and around the residence halls:

- Animals, lab specimens and/or pets of any kind, with the exception of fish in an aquarium (10 gallon limit) and approved service animals and emotional support animals (approved through Disability Resource Center);
- Tampering with fire safety equipment, e.g., fire alarms, fire extinguisher and hoses, exit signs, fire doors, sprinklers and smoke detectors;
- Candles (lit and unlit), incense, and any other open flame source;
- Storage of motorcycles, motorbikes and any gasoline engine or gas/oil. This also includes using, possessing, charging, and/or storing of electronic skateboards, including self-balancing hover boards/scooters and other similar equipment is prohibited in all university residence halls;
- Skateboarding, in-line skating or any sports activity that may cause damage to the hall, residents or staff;
- Wired or wireless routers;
- Outside TV or radio antennas, tampering with the TV cable;
- Storage or use of flammable or explosive liquids or gases, with the exception of artist tube paints;
- Water beds;
- Misuse of property and/or furniture, e.g., moving furniture from public areas or removing University furniture from a room or building, or moving University furniture from one student room to another;
- Posting information in residence halls without prior approval of staff;
- Removing mattress covers;
- Physical presence on building roof areas;

- Possession and/or use of fireworks, explosives, firearms and weapons, knives or anything which resembles a weapon;
- Use of prohibited electrical appliances, particularly stand-alone microwaves, hot plates, and toaster ovens (unless they are in the apartment kitchen);
- Weights and barbells;
- Tampering with locks;
- Placement of objects outside windows or on window sills, i.e. speakers and alcohol paraphernalia are specifically prohibited;
- Removal of screens or screen hardware or throwing objects in or out of windows;
- Unsanitary conditions or fire hazards in a room or area;
- Full or empty beer kegs, beer party balls, alcohol paraphernalia and flaming alcoholic beverages are not permitted;
- Tape, nails, screws, adhesives (including contact paper and glues) placed on furniture, walls, floors, doors or ceilings;
- Improperly disposing of room trash in common areas;
- Removing overhead fixtures and replacing light bulbs with black lights;
- Live Christmas trees;
- Halogen and Lava lamps;
- LED strip lights;
- Cinder blocks/bricks; and
- Bean bag chairs.

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### **Residence Hall Association**

Residence Hall Association (RHA) - Each residence hall has its own elected members. This group works closely with Residence Life staff to find ways to improve the quality of life in the residence halls. This work can take the form of addressing student concerns or of planning and implementing social, cultural, recreational and community service activities for residents.

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### **SAFETY**

As a resident you have the right to live in an environment with safety features. Among other things, this includes having appropriate fire warning systems and properly working fire safety equipment in your residence hall. You are responsible for not engaging in behavior that compromises the safety of others and for not damaging or tampering with fire safety equipment.

You are also expected to cooperate fully in following fire safety procedures, as mentioned in Fire Safety.

It is the policy of the University that any resident whose actions are dangerous to others will lose the privilege of living on campus. Of particular concern are using candles or other sources of open flames, fireworks, tampering with fire safety equipment and throwing objects out of windows. Disciplinary action taken by the University for any violation of the Student Code of Conduct or other University policies does not preclude legal prosecution of the individual.

## **Escort Policy**

If you feel uncomfortable walking alone, you may request an escort. Contact University Police to request an escort. 410-543-6222 or ext. 36222.

## **Fire Information**

1. Know the location of all fire alarm boxes and hallway fire extinguishers in your area.
2. Know all means of exit from the area.
3. Always keep fire doors closed. Keeping them propped open will permit passage of smoke throughout the area.
4. Report damaged fire equipment when discovered to the facility repair service at 410-677-3097.

## **Upon Discovering a Fire**

1. Sound the fire alarm and dial 911, or University Police at 410-543-6222.
2. Close all doors and windows in the immediate area.
3. Do not use elevators.
4. Vacate the building as quickly and orderly as possible.
5. Do not call the University switchboard.

## **When the Fire Alarm Sounds**

1. Awaken roommates and inform them of the alarm.
2. Close windows and turn off all electrical appliances.
3. Vacate the building by means of the closest exit.
4. Do not use elevators.
5. Do not call the University switchboard.

