Chapter 1
Life on Campus

How We Work

Residence Life, Residential Services, The Office of Rights and Responsibilities and Campus Safety are all located in the same area. All are separate entities, but work together for the good of the student, University and greater community.

Residence Life (Res Life) provides a variety of living options for students: traditional residential communities, apartments, sororities and themed residences. Res Life will help with roommate conflicts, changing rooms, check-in and check-out, and the activities that happen in each hall.

Res Life Mission Statement:
The Office of Residence Life at Willamette University fosters safe, healthy, inclusive living-learning communities where students discover their passions, develop valuable skills, build meaningful relationships and commit to responsible citizenship.

Residential Services administers all housing contracts and leases. Billing for housing and meal plans goes through Residential Services. Information regarding Residential Services and their policies can be found in Chapter 3 or visit their website at: www.willamette.edu/dept/resservices/.

Making wise choices as well as impact on community are concerns that motivate change in behavior for students. The Office of Rights and Responsibilities ensures students’ rights are respected, and holds students accountable for their actions. For more information, see www.willamette.edu/dept/conduct/.

Campus Safety has many responsibilities on campus. First and foremost, they are here to protect the community. Parking enforcement, Willamette Emergency Medical Services (WEMS) and building access are also managed by Campus Safety. www.willamette.edu/dept/safety/emergency/wems/

Your Residential Community

On-campus living extends beyond the basics of having a safe and comfortable place to live. Living on campus provides opportunities for you to become an involved member of the community. Because living on campus has such a profound impact on your educational experience, Willamette University requires first and second year students to live on campus.

The residential community at Willamette University consists of you, the members of your floor or building, and members of the other residences on campus. Your community will begin to develop from the day residences open in August. The direction it takes depends largely upon your involvement. The residence environment can offer you support in achieving academic excellence, social maturity, self-reliance and an increased understanding of yourself and others. Sharing a room with one or more people and space with hundreds of others is a unique and sometimes challenging experience. Your interaction with others and their interaction with you is the largest factor in the creation of a supportive living environment.

Learning occurs both inside and outside the classroom. Your residence will become a living-learning center for discussion of social, political, spiritual and life issues. Throughout the year you will have a chance to participate in events designed to build community and encourage conversation. These events can range from workshops to short study breaks or from faculty fireside chats to just a snack. If you have suggestions for these programs or would like to be involved, please contact your Community Mentor (CM) or Area Coordinator (AC).

The 3 R’s Updated
Rights – Responsibility – Respect
As residents, you will likely experience more personal freedom than ever before. With freedom comes responsibility, which means more than simply knowing and following written rules and policies. Responsibility at Willamette includes contributing to a positive experience for everyone, supporting the rights of others, respecting different points of view and maintaining your personal integrity. Respect constitutes the fundamental value of our campus living community.

Students’ Rights and Responsibilities

Rights and privileges do not just exist. Rather they are maintained and preserved by the responsible action of all who share them. Your rights- what you are entitled to as a member of the community – are depended upon all individuals carrying out the basic responsibilities of community living.

Your Rights... and Responsibilities

• You have the right to a safe and secure living environment. You have the responsibility to fully utilize all security measures provided by the University, to keep your building and room secure, and to prevent strangers from accessing the building.
• You have the right to sleep and study in a reasonably peaceful and quiet space. You have the responsibility to observe the 24-hour courtesy policy.
• You have the right to privacy, the proportionate use of your room in terms of space and time and freedom from unwanted guests in your room. You have the responsibility to let your roommate know your preferences for sleep, study and visitation and to work through differences in a cooperative manner.
• You have the right to be treated with dignity and. You have the responsibility to acknowledge the value of each person and to live and learn from each other in an atmosphere of positive engagement and mutual respect.
• You have the right to choose your means of recreation and relaxation. You have the responsibility to know how to abide by the University’s policies, including those that pertain to alcohol and controlled substance. These policies support the educational purpose of the University and foster a safe and comfortable environment to live and learn.
• You have the right to confront other’s behavior that infringes on your rights. You have the responsibility to examine your own behavior when confronted by others and work towards resolving conflict.
• You have the right to know what’s Ok and what’s not OK in the residence halls. You have the responsibility to read and know the information provided to you by the University, including this handbook and all other University publications.
• You have the right to assistance from Residential Services, Res Life and Campus Safety, or any other University staff when you have problems. You have the responsibility to notify staff in a timely manner when a problem exists and to cooperate while they work with you to respond to the issue.

We encourage you to think about these rights and responsibilities, talk about them with your peers and with staff and make them part of your educational experience.
Chapter 2
Your Room and Your Space

Res Life Staff
A Res Life staff member is available to help you and your neighbors build a positive community that fosters attitudes of respect and personal responsibility for your actions. The staff is available to help you in your adjustment to new people, ideas and freedoms.

The central office staff consists of our Director, Associate Director, and Office Coordinator. The Director supervises the Area Coordinators. Our Associate Director is in charge of Rights and Responsibilities. Both the Director and Associate Director encourage community development, advocacy for student initiatives and are a resource for students. The Office Coordinator approves posters for display in the halls and handles student reimbursements that are hall related.

Area Coordinators (ACs) are professional staff members responsible for the operation of the residences in their area. They supervise the Res Life staff, advise commons governments, ensure students’ rights and responsibilities, oversee the physical condition of the buildings, support programs and maintain communications with the Res Life Office and the rest of the University community. Area Coordinators live in apartments in their respective complexes. Interns are student staff members with prior Res Life staff experience who assist the Area Coordinators with administrative duties, programming and staff development. Additionally, interns serve as peer-mentors within the student staff community.

One to six Community Mentors (CMs) live in each building. CMs are undergraduate students who have attended Willamette for at least one semester and have an understanding of campus resources and events. Your CM will engage in Intentional Interactions with the residents on their floor/hall. These conversations allow student staff to get to know their residents on a more familiar level, and provide a starting point for goal setting and discernment. Dialogues are not intended to be invasive or menacing. Your return on investment is dependent on your level of participation.

The Res Life staff is concerned about every person's rights and well-being. If you have any questions, problems or concerns, or if you just want to talk, seek out a staff member. They are trained to assist students and handle emergency situations.

To see our current list of staff, go to www.willamette.edu/dept/reslife/about/staff/

Living with a Roommate
You and your roommate(s) will be sharing the same living space for the entire school year. As you get to know each other, you’ll probably talk about your backgrounds, values, activities and interests. It is also important to discuss issues such as your feelings or expectations about cleanliness, overnight guests, borrowing each other’s belongings, and studying in the room. Decide what is important to each of you and go from there. Try to be as concerned about your roommate’s needs as you are your own. Be honest but tactful when talking to your roommate(s) about problems. With a commitment to mutual respect and compassion, you will likely work through any difficulties. If a problem comes up, talk to your roommate(s) soon. Hoping the issue will go away or trying to put up with the behavior rarely works. If you are finding it difficult to express your feelings, ask your Res Life staff member for help.

Roommate Conflicts
Because each person has different needs and lifestyles, conflict may be inevitable when people live or work in close proximity and are interdependent on each other. We believe that the process of working through conflict with roommates and community members is an important part of the residential living experience — an opportunity to improve conflict resolution skills.

If you have a conflict with your roommate(s) or other community member(s) that you are unable to resolve, discuss your situation with a Res Life staff member. He or she can help you develop a plan to address the problem or provide mediation. Usually, concerns can be successfully addressed through these methods. However, if after these efforts, an assignment still isn't working, schedule an appointment with your Area/ Commons Coordinator to discuss your situation. Requests to change rooms may be honored if the residents’ and staff's best efforts to resolve the conflict are unsuccessful and more suitable accommodations are available. This will only work, of course, if there is space vacant to move to.

Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically but not limited to behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior which is disruptive in dining areas, classrooms or any other residential/campus facility, is unacceptable.
Gender Neutral Housing

Our gender-neutral housing program is designed to provide lesbian, gay, bisexual and transgendered (LGBT) students and their allies an accommodating and comfortable residential environment. This program offers students of same-gender, opposite-gender or other-gender identities the opportunity to live together regardless of their biological sex. It is in not intended to permit or encourage cohabitation of romantic partners.

All residential students, including incoming students, are eligible to participate in the gender-neutral housing program by submitting an application when they complete their housing preference card or indicating that they would be interested in living with a gender-neutral roommate. ResLife staff will make roommate placement decisions just as they do on all housing applications. Individuals interested in a gender-neutral housing assignment can find the application on line at: https://docs.google.com/a/willamette.edu/spreadsheet/viewform? fromEmail=true&formkey=dGZRUjRFZGVmSk9wejZiT1t0cXRmVkJ6MQ

Chaning Rooms or Roommates

Assignments are considered permanent throughout the academic year. If you have a concern about your living environment, ResLife staff members are available to assist you, but you must take the appropriate steps. Contact your CM and try to mediate the situation. Only contact your AC after your CM has tried to help the situation. If campus residences open over capacity, requests for transfers out of standard spaces will only be considered after all over-capacity students are accommodated.

Residents requesting an assignment change must receive approval from their Area/Commons Coordinator and complete the residential transfer process. This includes checking out of their current room and into their new room with the ResLife staff members in their respective building, and returning keys to Residential Services.

Health and Safety

In accordance with law, residents must keep their space reasonably clean and free from health, safety and fire hazards. This responsibility extends to common spaces as well. Your room will be inspected during the academic year for health & safety violations. Contract violations will be noted as well. A ResLife staff member along with another member of the WU community will enter each room to look for violations. Residents will get notice of these inspections, but will not receive the actual date or time that it will take place.

Fire safety is a big concern. Residents shall not tamper with or decrease the effectiveness of provided fire safety equipment. Nothing may cover, attach to, or hang from smoke detectors, fire alarms and sprinkler heads. This includes tapestries or flags hung from the ceiling. Residents shall not modify door closures in any way.

Information regarding your living space on campus can be found in the Terms and Conditions you received when you signed your housing contract. Please follow www.willamette.edu/dept/resservices/pdf/handbook/ee_diagrams.pdf to the grid to locate the type of housing that you are contracted for and click on the “Terms” link.

Access to Buildings

Access to residential buildings will be restricted to the occupants of the building from 12 am to 5 pm and 9 pm to 12 am. Access to other buildings in your respective area will be open between 5 pm and 9 pm. This time is called Community Hours. During Community Hours, Compass Card access will include Commons area buildings. Commons areas are comprised of:

- Eastside Commons
  - Baxter
  - Belknap
  - Cascadia
  - Matthes
  - Northwood
  - Southwood
  - Terra
  - Westwood

- Westside/Cornerstone Commons
  - Doney
  - Haseldorf Apts
  - Lausanne
  - Lee
  - Shepard
  - WISH
  - University Apts
  - York

- Kaneko Commons
  - Kaneko A, B & C wings

Community Hours are designed for students to attend programs in their Commons area and to use kitchen facilities located in various buildings. With this in mind, the right of community hours comes with responsibilities to help create a safe community and ensure security of individual buildings. Please report any concerns to Residence Life staff or Campus Safety.