## **Fire Drills**

To ensure the safety of residents, fire drills are scheduled monthly. All students are required to participate. Fire drills and safety practices in the residence halls are to be taken seriously. Thoughtless behavior may develop into a dangerous situation for all residents of a hall. The proper functioning of safety equipment and strict adherence to fire drill instructions in an emergency may mean the difference between life and death to the residents of a hall. Failure to exit the building or comply with a University official during a planned or unscheduled fire drill may be subject to disciplinary action through the Student Code of Conduct.

## **Students with Approved Evacuation Accommodation(s)**

After students request and complete the Emergency Evacuation Assistance Plan (EEAP) process with the Disability Resource Center (DRC). Following the meeting with the DRC, Housing and Residence Life will also provide:

1. An email outlining the evacuation policy and procedures applicable to the student's on-campus residence hall which will include the following information;
  - a. When an evacuation is required in a residence building, Residence Life staff will immediately attempt to contact all individuals in need of assistance listed as residing in the affected building regardless of the time or individual's schedule.

- b. Residence Life staff will attempt to make physical contact with an individual in need of assistance if and only if the individual's room is located within the RA's evacuation route.
- c. The Residence Life staff on duty will retrieve the "Fire Box" and place a phone call to the mobile number on record for the individuals needing evacuation assistance. *Students are responsible for updating their emergency contact information at the start of each semester or if it should change.*
- d. In both above cases, Residence Life staff will communicate their findings to emergency personnel.
- e. Residence Life staff, at their discretion, may stay with the individual needing assistance until emergency services arrival or the mitigation of the hazard, however, at no time should Resident Life staff put themselves in unnecessary danger.
- f. If the emergency is NOT located in your room or the vicinity of your room, stay-in-place.
  - a. Contact SU Police Dispatch at 410-543-6222.
  - b. Advise Dispatch of your name, building, stairwell, or a description of your safe location and indicate that you require evacuation assistance.
- g. If the emergency is located within your room or vicinity of your room and it is safe to do so, move to the nearest stairwell where emergency services will assist you with evacuation.
  - a. Contact SU Police Dispatch at 410-543-6222.
  - b. Advise Dispatch of your name, building, stairwell, or a description of your safe location and indicate that you require evacuation assistance.
- h. Once your location has been communicated, Emergency Personnel will be dispatched to your location.

### **Fire and Evacuation Training for Staff**

Residence life staff receive training at the start of each semester by University Police, Environmental Health and Safety, and the Disability Resource Center. Staff are trained to assist first responders by communicating the needs of the community and observed concerns. In the event that a resident has a personalized Emergency Evacuation Plan, staff are provided additional training and access to emergency contact information.

### **Medical Emergencies**

If an individual has a life-threatening emergency, call 9-911 for an ambulance. If the person is sick or injured and it is not life-threatening, call University Police at ext. 36222 or 410-543-6222 for transportation to the Emergency Room of Peninsula Regional Medical Center.

### **Personal Safety Tips**

Increasing awareness of crime prevention techniques may decrease the opportunity for a person to commit a criminal offense. You are your own best protection.

1. Keep your door locked at all times. Don't unlock the door for strangers. Keep first floor windows locked.

2. Walk in well-lit areas and stay near the curb, away from alleys, entry ways and bushes where someone could be hiding.
3. Do not walk or jog alone after dark.
4. Do not walk with headphones on.
5. Avoid short cuts. Walk where there are other people present.
6. Do not hitchhike or accept rides from strangers. If a driver asks you for directions, stay far enough away so that you cannot be pulled into the car. Do not pick up strangers.
7. If you are being followed when walking, change directions, cross the street and vary your speed. Go to a well-lit place where there are other people. If followed by someone in a car, turn and walk in the other direction. If you can do so safely, record the license number.
8. Park your car in a well-lit area and lock the doors.
9. If you need an escort to or from your car, call University Police, 410-543-6222 or ext. 36222
10. Report any suspicious activity or crimes to the University Police.
11. Blue light phones throughout the campus provide immediate access to University Police.