Residents must escort their guests in and out of their buildings at all times. The purpose of the Escort Policy is to ensure the safety and security of the residential community. This policy is designed to give students control of common areas to ensure safety and protection of the residential facilities. To accomplish this, guests must be escorted at all times (excluding bathrooms). Guests include non-Willamette community members as well as students who do not reside within the building which they are visiting.

Guest Policy

Guests of Willamette residential community members are welcome, provided they follow all policies of the University. The guest policy recognizes the right to privacy and the proportionate use of the room, both in terms of space and time, and the right of residents to be free of unwanted guests in their room. The policy also acknowledges the privilege of residential students to have guests in their space. It is imperative for the safety of the community and the guest that all of the below policies be followed by hosts and their guests:

- Guests must be escorted at all times.
- Escort Policy does not apply during Community Hours, for students visiting within their assigned Commons.
The University reserves the right to ask a guest or resident to leave at any point during Community Hours.

- Willamette University policies apply to all guests.
- Residents are responsible and accountable for the conduct of their guests while on Willamette University property and at sponsored events.
- Guests must carry a valid form of identification and provide it upon request of a University official.
- Residents are responsible for gaining permission from their roommate or apartment-mate for a guest to visit in advance of the guest’s arrival.
- Overnight guests are welcome for two consecutive nights/three consecutive days in a given week.
  - Guest rooms are available for rent through Residential Services by calling (503) 370-6880.
- Guests may be asked to leave at any time due to disruption or other violation of University policy.

Leaving for Breaks
Campus closes for winter break at noon on the Sunday after the last finals of fall semester. All students must leave campus at this time (competing athletics teams may be an exception to this). Campus remains open during Thanksgiving and Spring breaks; however, traditional food service using meal plans/points is not available. Meals resume with breakfast on Monday after students return.

Posting on Campus
Posters to be put up in Residence Halls must be approved by Res Life. Unapproved or improperly posted advertisements will be removed.
Guidelines for posters to receive approval:
- Event must be sponsored by a University club, department or student.
- Contact information must be on each poster.
- Appropriate language must be used; any usage of inappropriate language including derogatory or biased language will not be tolerated.
- Date, time and location must be displayed.
- Number of posters needed:
  - 19 = one in every building
  - 38 = one on every floor
Approved posters will be stamped by Res Life and placed in CM boxes. CMs must put all approved posters up, students will not be granted access to hang posters.

Storage
Res Life offers a limited amount of summer storage to students returning to Willamette. Students are restricted to storing two items; two boxes or one box and one mini fridge. All items must be placed in storage by the owner and an Res Life staff member. Storage records and labels must be completed prior to placing items into the storage areas. Bicycles may be stored in residence halls, but must be labeled with a Res Life label. Students studying abroad should indicate an approximate return date on their labels.

Not all spaces on campus have storage available for students. It is suggested that you store your items in the building or area where you will live next semester. The person storing the items is the only person who may pick them up. Items stored must be retrieved by the end of the second week of Fall semester or will be subject to donation.

Summer storage is available to current Willamette students. Students who have graduated or have terminated their relationship with the University may not use campus storage options.
Chapter 3
Residential Services

You Signed a Contract
When you signed up for housing on campus, you signed a contract; a binding, legal contract. A lease is a type of contract that is signed by a student to secure an apartment for the year. The following information contains the policy that governs your contract or lease. If you need more information or clarification, please contact Residential Services at 503-370-6880 or <housing@willamette.edu>. They are located in the Service Center, along with Campus Safety.

Assignments
Two Years?
Yes, we have a two year live on requirement. The Board of Trustees of Willamette University requires all freshmen and sophomores to live in University housing unless they are married, over the age of 21, have dependent family under your care or living with parent(s)/legal guardian within a commutable distance of 25 miles. In extreme circumstances, the Residency Requirement Waiver Committee may grant an exception. Please note that financial need is not considered as a reason for the committee to waive the requirement. The Financial Aid Office is available to review options and brainstorm about ideas that will help make living on campus more manageable. Applications for a waiver of the residency requirement are available in Residential Services. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release as it is rare.

This policy is in place for many reasons. Research shows that students who live on campus experience the following benefits:

- higher expectations of academic achievement
- more satisfaction with their interpersonal relationships and the campus social climate
- increased participate in extracurricular activities
- higher levels of personal growth and development
- improved interaction with faculty
- more likely to graduate from college

Sizes & Rates
The majority of rooms and apartments on campus are multiple occupancy; housing either two or three students. Requests for single rooms and apartments are honored on a first-come, first serve basis with upper-class students having priority. Rooms, suites and apartments differ in exact dimensions and character, even within the same residence. Rates are located at: http://www.willamette.edu/dept/resservices/information/costs.

How did I get my roommate?
Returning students have the opportunity to select their rooms and roommates during housing selection in the spring. New students are placed into rooms by Area/Commons Coordinators.

All assignments are considered permanent throughout the academic year.

The University reserves the right to place people in spaces as needed. Otherwise, the following guidelines apply:

1. Priority for assignments is based on class standing (with preference going to seniors first) and current occupancy status. If you live on campus, you have priority over those who don’t.
2. New students are assigned based on the date their enrollment deposit is received by the Admission Office.
3. Types of accommodations and requested roommate preferences are honored whenever possible. Students who do not have a mutually requested roommate are matched on the basis of interests and the information provided on the Preference Card, not by age or class standing.
4. A non-smoking roommate will not be paired with a smoking roommate unless the non-smoker does not object.
5. Specific roommate requests must be mutual and be received by Residential Services by the advertised deadline. The only exception to this practice is during the all campus lottery that takes place in April for assignments the following academic year. At this time, a student can write their name on any open space. They are not required to check with the student who originally secured the room if they signed up alone.

If for whatever reason (emergency maintenance, or other circumstance), a residence is closed or partially closed, Residents in that building/area may be required to move.

Greek Housing – Greek organizations are required to fill their on campus, chapter designated residences. If you join a Greek chapter that has a house on campus house, you will be required to live in that residence if there are open rooms. Greek affiliates (Sophomore, Junior, or Senior members/pledges) may sign up for a residence hall room, commons space, or apartment after their house is full and they have signed their chapter’s waiting list. Residents may be reassigned to their chapter designated residence if a vacancy occurs at any time throughout the year.
Following formal recruitment, new first-year student (freshman) affiliates may be asked to move into their chapter designated residence to replace live-in members who either graduated in December or went on a Willamette-sponsored study abroad program during Spring semester. This is done in order to comply with the occupancy requirement that Greek organizations are required to adhere to.

**Apartments** – Assignments to multiple occupancy apartments is only by mutual request and each resident is collectively responsible for the full payment of the rent. If, at any point during the lease, a resident in a multiple occupancy apartment cancels their lease for any reason, the remaining resident(s) are responsible for either finding a new eligible apartment mate (s) (not currently under lease in a full multiple occupancy apartment) or moving.

Apartments residents are responsible for selecting their own eligible roommate(s). Students in good academic and disciplinary standing with the University are eligible for assignment to the apartments. Priority is given as follows:

- a) Students currently under contract/lease with Residential Services, with first priority given to students with junior, senior and graduate standing
- b) Students on approved study-abroad programs of junior, senior or graduate standing
- c) Other Willamette students of junior, senior or graduate standing
- d) New students of junior, senior or graduate standing
- e) Others authorized by Willamette University

The following assignment eligibility will be considered for students of sophomore standing in good standing with the University (academic and disciplinary) wishing to live on floors 5 and 6 in 3 person apartments at the University Apartments:

- a) Students currently under contract/lease with Residential Services.
- b) Other Willamette students

Assignments to UAP floors 5 and 6 require participation in the Willamette Meal Plan.

**Who can move? When?**

We offer a waiting list for rate change moves (i.e., double to single, single to double, residence hall to apartment). Priority for rate change moves is given by class standing and current occupancy status. The waiting list is started at the time of the Housing Lottery in April for the upcoming academic year. There is a waiting list for apartments and singles. It begins with the first student who does not receive an apartment or single as a housing assignment. The waiting list is then used throughout the next academic year. You must select a room during the lottery process even if you plan on putting your name on the waiting list. If you are interested in a rate change move, sign up at Residential Services.

**Disability Accommodations**

Students requesting housing accommodations on campus due to a health related matter must submit acceptable documentation to Disability Services prior to the assignment deadline to be certified. This includes the need for a service/assistance animal. Residential Services will make an assignment based on the recommendation made by Disability Services, the availability of space, the individual’s needs and the University’s ability to reasonably accommodate the student. For more information, go to: [www.willamette.edu/dept/disability/](http://www.willamette.edu/dept/disability/)

**What if my roommate leaves?**

If a vacancy occurs in a double occupancy room, Residential Services will notify the remaining student that he/she has two working days to select one of the following options and meet with their Area/Commons Coordinator to facilitate an assignment change:

- a) accept a roommate assigned by Residential Services at any time
- b) select a roommate from another room that is under/over-assigned
- c) move into another under-assigned room
- d) move into an available single room, paying the single rate
- e) remain in the double room, paying the single rate. This option is only available on a case-by-case basis with approval from the Director of Residential Services.

Students in under-assigned rooms may be consolidated at the end of the fall semester if option (a) above is selected. Consolidation moves require Area/Commons Coordinator approval before finals week.

If a vacancy occurs in a triple occupancy room during the academic year, Residential Services will notify the remaining student(s) that they have two working days to select one of the following options and meet with their Area/Commons Coordinator to facilitate an assignment change:

- a) select a roommate(s) from another room that is under/over-assigned
- b) move into another under-assigned room
- c) move into an open double room
- d) each move into an available single room, paying the single rate
- e) accept a roommate assigned by Residential Services

If a vacancy occurs in a triple occupancy suite at Kaneko Commons during the academic year, Residential Services will notify the remaining student(s) that they have two working days to select one of the following options and meet with their Commons Coordinator to facilitate an assignment change:

- a) select a roommate(s) from another room that is under/over-assigned
- b) move into another under-assigned room
- c) move into an open double room
- d) if eligible, move to a qualifying apartment
- e) accept a roommate assigned by Residential Services
f) each move into an available single room, paying the single rate

If a vacancy occurs in a single room with a shared bathroom at Kaneko Commons during the academic year, Residential Services will notify the remaining student that they have two working days to select one of the following options and meet with their Commons Coordinator to facilitate an assignment change:

a) select an eligible roommate from another room that is under/over-assigned
b) accept a roommate assigned by Residential Services
c) move into another under-assigned room
d) move into an open double room accepting a roommate assigned by Residential Services
e) each move into an available single room, paying the single rate.
f)

Vacancy in Apartments
If a vacancy within an apartment at any time during the academic year, Residential Services will notify the remaining occupant(s) that they have two working days to select one of the following options:

a) select an eligible apartment mate(s) under University contract within two working days of the vacancy or the remaining occupant(s) pays the full rent of the apartment if the campus vacancy rate allows.
b) move to an under-assigned apartment or residence hall if condition (a) is not selected. This required signing a contract for room and meal plan, if applicable.

In the event of unforeseen emergencies or other situations, an apartment may be closed and students may be required to move from their original assignment.

Canceling your Contract or Lease
Housing contracts and apartment leases cover the full academic year for students who enter fall semester. Single-semester contracts/leases are only available to spring semester entrants. The contract/lease may be terminated without financial penalty for the following reasons:

- graduation
- withdrawal for at least one semester
- participation in a University-sponsored study abroad program
- leave of absence
- called to active military duty
- ineligibility to continue enrollment due to a failure to meet academic requirements
- failure to enroll second semester
- marriage (must provide proof)

Students with 15 or more credits or those 21 or older who choose to cancel their housing contract/apartment lease to move off campus after the published deadline are assessed a nonnegotiable cancellation penalty ($750 for contracts; $900 for leases). In addition, residents of a residential room/suite or Greek house are assessed to-date room and meal plan charges. Students who are still enrolled and leave the residences during the academic year without a release from the contract/lease continue to be responsible for room and meal plan or rent charges which accrue against their accounts. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release.

Refunding Housing & Meal Plan Charges
Students who live in residential housing for only a portion of the semester will be assessed housing and meal plan/lease charges on a prorated basis with the following exception: Students who check out of a residential facility during early arrival/orientation through the first Friday of classes, for any reason, will be charged the equivalent of room and meal/lease costs for a minimum of five (5) days, plus any applicable cancellation fees. If a student withdraws from the University, charges are prorated by the date the student officially checks out with their Res Life staff member, not the date the student withdraws from the University. However, in no case will prorating of charges be based on a checkout date earlier than the date the student officially withdraws from the University.

If a student uses Meal Plan Points in excess of "their to-date average" and the student (or the University) severs the housing contract, the student will be billed the cost of the meal plan points used in excess of "their to-date average" (available from Residential Services and Bon Appetit).

Can they do that?
There are many rules and regulations that go with a housing contract/lease. If you don’t follow the conditions of the contract/lease, you may be in for some unexpected charges. Yes, they can do that.

If you violate the contract/lease and/or rules and regulations listed in the Terms and Conditions governed by Residential Services, you may lose your housing privileges. This can result in a relocation (move to another area that is not your choice) or termination of your contract/lease. A non-negotiable cancellation penalty ($750 for contracts; $900 for leases) will be assessed if your housing privilege is terminated.

For the benefit of the individual students and/or the community, behavior that significantly disrupts individuals or the community shall be grounds for notice to relocate to another assignment or to vacate the residence and terminate the contract/lease (e.g., disorderly conduct, harassment, unreasonable noise, repeated fire code violations, violation of a theme living contract).

The University will give the student at least three days notice of termination or reassignment unless the student or someone under the student's control threatens to inflict, or actually inflicts, personal injury or substantial damage to the premises or commits an act which is a significant disruption to the community. In such a case, immediate notice of relocation or 24-hour notice of termination may be delivered to the student.
Students who contract for a space on campus and fail to register for classes within 10 days of the start of the semester will be removed from campus housing and their space will be reassigned.

Failure to comply with instructions to vacate after termination or relocation by Willamette University will result in the removal and storage of the student’s possessions by the University at the student’s expense.

In the event of a roommate conflict or any other instance where the University requires a resident to move out of the room/residence, it is understood that the resident may be required to change their room style/type.

**Room and Meal Plan Contracts:** If the University chooses to cancel a student’s contract, the student is required to pay the non-negotiable $750 cancellation penalty and the to-date accrued room and meal plan charges.

**Apartment Leases:** If the University chooses to cancel a student’s lease, the student is required to pay the to-date accrued rent charges, the non-negotiable $900 cancellation penalty and rent charges until the University leases your portion of the apartment to an eligible Willamette student.

**Residential Services Policies**

Living away from home can bring up so many questions. From check ins and check outs to where to put the recycling, this may be the first time that you have ever lived on your own.

Residential Services has put together a list of policies that will help your day to day living as well as your entry and exit to the University.

**General Policy on Room Care**

You are expected to maintain your space so that all furnishings provided at check-in are in the same condition at check-out. University staff inspects rooms/apartments before students arrive and complete a Room Condition Report (RCR). The RCR serves as the official record of the space’s condition, including furniture, at check in and check out. During check in, each student is responsible for verifying the information, signing the form and returning it to their CM. At check out, each student must set up an appointment with their CM or sign a damage waiver and go through the same process. In addition, violation of University policies regarding the care of your personal space can result in disciplinary action, even as severe as eviction.

Students are responsible for the upkeep of their own rooms/suites and private/semi-private bathrooms and are expected to keep them in an orderly, safe and sanitary condition. Students are responsible for taking out their trash and recycling to a central collection area on a regular basis to avoid pests, odors and additional facilities charges. Students in under-assigned rooms/suites are expected to keep the open side clear and ready for occupancy at all times.

Fines and repair costs will be assessed for any alterations or damages beyond normal wear-and-tear that occurs under reasonable conditions of use. We want students to feel at home in their rooms and make their communities their own. Adhering to policies regarding room personalization paired with the goal of creating a safe, clean, space will nurture an environment conducive to the educational process.

**Can I decorate my room?**

Because your room/suite/apartment is your home away from home, you may prefer to bring your own decorations. Furniture may be added if it does not create a health or fire hazard.

However, all current, university provided furnishings must remain in the room/suite/apartment.

If you want to hang items on the wall, use painter’s tape (“blue” tape), small pins or very small nails. No other type of tape or adhesive is permitted. Stay away from using staples, screws or large nails as they may damage the walls. Avoid hanging items from or sticking items to the ceiling as this may cause damage and interfere with the sprinkler system. Sidewalk chalk may not be used inside residence halls (on cement/brick walls or floors).

**Checking in**

At check-in during opening fall semester, your CM will provide you with your Inventory Card Room Condition Report. For your protection, it is essential that you document damages to your room/suite/apartment prior to your occupancy on the card. You are responsible for reviewing your inventory card with your CM, adding any comments and signing it, within 48 hours of moving in. If you fail to review and sign your inventory card you will be responsible for any undocumented damages. You will be held responsible for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

Remember, university furniture cannot be moved or switched between rooms. If you have extra furniture in your room, put in a work order to have it removed. In most cases it will need to stay where it is because of inventory and storage issues, but sometimes we can move it.

**Checking out**

You are responsible for checking out of your room/suite/apartment with your Res Life staff member when you move or leave at the end of your contract/lease period.

Occupancy ends 24 hours after your last final exam or commencement for participants. This 24-hour time allowance may vary with the last day of each semester.

You are responsible for returning your room/suite/apartment to its original state and scheduling a time with your CM to inventory your room/suite/apartment. If you do not make an appointment to check out or miss your appointment, you will be charged $25.00 for improper checkout. Return your key to the Res Life staff member when you check out. A student is considered checked out when they have signed their completed inventory card or waiver, and returned their key to the Res Life staff member who inspects their room.
Be sure to remove all personal belongings from the room/suite/apartment, hallway, kitchen, laundry and bathroom. Wall and ceiling decorations must also be removed. You need to vacuum and clean the bathroom and kitchen, if you have one. Remember to clean (wipe down) the shelves, drawers, closets, windowsills, doors and walls. Failure to follow these recommendations may cost you at least a $50.00 cleaning fee, not scheduling a check out time or signing a waiver will cost you $25.00 for improper check out.

For Kaneko Commons, Haseldorf and University Apartments, the $200 cleaning deposit is refundable provided the apartment meets all cleaning expectations at check-out and is ready for occupancy by the next student. No partial refunds are given.

A Res Life staff member will do an inventory of your common living spaces at check-out. Students are responsible for all damages (beyond normal wear and tear) not previously noted on the inventory card. In addition, Facilities Management (maintenance) and Facilities Services (housekeeping) staff will inspect rooms, suites, apartments and common areas after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damages, missing furnishings, extra cleaning charges (including common areas), and the removal/disposal of abandoned furniture, carpet or other personal property not properly stored.

Damages, Theft and Loss, Oh My!

Student rooms/suites/apartments and the furnishings provided in them are to be used in the manner for which they are designed. If you lose or damage University property, even accidentally, you will be billed for the cost of replacement or repair. If a window in your room/suite/apartment is broken from the outside and the responsible party is unknown, you are responsible for the replacement cost. Residents are responsible for the actions of any guests they invite to campus and for any costs they incur.

Individual room/suite/apartment damage beyond normal wear and tear is the responsibility of the occupant(s). You need to report damages or maintenance needs promptly so repairs can be made promptly.

Because all residents share responsibility for damage, vandalism (including graffiti), theft or loss to public areas of their building, an entire living group or floor/wing may be charged for repair, replacement or cleaning in public areas of the building (in excess of normal wear and tear) when the person(s) responsible is unknown. In such cases, the Chapter/Hall/Commons Council will determine whether to pay for damages out of their account or split the charge among all the residents of the community, or portion thereof. All residents living in a community at the end of each semester will be billed for charges that the Council decided to split among the residents. Students who move mid-semester will pay for any charges accrued in the community to which they moved and not their former community, even if they were not living in the community when the damage occurred. Refer to section J of the Terms and Conditions for Room and Meal Plan or to sections M and N of the Apartment Lease.

If you are aware of others damaging property, ask them to stop and advise a University staff member immediately. Damage, vandalism, theft and the resulting charges are reduced when everyone in a community works to ensure that residents and guests respect others' property.

Entry into your personal space

It is the University's policy to respect your right to maximum privacy in your room/suite/apartment. When possible, notice is given prior to entering your room/suite/apartment for routine maintenance and inspection. However, your signature on your contract/lease authorizes Facilities Management (maintenance), University personnel and their authorized designee(s) to enter your room/suite/apartment to complete any work order that you submit. You will not reasonably withhold consent to Willamette University or its designee to enter your residence in order to inspect the premises or make reasonable or agreed-upon repairs or improvements or treat for pests. University personnel and their authorized designee(s) may enter your residence without notice for an emergency, maintenance work, fire safety inspections (conducted at least twice a year), fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of University policy, state or federal law. A note should be left if your residence has been entered. Your residence may be entered during semester and spring breaks without prior notice by University personnel when they are conducting building inspections and doing maintenance work.