## Security

Through having your Gull Card, specially programmed at check-in, you have access to your building, room, bathroom and laundry room. It is the responsibility of each resident to carry their Gull Card with them at all times. Realizing that there will be situations when residents will need to be let into their room, the University has put the following guidelines in place:

1. Should a lock-out occur Monday-Friday during the day, residents should attempt to locate Residence Life staff in their building to unlock their door. If they cannot do so within a reasonable period of time, they may call the Housing Office at 410-543-6040.
2. Between 5-8 p.m. Monday-Friday, residents should first attempt to locate a Residence Life Staff in their building. Should staff not be available the resident should contact University Police to gain access at 410-543-6222.
3. Each building has a resident assistant on duty to provide this service during the following times:
  - a. Sunday-Wednesday: 8 p.m.-midnight
  - b. Thursday: 8 p.m.-1 a.m.
  - c. Friday-Saturday: 8 p.m.-2 a.m.
4. During the day on Saturday and Sunday, students should attempt to locate Residence Life staff before calling University Police.
5. During any time, if any of these individuals are occupied handling other matter, locked-out students will have to wait until staff or University Police are available to assist.

Again, it is the responsibility of the students to carry their cards at all times. Students who repeatedly get locked out will be held accountable for through the student conduct process. Sanctions may include community service and/or fines.

In residence halls with central door access (entrance and exit through a central door), any use of peripheral exits, other than in an emergency, will result in disciplinary action.

Keeping your room door, your bathroom door, your cluster door (if applicable) and your building door locked is the primary means you have of protecting yourself, your property and others. You must accept primary responsibility for your safety and security by keeping these doors locked. Any misuse or sharing of Gull Cards will result in disciplinary action through the student conduct process.

By accepting an assignment to any hall, you and your cluster/hall mates have control over the cluster/floor bathrooms by virtue of the way your card was specially programmed at check-in. You are

held individually and collectively responsible to keep the door locked and to not engage in any vandalism to the door or to the bathroom itself. Any tampering with the lock, the door or damage to the bathroom will result in every member of the cluster/floor being held accountable if no individual responsibility can be determined. Fines may be issued as part of the sanctions imposed through the student conduct process.

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## **SUBSTANCE USE**

### **Alcohol**

Students of legal drinking age are permitted to consume alcohol only in upperclassman residence halls (Dogwood, Chesapeake, and Sea Gull Square). Students are permitted to have a limited quantity of alcohol in their room at one time which is deemed acceptable for one person i.e. one wine bottle, one six pack, or one fifth. Students are only permitted to have one of these three options in their space at any given time. If students are found to have more than one of these quantities above, they may receive disciplinary action through the student code of conduct process.

If a student is of legal drinking age (21), but is housed with students under 21, all students must adhere to the following policies:

- Permitted students cannot provide alcohol to those under 21;
- Permitted students cannot store alcohol in common area refrigerators, closets, cabinets etc.;
- All alcohol must be confined to the student's bedroom (or personal refrigerator within that bedroom if the bedroom is shared with a student under the age of 21); and
- If students are in the apartment and not 21, alcohol consumption cannot occur in the common areas of the apartment. All alcohol must be consumed within the student's bedroom.

Appropriate disciplinary action will be taken in all situations where individual behavior infringes upon the rights of others. Where violations occur during the period of disciplinary probation, repeat offenders will be subject to more severe sanctioning, including, but not limited to, loss of housing for residential students and social probation/restricted access for commuting students.

University Police officers have the authority to issue civil citations for violations which occur on campus.

**Alcohol paraphernalia** is prohibited in any residential space that is occupied by an individual under the legal drinking age. Examples of paraphernalia include, but are not limited to, collections of alcohol labels and beer caps, cardboard cut outs of alcohol boxes and cleaned alcohol containers used in a decorative manner.

When the University determines that a state of emergency exists (such as blackouts, severe weather conditions, etc.) an alcohol ban for all residents will be enforced. Alcohol may not be brought in or consumed in any residence hall or space regardless of the age of the occupants.

Refer to the University alcohol policy in the Student Code of Conduct for further details.

### **Drugs**

The use of illicit drugs threatens the stability and security of a campus community. Possession, use, or sale of drugs is prohibited. It is also prohibited to possess any drug paraphernalia. Any resident who is in possession, uses, or sells illegal drugs may lose the privilege of living on campus. If a student loses

housing due to disciplinary reasons, the student is not eligible to receive a refund.

Those losing their privilege of living on campus will also be prohibited from visiting the residence hall for the length of the disciplinary period. Additionally, such action by the University does not preclude legal prosecution of the individual.

### **Smoking Policy**

All residence halls are smoke/vape free, including residential rooms and common areas. Policy violations will be reviewed and sanctions may be imposed based on outcomes of the student conduct process. Visitors must also follow these guidelines.