Bed Bunking and Adjustments

We know you have a limited amount of space in your rooms. Sometimes it can be challenging to cram all of your necessities into such a small space. Raising your bed or bunking beds may help you experience more spacial freedom. You may purchase bed risers and install them yourself if you like. University staff will not install them. As usual, there are guidelines for bunking and adjusting bed height. The main thing you need to know is for safety reasons, residents can not adjust the height of their bed, bunk their bed or make other adjustments themselves. To request a change in your bed height, please complete a work order.

http://www.willamette.edu/dept/reslife/areas/maintenance_report_.html

Other necessary bed bunking and adjustment information:

1. Beds are to remain intact and not taken apart. If a student disassembles their bed, they are financially responsible for all bed parts, for storing the bed parts in their room/suite/apartment and for the cost of reassembling the bed by Facilities Management staff.

2. Bed Adjustments - Beds in most residences can be bunked, unbunked, raised or lowered. Rooms that have one set of tall bed ends and one set of short ends may request that their beds be bunked. Work orders to bunk beds will only be completed in the above described rooms. If you would like to request your beds bunked, you will need to complete a waiver and put in a work order. If you contact Residential Services, they can
help you through the process. For bed adjustments to raise or lower a bed, submit a work order. Facilities Maintenance staff will call you for an appointment to check if your current bed can be adjusted.

3. Raising beds off the floor may be unsafe and/or void the manufacturer’s warranty. Students need to use supports specifically manufactured for that purpose. Your Coordinator needs to inspect and approve any bed that is raised off the floor.

4. Lofts are not permitted in student rooms/suites/apartments.

5. Tape cannot be applied to furniture or carpet due to the sticky residue that is left behind.

Beware of the FOG
In support of sustainability efforts, containers and liners are being provided for all apartment kitchens and residential student kitchens to collect Fats, Oil, and Grease (FOG) from food preparation and kitchen clean up. FOG is found in such things as meat fats, food scraps, lard/shortening, baking goods, butter/margarine, cooking oil, sauces and dairy products.

Why should I care about FOG?
Residential households contribute FOG build-up in the sewer lines because of the amount of grease washed into the plumbing system, usually through the kitchen sink. Sewer lines are at major risk of sewer backup if residents don't properly dispose of FOG.

What can I do?
The easiest way to solve the grease problem is to keep FOG out of the sewer system in the first place and follow the easy disposal tips listed below.

- Never pour grease, fats, or oil down the sink or garbage disposal.
- Pour FOG into jars, cans, and plastic tubs (Careful, the liquid may be hot!) or containers which are being provided for residential kitchens. Let contents cool and solidify. When the container is full, throw away with the trash.
- Mix cooking oil with an absorbent material such as cat litter or coffee grounds, place in a lidded container for disposal with the trash.
- For greasy pans, pour off the grease into a container and use a paper towel to wipe out the remaining grease in the pan prior to washing it.

For greasy pans, pour off the grease into a container and use a paper towel to wipe out the remaining grease in the pan prior to washing it.

Containers and liners will be distributed to apartment kitchens and residential kitchens at opening. Extra containers and liners are available in Res Life.

Common Spaces – For One and All
Common spaces and lounge areas serve as locations for programs and activities as well as place to just flop. Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. University staff are the only people authorized to remove furniture from residential lounges. Furniture that is removed without authorization, damaged, or stolen shall be the financial responsibility of the individuals involved (if known), or the community (if unknown).

Furniture from foyers or lounges cannot be used in a student room, suite or apartment. Students who violate this contract/lease term by moving furniture into their room, suite or apartment are responsible for the cost of having a staff member return the furniture to the lounge and will be subject to disciplinary action.

Dirty Laundry?
The Montag Center houses the main laundry facility for the East side of campus. Many residences also have coin/card-operated washers and dryers. Remember to clean dryer lint vents after every use. Build-up of lint is a fire hazard and has been responsible for many fires. Most laundry rooms have ironing boards, but you will need to use your own iron (with an auto shut off). If a laundry machine is broken or takes your money, report it to your Res Life staff member immediately so they can contact the company for service. Refunds are available through the Service Center.

Garbage and Recycling on Campus
It is your responsibility to remove your garbage and recycling and take it to the proper dumpster. Large garbage and recycling containers are provided outside in each residential area for your convenience. Residents are prohibited from leaving garbage on their balcony or outside of their door. Students who leave trash outside of their door will be fined for its removal. If the garbage is left in a common area, the entire community will be charged. Vacuums may be checked out in each community from your CM.

Willamette University supports the environmentally responsible use of natural resources. Recycling stations are set up in every hall for your convenience. Campus Recycling collects glass, tin, aluminum, plastic, newspaper, cardboard, wood, and scrap metal. In accordance with fire code regulations, recyclable items and/or trash may not be kept in bathrooms, hallways, or other areas that obstruct emergency exits.

Guest Rooms
Guest room use is restricted to guests of the University, members of the student body and residence staff. Reservations are limited to no more than three (3) consecutive nights anywhere on campus. Residential Services will notify Facilities Services (housekeeping) regarding guest room reservations. Linens are provided.

Baxter, Doney, and Shepard have separate guest rooms with private bathrooms. Reservations are made through the Service Center by calling 503-370-6880, emailing housing@willamette.edu or stopping by. The fee is $35.00 per night for one person and $40.00 for two people. Guest room costs are charged to the student host’s University account when the key is picked up.
**Keys**

At check-in you are issued a key to your room/apartment (unless you live in the B or C wing of Kaneko). You are responsible for your key until check-out. Most keys are picked up at the Service Center at check-in and returned to your Res Life staff member at check-out. If you lose your room/apartment key, contact Residential Services in the Service Center to order a lock change and new keys. If you lose your key or do not return it at check-out, it is your responsibility to pay for the lock to be changed to ensure the security of the next resident ($85). Sorority residents check their keys out from and report lost keys to their Sorority House Director.

For the security of all campus residents, students may not lend their key or Compass Card to anyone. If you live in an apartment in Kaneko, Haseldorf or the University Apartments and circumstances require that another student have access to your apartment over the semester break, contact Residential Services for additional information.

The unauthorized possession, use, reproduction or sale of keys to University facilities is a violation of the Standards of Conduct and is prohibited.

**Light Bulbs**

Don’t stay in the dark! All residents, (except women living in a sorority) can submit requests for a new light bulb online at www.willamette.edu/dept/reslife/information/maintenance/. A member of the Facilities Services staff will replace the bulb. If it is an emergency, contact a Res Life staff member. Sorority residents notify their House Director.

To dispose of a compact florescent bulb you are using in a personal light fixture, double wrap it and place it in a trash receptacle.

**Personal Space Painting**

Residents are not permitted to paint their rooms/suites/apartments. Students who violate this contract/lease term are responsible for the cost of repainting the space and may be subject to disciplinary action.

With advanced planning and permission, students may submit a proposal to paint selected common areas in their residence. Examples: hallway murals or graphics. Residents interested in a paint project should talk with their Area Coordinator.

**Pests & Pesticide Use**

To minimize pests in the residences, please keep all food in sealed containers (e.g. Rubbermaid or cookie tins), keep beverages closed, and take empty cans and bottles to the recycling area. If there are bugs in your room/suite/apartment, it is your responsibility to submit a maintenance request to have the area assessed and treated. Notices from Facilities Management will be posted 24 hours in advance of any treatments.

Field mice, or voles, are native to the Willamette Valley and are typically seen in the late summer and early fall or early spring.

If you have mice in your room/residence, contact your Res Life staff member immediately for traps and submit a work order for a Facilities staff member to set traps in your residence (and your room/suite/apartment if you prefer not to set them yourself). Keep your room/apartment “nest free.” Mice like piles of clothes (clean or dirty). If the first sign of mice is ignored, they will multiply quickly.

These steps are followed by Facilities staff when mice are reported in more than one room:

- Facilities Management posts the residence to notify students that snap traps will be delivered to each room. Traps are placed out of sight (under desks or beds usually since mice typically travel along the walls).
- When a mouse is trapped, call 503-370-6003 from a campus phone, (M-F, 7:30-4:00) to request to have the mouse disposed of. After hours and on weekends, call Campus Safety (503-370-6911). Campus Safety will then contact an afterhours/weekend staff member to pick up the mouse and bring another snap trap.
- If a student elects to dispose of a mouse on their own, they should use rubber gloves (available from your Res Life staff member).
- Bait stations are located outside of campus buildings and are regularly monitored. Do not put out poison in your room/apartment. Mice will crawl into the walls and die, creating other problems (including noxious odors!).
- During semester break, Facilities staff members put traps in all affected areas (student rooms, bathrooms, hallways and common areas) and check them regularly.

**Something Broken?**

Occasionally, furnishings or fixtures wear out, break or require professional care. Facilities Management (maintenance) staff makes every effort to keep the residences in good condition. However, normal wear and tear does occur and repairs are necessary. Residents are responsible for submitting work orders to get these items fixed or removed in a timely manner. To submit a work order, go to: http://www.willamette.edu/dept/reslife/areas/maintenance_report.html.

Maintenance and Facilities workers will prioritize work orders as they come in according to need, personal safety of the students and severity of the damage. Remember that your signature on your contract/lease authorizes a Facilities Management, Facilities Services or WITS staff member to enter your room/suite/apartment. When residents request a repair, consent to entry without notice is implied. If a resident wishes to be present when the work is performed, this request must be made, in writing, when the report is submitted. If the repair is an urgent situation, University staff will forego the request and complete the repair as necessary.

Students are responsible for reporting any damages, vandalism, theft or maintenance needs promptly so repairs can be made or
replacements ordered in a timely manner. Please report emergency situations to a Res Life or Service Center staff member immediately.

**Need help NOW?** If an emergency situation arises, please call Res Life (503-370-6212) during office hours or Campus Safety (503-370-6911) after hours. The following is a list of examples that require an immediate emergency work order (not all inclusive):

**Fire/Life Safety**
- Smoke detector is not in working order (beeping battery, missing, etc.)
- Missing fire extinguisher (and/or only partially full)
- Emergency lights not in working order
- Sparks coming out of an outlet
- Broken window or glass door
- Problem with entry into a building (door not locking, card reader)
- Slip, trip hazard

**Water**
- Roof leak
- Broken pipe
- Toilet overflowing

**Other**- something that affects a student’s safety and/or ability to study:
- Desk/over head light doesn’t work or the bulb is burned out
- Room or exterior door which cannot be cannot locked or opened
- Heat not working

**Sustainability at work**
In an effort to conserve energy, the University participates in a program of replacing older fixtures with energy-efficient ones. In addition, low-flow shower heads are in use to regulate the amount of water used.

In Kaneko B and C wings, as part of the university’s commitment to sustainability (which qualified for LEED Gold certification), we have intentionally limited the range that residents are able to adjust the thermostats. You should be able to adjust your thermostats between 68 - 72 degrees when using the heater and between 74 - 78 when using the air-conditioning. That means that when it is hot outside, you cannot adjust the temperature lower than 74 degrees. When it is cold outside, the temperature will not go higher than 72 degrees.

Exceptions can be made if your need is based on a medical or disability issue. If this is your situation, please talk with a staff member in Bishop Wellness Center. If a staff member at Bishop Wellness Center notifies us that you need a temperature outside of these ranges, we will submit a work order for you.

If your thermostat is not permitting you to make adjustments within these ranges, please submit a work order. That means if you can't heat your room/suite/apartment to at least 72 degrees or can't cool your room/suite/apartment to at least 74 degrees, let us know by submitting a work order.

**Twin Sheets or XL?**
Some halls have have extra long mattresses (80”x38”) in the rooms and others have standard twin (75”x38” or 75”x36”).

<table>
<thead>
<tr>
<th>Regular Twin Beds</th>
<th>XL Twin Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baxter Hall</td>
<td>Cascadia House</td>
</tr>
<tr>
<td>Belknap Hall</td>
<td>Kaneko B Wing</td>
</tr>
<tr>
<td>Doney Hall</td>
<td>Kaneko C Wing</td>
</tr>
<tr>
<td>Kaneko A Wing</td>
<td>Northwood</td>
</tr>
<tr>
<td>Lausanne Hall</td>
<td>Terra House</td>
</tr>
<tr>
<td>Lee and York Houses</td>
<td>Southwood</td>
</tr>
<tr>
<td>Matthews Hall</td>
<td>Westwood</td>
</tr>
<tr>
<td>Shepard House</td>
<td></td>
</tr>
<tr>
<td>WISH</td>
<td></td>
</tr>
<tr>
<td>Haseldorf and University Apartments</td>
<td></td>
</tr>
</tbody>
</table>

The University owns a limited number of 80” mattresses for special requests. Refer requests to Residential Services. 80” mattresses will not fit a bed in Kaneko Wing A, Belknap, or Matthews. The extra long bed frame required does not fit into the space between the desk and dresser.

**Telephones in the Rooms**
If students do not bring a cell phone, they may check out a room phone from Willamette Integrated Technology Services (WITS) and request that a line be activated in their room. If they do not return the phone, their student account will be billed for a replacement phone. For information on using a university telephone from a residence, go to http://www.willamette.edu/wits/help/telephone/stuphone.html.

Telephone repairs are handled through WITS in Smullin. You can submit a service request directly to WITS for telephone line and equipment repairs at 503-370-6767 or www.willamette.edu/wits/.

Haseldorf is not on the campus phone system. Students at Haseldorf make their own arrangements for installations with Century Link at 1-800-244-1111 and are responsible for paying Century Link directly for their phone services.

**Television & Dish Services**
Community living rooms have satellite access television. At the beginning of each year Dish satellite equipment is activated. This is done by an outside contractor. Residential Services and Res Life staff cannot activate the signal. Once the box is activated, do not tamper with, disable, or move the box from its original state. After this initial activation, all service calls on Dish equipment are the financial responsibility of the community.

**Use of WU logos and building names**
The University's name, symbols and identity, including Residence hall and facility names, are the property of Willamette University. Therefore, use of Willamette University, its symbols or the names of a residence on t-shirts, posters or other materials must be approved by the Area/Commons Coordinator and the Director of Auxiliary Support Services. Applications for t-shirt
design approval are available online:

Vending Machines
Food and beverage machines are provided in most residences. Should a machine be empty, broken, or keep your money without returning goods, report it to a Res Life staff member immediately so they can contact the company for service. If you lose cash or Compass Cash in a vending machine, come to the Service Center for assistance.

Waterbeds
Due to the potential for flooding and extensive damage to the facilities, waterbeds are not permitted in University residences.

Wireless Access Points
Wireless Access Points are installed to give residential students wireless access in their ‘homes.’ Some of the wireless boxes can be installed out of site, but some are installed along hallways or are visible in ceiling locations depending on the residence. If a Wireless Access Point is tampered with or damaged the cost incurred to repair/replace the equipment will be equally split and assessed to the entire living group or portion thereof if the person(s) responsible is not identified.
Chapter 4

Your Personal Behavior

I’m Freeeeeee!!!

Many times, the first experience that a student has away from home and living on their own is when they go to college. Please remember that as a community of learners and as a community of adults, Willamette University expects that students will monitor their own behavior as well as the behavior their guests. You are expected to make responsible and reasonable decisions that are appropriate for academic-focused, community living.

All Federal, State and Local Laws are Enforced on Campus

To maintain our safe and learning-centered community, some additional rules and standards of personal behavior must exist. Despite these standards, it is inevitable that residents will encounter differences of opinion, misunderstandings, conflicts, and violations of University Standards of Conduct. The University encourages students to attempt to resolve differences between themselves informally. Res Life staff is available to provide guidance to students who are working through uncomfortable or difficult situations. If you do not think that an informal approach will remedy the situation, please seek out a Res Life staff member. Remember, the quicker you ask for help, the sooner we can try to resolve the problem.

Conduct and Consequences Process

Students are strongly encouraged to take all University rules and regulations seriously. Consequences for violating a policy may range from a warning to expulsion from the University or removal from campus housing. If you have been involved in an incident, the evidence will be documented by a member of the University community. This report will be received by the Office of Rights and Responsibilities, and you may be charged with a violation of the standards of conduct. When you are charged, you will be referred through the University’s conduct process. This process may be as simple as a conversation with your Area Coordinator.

Compliance

You are expected to comply with reasonable requests from University personnel. Your guests on campus are expected to do this as well. Residents and guests are required to identify themselves to University personnel upon request by means of a Willamette ID or other credible photo identification. If you are involved in an incident, you will be confronted by University personnel. During such exchanges, cooperation with staff members is expected. Additionally, residents and guests are required to provide University personnel with access to their assigned spaces when violations are suspected. This is so that these staff members may ensure the safety and welfare of community members and ensure compliance with University rules and regulations.

Alcohol

In addition to state and federal laws, Willamette has its own rules regarding the use of alcohol. Additional information about the University’s Alcohol Policy can be found in the online Selected Policies Manual http://www.willamette.edu/dept/campuslife/policies/

"Possession” is defined as being on and/or in your person or in your residential space, regardless of your awareness.

Persons under 21 years of age are prohibited from:
- Possessing or consuming alcohol on campus.
- Being in a campus housing space where alcohol is being consumed. The only exception is when the minor’s roommate is 21 years of age and consuming in their shared space.
- Possessing empty alcoholic beverage containers.

Persons 21 years of age or older may:

Only consume alcohol in a campus housing space when the following conditions are satisfied:
- A resident of the room is present and is 21 years of age or older.
- No persons under 21 years of age are present, with the exception of any underage residents of that space.
- The unit’s entry door is closed.

Store alcohol in their rooms, including their bedrooms and/or kitchens, only if the alcohol is stored and closed in the original container.
Transport alcohol to and from their designated campus housing spaces only when the original container is unopened or the original screw-on top is closed.

All persons are prohibited from:

Providing alcohol to persons under the age of 21.
Consuming alcohol in common areas of campus, including lounges, hallways, lobbies, restrooms, offices, classrooms, parking lots, and all outside grounds, except when such consumption is approved in advance by designated University officials as specified in the University’s Alcohol Policy.

Possessing, providing, or consuming alcohol from “common” containers, including kegs and wine boxes, except when such containers are approved in advance by designated University officials as specified in the University’s Alcohol Policy.

Possessing or using beer bongs or other similar devices to facilitate rapid consumption of alcohol, or participating in activities that promote rapid consumption of alcohol (for example: drinking games).

Being intoxicated to a point at which normal, independent functioning is compromised. Persons who cannot negotiate their way without assistance or who cannot care for themselves and their basic needs are still responsible for their own health and safety. They will be accountable for any care or attention provided to them by University personnel or other residents while they were intoxicated. This accountability may include disciplinary action or fines when student behavior prompted the activation of emergency personnel or protocols.

All persons who choose to provide or consume alcoholic beverages:

- Must do so responsibly. Furnishing or consumption that precedes or occurs with excessive noise, vandalism, harassment, sickness, excessive messes, or obvious intoxication is in violation of this policy.
- Share responsibility for the safety and welfare of their peers and guests. This responsibility includes, but is not limited to, monitoring alcohol consumption, preventing intoxicated persons from driving, caring for persons who are unable to care for themselves, obtaining professional medical assistance for persons who may have alcohol poisoning, and securing assistance from University personnel whenever appropriate or necessary. Persons who are 21 years of age or older may be implicated when they choose to be in a campus housing space where persons under 21 years of age are consuming alcohol.

When a violation of the alcohol policy occurs, involved individuals are required to dispose of all alcoholic beverages upon request of University personnel. Guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

Controlled Substances
Like the alcohol policies, Willamette University has additional policies regarding the use and possession of controlled substances. All state and federal laws are still in effect as well.

Additional information about the University’s Controlled Substances Policy can be found in the online Selected Policies Manual. [http://www.willamette.edu/dept/campuslife/policies/]

“Possession” is defined as being on and/or in your person or in your residential space, regardless of your awareness.

“Controlled substances” are defined as illegal drugs and misused legal drugs, both over-the-counter and prescription.

Residents and guests are prohibited from:

- Manufacturing, distributing, selling, using, or possessing for illicit purposes, illegal drugs, narcotics, misuse of legal drugs or controlled substances is prohibited.
- Being under the influence of controlled substances in campus housing.
- Being in a campus housing space where controlled substances are being used, manufactured, and/or sold.
- Possessing drug paraphernalia that is intended for use with controlled substances. Drug paraphernalia includes but is not limited to pipes, water pipes, and bongs. The University may seize drug paraphernalia upon evidence that it has been used with illegal substances.
- Using medical marijuana in campus housing. Residents that qualify for medical marijuana may be eligible to move off-campus. You can apply through the Residency Waiver process.

Fire Safety

Burning and Open Flames
Fire poses a serious risk to life and property. In addition to disciplinary action, residents and guests can be held responsible for criminal and financial liability for creating fire hazards. Residents and guests are prohibited from burning anything or using an open flame in campus housing. This includes but is not limited to candles, oil lamps, and incense. (See also: “Smoking” in Chapter Four.)

Barbecue Grills
The use of barbecues or open flame cooking devices is prohibited within campus housing, including on balconies and porches. Possession of barbecues, propane or charcoal is prohibited. When available, residents are permitted to use community barbecues on the outside grounds away from buildings. Propane must be stored in Campus Safety.

Fire Safety Equipment, Fire Alarms
All persons are prohibited from disabling and/or tampering with fire safety equipment (including, but not limited to, fire extinguishers, smoke detectors, and sprinklers) or causing a false fire alarm to be sounded or reported. All persons must evacuate the building when an alarm is sounded. Those who do not exit may incur an administrative charge.
Flying Objects
All persons are prohibited from throwing, dumping, or projecting anything from windows, porches, balconies, or inside the residence halls.

Gambling
Gambling with money is prohibited in campus housing.

Guests
Residents’ Responsibility for Guests
Residents are responsible and accountable for their guests’ conduct, whether the guests are present by residents’ explicit invitation or by the residents’ acquiescence. “Guest” refers to any person who is not a resident of the campus housing space in which he or she is present, whether by invitation or acquiescence. Guests are required to abide by the same University rules and regulations as residents. Residents are responsible for informing their guests of said rules and regulations. Residents may be billed for any damage caused by their guests and may be charged under the student conduct code for any policies violated by their guests.

Guest Escort Policy
For safety and security, residents shall escort their guests who are not Willamette University students at all times in all campus housing buildings. Guests who are not escorted may be removed from the building by University personnel. University personnel may require any guest to leave campus immediately if the guest or the resident host violates University rules or regulations, disrupts or disturbs the campus community.

Overnight Guests
Residents may host overnight guests in their assigned space when the following conditions are satisfied:
1. Consent to host a guest in a student room must be obtained from the roommate in advance.
2. A guest’s stay will not exceed three consecutive nights

Trespassed Guests
Individuals may be informed by University personnel that they are not allowed to access campus at all. This may be applied to current students, including those who live on campus, and non-students. Residents can be held accountable through the Conduct process for giving access to a trespassed individual.

Noise
Residents and guests are mutually bound to a 24-hour courtesy policy that is in effect at all times. Under this policy, residents and guests agree to the following:

- All residents have a right to study or sleep in their own room without unreasonable interference from noise.
- Residents and guests are responsible for anticipating when noise from their space may be disturbing others and adjusting noise levels accordingly.
- Residents who are affected by noise are responsible for contacting the source and requesting the source to reduce the noise.
- Residents and guests are required to respond to any request to reduce any noise at any time.

While residents are encouraged to use these principles to resolve noise concerns informally, there may be times when staff assistance is required. Residents are encouraged to contact their CM or AC whenever the issue cannot be resolved informally.

In addition to the 24-hour courtesy policy, the following noise policies are also in effect:

1. Quiet Hours are when noises, music, and voices must be kept to a low level and mostly contained within each residential space. In general, noises should not be detectable two doors down or twenty feet, whichever is closest.

2. Quiet Hours are Sunday through Thursday, from 11 p.m. to 7 a.m., and Friday and Saturday, from midnight until 8 a.m. During final exam periods, holidays, and breaks, Quiet Hours may be more or less restrictive; adjustments will be advertised.

3. The use of drum sets is prohibited at all times within campus housing, unless specifically designated by Res Life staff. Amplified or electric instruments may only be used in conjunction with headphones.

To ensure a healthy living and study environment, University personnel may address and document noise concerns without receiving a complaint from a resident and without issuing a noise warning. When a violation of the noise policy occurs, guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

Plates, Cups & Forks
You may find it handy to have a plate, bowl or forks and spoons in your room on campus. However, the utensils and dishes used in the dining facilities are not for this purpose. If every student on campus took one fork, the university would be out nearly 1500 forks. That’s more than what is used during a typical
dinner service. You may not remove dishware and utensils from the dining halls for your personal use. Removal is considered theft; replacement increases the cost of meal plans. Individual or community damage charges may be assessed in response to stolen dishes or removal of dishes left in campus housing. Dirty dishes, especially in community living areas are considered a health hazard. It is your responsibility to return dishes to the dining facilities.

Restricted Areas

All persons are prohibited from roofs, building and window ledges, mechanical rooms, and other off-limit areas for safety reasons. All persons are prohibited from using alarmed doors except in the event of a building evacuation or emergency. Residents and guests are prohibited from entering other residential spaces not assigned to them without invitation by a resident of that space.

Parking Enforcement

Parking regulations are in effect 24 hours a day, 365 days a year. Campus Safety officers and enforcement assistants patrol all Willamette University and TIUA lots. For more parking information and fee schedule please go to: http://www.willamette.edu/dept/safety/parking/regulations/index.html.

Propping Doors

All persons are prohibited from propping exterior doors (fire safety doors) in violation of fire codes. Safety is a responsibility shared by all members of the campus housing community. A propped door allows anyone access and endangers the welfare and safety of all community members and their property. Residents and their guests may be in violation of the Standards of Conduct for any action that jeopardizes the safety of others. All persons are prohibited from leaving an exterior door propped.

Room Occupancy Limits

Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University defines “safe and manageable occupancy” as no more than three (3) times the residential occupancy for that room. For fire safety, all persons are prohibited from exceeding maximum posted room occupancy limits.

Sales and Solicitation

All persons are prohibited from engaging in commercial enterprises, sales, or solicitations in campus housing. Residents who encounter salespersons or solicitors in campus housing are encouraged to contact Campus Safety to escort the person from the building.

Smoking

All persons are prohibited from smoking within campus housing. All persons must smoke at least twenty-five (25) feet away from all buildings (including porches and balconies) and extinguish butts in appropriate receptacles. (See also: “Fire Safety” in Chapter Four.)

Sports, Sporting Equipment, Physical Activities

Residents and their guests are free to use courtyard areas for sports and physical games if done so responsibly and in observance of noise and other University policies. University personnel reserve the right to restrict or redirect such activities when safety to persons or property may be compromised. If damage occurs to windows or other property as a result of such activities, responsible parties are expected to report the damage and pay for repairs or replacement. All persons are prohibited from using sporting equipment, throwing objects, or engaging in physical games within campus housing. Roller blades, skateboards, and bikes, which may be used for point-to-point transportation in designated areas on campus, shall not be used for transport within campus housing. They must be carried or walked through hallways and corridors.

Weapons

All persons are prohibited from possessing weapons or hazardous materials while on campus. All persons are prohibited from brandishing or displaying any item as a weapon or using any item in a threatening manner. Legal firearms and other weapons used for sport shall only be kept on campus at the Campus Safety office with prior approval from the Director of Campus Safety. Please contact Campus Safety for details.
Chapter 5
Safety & Emergencies

Safety & Security
Safety and security on campus is a shared responsibility between students and the University. The University provides certain security devices and services; students are responsible for making full use of these devices and services to protect themselves and their property from injury or loss. Here are some basic safety and security precautions that students should always follow:

- Always lock your doors—even if it’s an inconvenience. This is the easiest way to keep your items safe.
- Be aware of who is on your floor and who is in your building. If you see suspicious persons in the building, contact Campus Safety immediately.
- Close the door behind you. Do not allow non-residents to follow you into the residence halls.
- Do not walk away from your computer, coat or purse in the library, or other common space. Ask a friend to watch your stuff or take it with you.
- Purchase U locks for your bicycle and computer locks for your laptop.
- Keep accurate records of your property. Mark valuable property with your name. Record serial numbers, purchase dates, etc. Purchase renter’s insurance for your belongings.
- Do not keep valuables visible in your car. Store them in your room, trunk or under the seats.
- Take a friend with you when you go to unfamiliar places or call Campus Safety for an escort.

Getting Help –
During Business Hours
In general, use the following procedure to obtain non emergency assistance during normal business hours.
1. Contact your CM or another CM in your building.
2. Contact your AC
3. Contact the Res Life Office at 503-370-6212
4. Contact Campus Safety at 503-370-6911

Getting Help –
Nights & Weekends
1. Contact the On-Call CM for your area
   - Cornerstone: 503-302-4571
   - Eastside: 503-302-4569
   - Kaneko: 503-302-6562
   - Westside: 971-209-9777
2. Contact Campus Safety at 503-370-6911 Campus Safety will send an officer out or contact the AC for assistance.

Lock outs
Residents should carry their keys and ID at all times. If you are locked out you have a couple of choices. First, try to find your roommate. This is your quickest, least expensive option. Second, depending on the time of day, call the CM on Call or Campus Safety.

Students living on campus get two free lockouts per academic year. Additional key-ins are billed as follows:
- 3rd lockout = $15.00 charge
- 4th lockout = $25.00 charge
- 5th lockout = $40.00 charge
- 6th lockout and all subsequent lockouts = $50.00.

You will get a letter from the Office of Rights and Responsibilities when your second lockout is recorded. The letter encourages you to carry your keys with you and reminds...
you of the charges that will appear on your student account if you continue to need help accessing your room.

**Campus Alerts & Notification System**

In order to help create a safer environment for our students, faculty and staff, Willamette University has purchased a software system that allows the uploading of email addresses, office and residence room phone numbers and cell phone numbers of all campus community members. In the event that an emergency message needs to be sent out, a message can be created and sent via all of these methods in a matter of minutes. The message will notify people of the situation or danger and offer directions or suggestions to avoid certain areas or be cautious about possible situations. Update messages will be sent out with current information, or to let people know that the situation has ended.

Register/edit your information by accessing JASON > "Personal" > "Fusser Guide Update for Students" on the Willamette University internal website. Then enter the number for notification in the field named "Emergency Contact Phone". Any updates will take a couple of days to be updated in the Emergency Notification System.

**Emergency Reference Guide**

This Emergency Reference Guide is provided to assist you in responding quickly and effectively to a variety of situations. The information and instructions contained herein are not intended as an exhaustive reference for any of the situations addressed. They are simply provided to assist in helping to assure your personal safety in the event of these particular occurrences.

**General Information**

An emergency is any situation, actual or imminent, that endangers the safety or lives of students, employees or visitors on Willamette University property.

This guide is designed as a quick reference to help you respond immediately and effectively to a variety of emergency situations. It is recommended that you read this guide in advance of an emergency, so you are prepared.

- The instructions, in this guide, are intended to be used during an emergency. They only provide a brief summary and overview of University policies and procedures.
- Willamette University has an Emergency Preparedness Plan that will be activated in the event of an emergency.

- The Office of Campus Safety is designated as the Emergency Response Teams meeting location, unless the emergency makes this location unusable. If it is unusable, an alternate location will be chosen from a prearranged list.
- During emergency situations, avoid making telephone calls except those necessary to deal with the emergency.
- If you have a disability and could require special accommodations and assistance in an emergency, please notify your supervisor or Human Resources ahead of time. All information will be kept confidential. *(Please see Disability)*
- Updates to this guide will be provided as necessary.

**Remember:** Time is critical in responding to any emergency. The safety of people always comes first, before the protection of property.

**Requesting Emergency Assistance**

**For assistance in a medical or safety emergency dial 503-370-6911.**

When you call:

- Identify yourself and the specific location of the emergency. Tell what has occurred. Be concise and factual.
- Relate known or suspected people with injuries.
- Identify immediate help needed.
- If appropriate or directed to do so, dial 911.
- Notify your building captain.

Many people ask, “Why should we call Campus Safety instead of 911 directly?” There are three important reasons to first call Campus Safety with any emergency:

1) Campus Safety officers are on campus 24 hours a day and can respond to an emergency faster. Also, WEMS (Willamette Emergency Medical Services) personnel are on campus during the academic year.

2) Campus Safety is responsible to make sure that police, fire and medical responders are able to access the areas where an emergency is occurring. This includes a specific building address, unlocking buildings and rooms and escorting responders to the location of the incident. These responders are often unable to locate victims without the aid of Campus Safety.

3) If assistance from 911 is required, Campus Safety will make this call and are able to convey the essential information to get the fastest response.

**Your Personal Responsibilities**

Your personal safety is of the utmost concern. Therefore, your primary responsibility, in the event of any emergency, is to see that you respond in such a way as to best assure your own safety.
If you are disabled by the event, you will not be available to assist others. Your secondary responsibility is to assist any others in your immediate area in safely responding. Finally, with your safety assured, you are free to be a part of the larger team response.

**If You Are Off Campus**

If you are off campus when an emergency occurs, your assistance on campus may be required. If your job responsibilities are such that your assistance will be critical to responding to the emergency, you should report to campus when notified of the event. If the emergency has also affected you or your family, you will need to assess your ability to respond.

If your job responsibilities do not require you to respond to campus, your assistance may be appreciated. However, you should try to determine if your presence will be helpful or whether it is safer and/or better that you not respond. Attempt to ascertain this information before responding to campus. Then, please report to the volunteer center, which is most often designated as the Montag Center.

**Media Communications**

Emergency situations attract media interest and requests for accurate, timely information. For this reason, managing the University’s interaction and communication with the media through a central point of contact is an important part of emergency response procedures.

**Emergency actions:**

- If you are contacted by the media, refer the individual to the Office of Marketing Communications. Responses to media inquiries should be limited to the following statement: “In order to ensure that we provide the most timely, accurate information, please contact Media Relations at (503) 370-6274.”
- Call the Office of Marketing Communications and report who has contacted you and for what reason.
- If the Office of Marketing Communications is closed, contact Campus Safety at 503-370-6911.

Instruct all employees and colleagues to direct all media inquiries to the Office of Marketing Communications at 503-370-6274 or to the Emergency Command Center (if one has been established).

**There are two approaches for Lockdowns:**

**When the threat is outside of the building:**

- Secure all exterior doors.
- Close drapes/blinds (if safe to do so) then stay away from the windows.
- Classrooms and offices: lie face down, flat on the floor; cover head, get under tables/desks.
- Stay put! Move only if remaining where you are is more dangerous.
- In other areas (e.g., playing fields, academic quads, or open spaces of campus.), “duck and cover.”
- In open areas, use object immediately available (e.g., vehicles, trees, telephone poles, etc.).
- If in a completely open area, lay down and remain motionless.

**When the threat is inside of the building:**

- Secure all exterior doors.
- Classrooms: Secure the room and move everyone along the wall closest to the hallway door.
- Shut off lights to the classroom.
- Silence all cell phones.
- Open drapes and blinds (if safe to do so).
- Keep everyone as quiet as possible.

**Additional Information:**

- Get students inside the building and into classrooms as quickly as possible.
- Students who are locked-out should seek shelter in the closest available room.
- Do not allow students outside until the “all clear” is given by a University official or police.
- Students and staff who are outside should proceed to a secondary evacuation location.
- Students who are inside the building but are locked-out of a classroom have two options: run outside as quickly as possible or remain where they are.
- Going back to the classroom is a mistake for two reasons:
  - The student may run into the intruder in the hallway while returning to the classroom.
  - Once the classroom is locked and the class has taken a defensive position, the door should not be opened under any circumstances unless the police give instruction to do so.

**Armed Intruder/Emergency Lockdown**

Lockdown is used when an armed intruder enters campus or is in a building. Lockdown is meant to keep persons in one safe location when there is an unknown threat outside of the class room or building. If there is a threat to the campus from an armed intruder, immediately call Campus Safety at 503-370-6911.

**Medical Emergencies**

- Call 503-370-6911
- Identify your location: building name, floor, room/office
- Describe the situation:
- What has happened
Automated External Defibrillators (AED)

There are several Automated External Defibrillators (AED) on campus. They are located in the following locations: The main lobby of the Sparks Center; Kaneko Commons in the hall just outside the atrium; Men’s locker room at McColloch Stadium; The reception desk at the Oregon Civic Justice Center. Campus Safety has two, one in the Campus Safety vehicle and one in the Campus Safety Office. These devices provide simple verbal instructions for the untrained; however, it is highly recommended that the user take CPR training before using these. If you are unsure, call Campus Safety before using an AED.

Fire

Know the location of the fire emergency resources in your area:
- Fire Alarm pull stations
- Fire extinguishers
- Fire exits
- Evacuation routes
- Assembly site

Emergency Actions – If a fire occurs or you detect smoke or a burning odor:
Pull the closest fire alarm to initiate building evacuation.
- Call 503-370-6911 and report:
  - The location of the fire
  - The suspected cause and current status of the fire.
  - Your name and phone number
- Do NOT use elevators.
- Use a fire extinguisher to fight the fire, if there is no danger to your personal safety in doing so.
- Move away from the exterior doors of the building to allow emergency responders to access the building. Encourage others to move away from the doors as well.
- Follow the instructions of Campus Safety and fire department personnel. Do not re-enter the building until you are informed that it is safe to do so.

Guidelines Specific to Individuals with Mobility Impairments

- COLLINS SCIENCE CENTER AND HATFIELD LIBRARY: These buildings offer safe areas. Individuals who use wheelchairs or other assistive technology for mobility should be directed to those designated safe areas.
- THE LIBRARIES, SPARKS CENTER, AND ANY OTHER AREA WHERE THERE ARE RANDOM GROUPS: An employee(s) must be designated on each floor to make a thorough check of carrels, book stacks, locker rooms, etc. to make certain there are no individuals needing special assistance in the area.
- ALL OTHER BUILDINGS: The procedures listed below should be followed. The Fire Department will carry out the evacuation.

Until the Fire Department Arrives

- Assign a student to immediately call 503-370-6911. Report that there is an individual who uses a wheelchair or other assistive device in Hall _____, Floor _____, Room _____. Instruct the student to report back.
- The professor (or an assigned person) is to remain in the room with the student while the class follows usual evacuation procedures. KEEP the door closed.
- Never enter an elevator. It commonly stops working when the fire alarm rings.
- If the fire is in the room with the student, the student and professor should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed.)
- NEVER CARRY AN INDIVIDUAL UNLESS IT IS A MATTER OF IMMINENT DANGER. IF A STUDENT MUST BE CARRIED, LEAVE THE WHEELCHAIR BEHIND and follow the instructions of the individual as to how he/she is best transported.

Natural Disasters/Emergency Actions

Snow/ice, floods and earthquakes can all pose dangers for the University.

Floods
In heavy rain, be aware of flash floods. If you are advised to evacuate:
- Secure the building.
- Lock the doors and windows
- Calmly leave immediately.

Earthquake
- If you are indoors during an earthquake, keep calm and take cover under a heavy table or desk. Stay away from glass, windows or anything that could fall, like a bookcase.
- If you are outdoors, move away from buildings, street lights and utility wires.
- Do not get in an elevator during an earthquake!
After an earthquake, be prepared for aftershocks. Aftershocks are follow-up earthquakes that are usually smaller than the first one. They are dangerous because they can cause things that are weakened in the first earthquake to fall down.

Snow/Ice
- Monitor approaching winter storm conditions. Freezing rain, sleet, heavy snow or sustained high winds can all pose a threat.
- Ensure that employees are aware of cold weather safety rules and understand University policy for operating and closing under adverse weather conditions.

Chemical Spills
In Willamette University Educational Facilities
It is the responsibility of the faculty and the lab instructors to know the characteristics of the chemicals with which they are working and take the proper precautions to protect themselves, their students and the community by containing a spill.

In Willamette University Work Areas
It is the responsibility of the employees to know the characteristics of the chemicals with which they are working and take the proper precautions to protect themselves and the community by containing a spill.

Emergency Actions – For Any Chemical Spill
- Notify Campus Safety immediately.
- First priority is First Aid. Any spill that results in personal exposure should be treated immediately:
  - Eyes/skin contact: Assist the person to a sink/eye wash station and flush eyes or affected skin area thoroughly and continuously for 15 minutes. Removed contaminated clothing making sure not to contaminate yourself in the processing of helping.
  - Ask bystanders to either help or stay out of the way.
  - Evacuate the building if the spill is severe or dangerous. Consider using a fire pull station to evacuate the building.
  - Identify the type of chemical and its hazardous characteristics to Campus Safety and other responders. Identify:
    - Name of chemical
    - Approximate quantity
    - Location of spill
    - Flammability?
    - Toxic?
    - Corrosive?

General Cleanup Procedures – For minor spills only
Obtain a Materials Safety Data Sheet (MSDS) for the chemical that was spilled.
- Only trained personnel should attempt to clean up spills. Cleaning up chemical spills is dangerous and should only be performed by professionally trained persons.
- Clear all persons out of the area who are not directly involved in the cleanup.
- Do not re-enter the area until the all-clear has been given by the team decontaminating the spill area.

Biological Spills (Blood)
The Bloodborne Pathogens Act of 1990 requires that spills of blood and blood based biological spills be reported and the spill decontaminated.

Emergency Procedures
- Call Campus Safety at 503-370-6911.
- Report if there is a need for medical attention for anyone at the scene.
- Identify the location of the blood spill.
- Keep bystanders away from the area so that no one becomes contaminated and the spill does not spread to other areas.
- Wait until help has arrived to begin cleanup procedures.

Bomb Threat
When a bomb threat is received by phone:
- If the threat of explosion is immediate, evacuate all people from the premises at once. If this can not easily be done in a timely manner, activate the fire alarm system by pulling a pull station.
- Try to get as much information as possible about the location and description of the bomb, and the caller. Use the check list on the following page to make note of the caller’s attributes and threats.
- Stay on the line only as long as the caller continues to provide useful information.
- Call Campus Safety immediately at 503-370-6911.

When a suspicious item is discovered:
- If you find an item you suspect is a bomb, DO NOT touch it, move it, or disturb it.
- Call Campus Safety immediately at 503-370-6911.
- Keep other persons away from the area until help arrives.
Bomb Threat Check List

Use this form to record all information if you receive a bomb threat call.
Be calm and courteous. Listen and do not interrupt.

Exact words of the caller: ____________________________________________

Questions to ask:

1) When is the bomb going to explode? ________________________________
2) Where is the bomb right now? ________________________________
3) What kind of bomb is it? ________________________________
4) What does the bomb look like? __________________________________
5) Why did you place it? __________________________________
6) Where are you calling from? __________________________________

Callers Voice Attributes:

- Male
- Female
- Adult
- Juvenile
- Accent
- Irrational
- Foul
- Well Spoken
- Incoherent
- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Slurred
- Unusual
- Nasal
- Deep
- Clearing Throat
- Breathing
- High
- Familiar
- Cracking Voice
- Taped
- Disguised
- Message read?
- Raspy

If the voice is familiar, who did it sound like? ________________________________

Did the caller indicate knowledge of Willamette University?
If so, how? ____________________________________________

Background Sounds

- Street noises
- PA system
- Voices
- Music
- On/Off Campus
- Motor
- Quiet
- Office Machines
- Animals
- Static
- Factory Machines
- Aircraft

Name ____________________________________________ Department ________________
Date Received ____________________________ Time ____________________________

Take this checklist with you as you evacuate the building.
Menacing Persons/Weapons

Threat

Emergency Actions

♦ Call Campus Safety at 503-370-6911.
♦ If you are in a position to explain your situation, give as much information as possible. Give your specific location.
♦ If you are not able to give information because the suspect is present and relaying information could put you at risk, use the following “code” word: “Starbucks.” This refers to the coffee company and can be used in a sentence about going for coffee at Starbucks. Use of the word “Starbucks” will indicate to Campus Safety personnel that you are in potential danger and the suspect is present with you.
♦ Remain calm and do not make sudden movements.
♦ If it is safe to do so, leave the area.
♦ If any harassing or obscene messages are left in your voice mail box, save those messages so they can be used as evidence.

Injury or Death Notification

Faulty/Staff Members

♦ The Appropriate Vice President or Dean, and/or the Office of the Chaplain are responsible for informing employees about the death or injury of a co-worker.
♦ The Office of Marketing Communications is responsible for all contacts with media. Do not release any information to the media. Direct all media inquiries to 503-370-6274.
♦ The name of the affected person should not be released to any off campus person other than emergency medical responders and police.

Family Members of an Employee

Death or a serious injury to a member of an employee’s family is an emotional situation that requires sensitivity. When informing the employee while at work, the person making notification should do the following:

♦ Verify the information regarding the situation and confirm the identity carefully.
♦ Provide privacy when informing the employee.
♦ Offer transportation or other assistance, if desired.
♦ Consider informing other department members of the situation, if appropriate.

Students

♦ The Dean of Campus Life, or his/her designate, is responsible for informing the appropriate departments and other students of the death or injury of a student. The Office of Marketing Communications is responsible for all contacts with the media. Do not release any information to the media. Direct all media inquiries to 503-370-6274.
♦ The name of the affected person should not be released to any off campus person other than emergency medical responders and police.
♦ The University’s Counseling Center and the Office of the Chaplain should be notified so they can be prepared for requests from students for assistance.
♦ Campus Safety or the Police may secure the area, and no one should be permitted to these secured areas without the permission of Campus Safety or the Police.

Emergency Response Team

The Emergency Response Team (ERT) is a group of University employees whose job responsibilities make them critical participants in a campus emergency. This team is lead by the President, or his designate. Anyone on the team is authorized to activate the team by initiating a call out of the group. A Campus Safety officer on duty could also activate the team if a serious emergency occurred and an immediate response was required. Each team member has an appointed designee to respond on his or her behalf in the event that they are unavailable. Either the ERT member or their designee should be available by telephone at all times.

When the Team assembles and/or as the emergency requires, other University employees are called out to assist the team with the emergency. An emergency phone number call list has been created and is updated quarterly to ensure accurate names and phone numbers are available.

When the Team is activated, they should report to the Office of Campus Safety unless otherwise instructed. The Office of Campus Safety is the primary Emergency Communication Center.

Emergency Preparedness Equipment

The University has purchased and assembled a supply of emergency equipment for the purpose of aiding in the response to an emergency. The Physical Plant has a supply of tools and materials to assist with many types of emergencies and these will be utilized as necessary. The Emergency Preparedness Equipment is designated, inventoried and stored for immediate access and response. The materials are located in the basement of Doney Hall below Res Life and Campus Safety. The room is located on the north wall and is clearly marked. An emergency key is located near the door for access in the event that an employee with a key is not immediately available.

Emergency Communications Center

The Emergency Communications Center is the center that is designated to coordinate the response to the emergency. The
Office of Campus Safety is the primary location that has been chosen to be the ECC. If the Office of Campus Safety is not usable because of the nature of the emergency, one of the following locations will be chosen:

Hatfield Library    Olin Science
College of Law      University Center
Art Building        Roger’s Music Center

Each of these buildings has emergency backup power.

Campus Evacuation Plan
If an emergency exists where is no longer safe to occupy campus buildings or property, those areas must be evacuated.

Relocation Areas
- The primary evacuation location for individual buildings is either Sparks Center (Cone Field House) or Smith Auditorium.
- If evacuation further from campus is required, McCulloch Stadium is the primary off campus location.
- If an emergency would require an evacuation to a location even further from campus, such as a chemical spill, emergency personnel will designate an evacuation location.
- Call Campus Safety immediately at 503-370-6911.

Where do volunteers report?
- In the event of an emergency, people often want to respond and help. Help is appreciated, but needs to be coordinated to maximize efficiency and the safety of the volunteers.
- Volunteers are asked to report to the Montag Center for briefing and assignments, rather than reporting directly to the location of incident. This ensures that volunteers are checked in and have the necessary information about the incident. It also helps ensure that volunteers are assigned to tasks where they are most needed and suited.

Emergency Number Information
The University has an 866 number that should be used in the event of an emergency. Information will be updated, via a recorded message, on this 866 number if an emergency takes place. This number is 866-200-2089.

The purpose of the 866 number is to avoid jamming communications in our internal phone system. The 866 number is located in an off-campus location and will operate even if the campus system is jammed or nonfunctional.

Hazard Communications Program
Hazardous materials are often part of our everyday activities in the workplace. Used correctly, chemicals are an important part of the work we do. But often we don't give these chemicals a second thought—until there is an accident.

Some materials though important tools, can also be flammable, reactive, corrosive, or toxic. If hazardous materials are in your workplace, it’s important that everyone be aware of the risks and how to avoid them. When employees know what materials are being used, how to use them safely, and what to do if an emergency occurs, the workplace can be kept much safer.

Employees have the right-to-know the potential dangers associated with the chemicals they come in contact with in their workplace. MSDSs (Material Safety Data Sheets) are available for all of the chemicals used at Willamette University. If you would like to have access to any of these MSDSs, contact Campus Safety at 503-370-6911 and copies of the MSDSs will be provided to you. If you would like to read the Hazard Communications Policy or know more about the right-to-know, contact Campus Safety during regular business hours.

Medical Quarantine
In the event that a person were to be known or suspected to carry a contagious or reportable disease, the Bishop Wellness Center will contact the authorities at the Marion County Health Center for advice and direction as to how to treat and manage the situation in order to prevent the spread of the disease.

If a situation was to require quarantine, the Marion County Health Department will provide the necessary resources and information to guide us. Persons who know they have communicable diseases should consult their personal physicians to determine if they should isolate themselves from contact. If so, they should refrain from coming to campus. If the person lives on campus, they should contact Bishop Wellness Center for assistance with their living situation.

Student Travel Policy Outline
A complete version of the Student Travel Procedures for the Advisor/Coach can be found on the web at:
http://www.willamette.edu/dept/osa/travelpolicy.htm

An outline of the policy follows:

1) A Trip Form is filed in Campus Safety by the advisor or coach accompanying the students on the trip, referred to as the trip leader. If the advisor or coach is not accompanying the students on the trip, he/she will select a student to serve as the trip leader and insure that the form is completed and filed in Campus Safety.
prior to departure. The trip leader picks up an official cell phone and telephone calling card provided by Willamette University. Any trip deviations are reported to Campus Safety immediately.

2) Student participants must carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other teams that travel regularly, the advisor or coach should carry this information as well.

Traveling Abroad
If you will be traveling abroad, either as part of your employment or on an academic program, you should be aware of potential limitations in your medical insurance and other protections that you would assume would be in place if you were on campus or in the United States. Prior to leaving on a University sponsored or approved trip abroad, faculty and staff should contact Human Resources. Students should contact the Office of Off-Campus Studies.

Additional information about procedures and precautions are listed on the Office of International Education web page: www.willamette.edu/dept/intl-education/studyabroad/responsibilities.htm

Harassment Policy
Willamette University will not tolerate harassment of any individual. Tolerance and respect for dignity and worth should be the guiding principles for our relations with each other. The University strives to provide a community where students, faculty, staff and others work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment is demeaning to all persons involved, and subverts the mission of the University.

Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends or associates.

Sexual Harassment
Willamette University is committed to creating and maintaining a community in which students, faculty, administrators, staff and other members of the community can work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination (according to the current University policy, this includes, but is not limited to sex, race, age, marital status, disabilities, sexual orientation, religion, or national and ethnic origin). Harassment is demeaning to all persons involved, and subverts the mission of the University.

Sexual harassment is a form of sex discrimination which is illegal under both Oregon state and federal law; in particular, ORS 659.030; Titles VI and VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; and Title IX of the Education Amendments of 1972.

If you feel that you have been sexually harassed, you may contact Human Resources, Res Life, or Campus Safety.

Sexual Assault
Willamette University is committed to fostering a supportive learning community. Sexual misconduct in any form is a direct violation of this commitment and will not be tolerated. Such misconduct is an affront to the dignity of the individual and it diminishes the perpetrator. It also undermines the trust and respect essential in an institution of higher learning and represents a breach of specific provisions of the student code of conduct.

Sexual assault is a broader term than rape. It includes rape as well as various types of unwanted sexual touching, however slight, with any object, by a man or a woman.

Willamette University has a group of Sexual Misconduct Process Advisors who are willing and able to provide assistance to anyone who is a victim of sexual assault or has questions about how to help a friend. For more information, please go to: http://www.willamette.edu/dept/policies/selected/students/sexual_conduct.html.

Kristen Grainger is the Title IX Coordinator for the University. Elizabeth Trayner is the Deputy Title IX Coordinator. To speak with a Title IX coordinator, please call 503-370-6212. Campus Safety officers are also available 24 hours a day to provide assistance.

Vehicle Accidents
If an employee is involved in an accident involving a Willamette University vehicle, while on University business, it is required that they contact Campus Safety as soon as possible and file a report. If a personal vehicle is used, the same procedure applies.

If the accident involves injuries, call Campus Safety as soon as you are able. Make the call as soon as the situation is stabilized. (See Medical Emergencies)

Special Needs
Persons with disabilities may have special needs or concerns in the event of a campus emergency. If you feel that your situation may require special attention in the event of certain types of emergencies, please contact Human Resources, the Office of Disability Services, or Campus Safety. The information you provide will be kept confidential.
Injuries on the Job

Accidents involving employees must be reported immediately to the employee's supervisor. Should medical attention be necessary, assistance should be sought from the employee's personal physician, Salem Hospital Occupational Medicine, or the Salem Hospital which is located one block south of the campus on Winter Street. In the case of serious injury requiring immediate emergency treatment, Campus Safety should be called at 503-370-6911. DO NOT MOVE AN INJURED PERSON. An injured or potentially injured person should be transported by an ambulance not by a private vehicle.