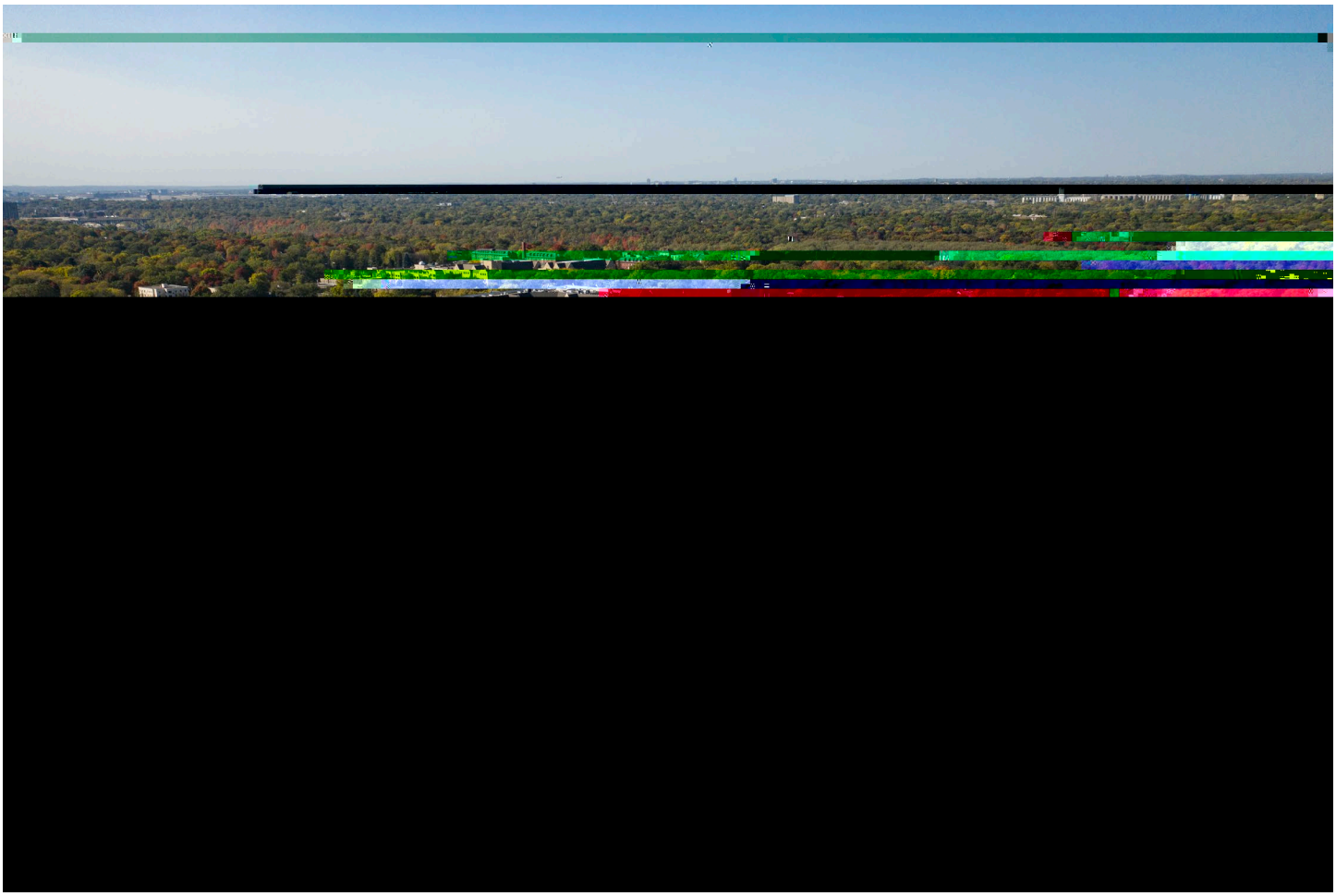

MISSION

Through intentional relationship and community building, the Department of Residence Life provides an inclusive and supportive educational living environment where students develop skills and knowledge to think critically, act wisely, and work skillfully to advance the common good.

INCLUSIVE EXCELLENCE

RESIDENCE LIFE STUDENT LEADERS

Resident Advisor (RA)

COMMUNITY LIVING:
HEALTH, SAFETY AND EMERGENCY PROCEDURES

Emergency Contact Information

All students living in the Residence Halls are required to keep their up to date emergency contact information in Murphy Online/ Banner, the University's official system of record.

Fire

In the event that you see fire, an explosion, smoke, or hear/see the fire alarm sounding, you should walk to the nearest stairway exit and proceed to the ground level. After evacuating the building, continue to proceed to a safe distance away from the building leaving walkways and driveways open for arriving em ergency personnel. Public Safety or Fire Personnel will provide direction for when it is safe to enter the building. Failure to follow these expectations could result in student conduct.

Health Insurance

Undergraduate students enrollerP <</MCeWt12 178.44 517.56 Tm ( )Tj ET EMC /P <</MCID 10 >>BDC Q

Personal Safety Plan

It is encouraged for each student to create a personal safety plan to be executed in case of emergencies. Some tips that the Department of Residence Life encourages everyone to include in their plan include:

- Sign up for text and phone alerts from Public Safety through Murphy Online
- Know and practice what to do in an active shooter situation (https://www.stthomas.edu/emergency/ active-shooter-guide/)
- Know what to do and respond appropriately to fire alarms and tornado sirens

Responsibility for Personal Safety

While the University of St. Thomas can assume no responsibility for risks associated with participation in programs or activities, the university attempts to provide a safe environment for its students. Students should conduct themselves with due and reasonable care in their actions. Student status creates no special relationshi p between the student and the university, and the university is not a custodian of the safety of students.

St. Thomas Cares

If you or someone you care about are having challenges impacting mental, physical, emotional or spiritual health , please visit stthomas.edu/ustcares for detailed information regarding the resources on campus to take advantage of and get the support needed.

Theft

The University of St. Thomas suggests the following ways to guard against theft:

- Lock your room whenever you leave it. Your door should also be locked when you fall asleep for a nap or for the night.
- Never leave wallets, purses, money, checkbooks, credit cards, identification cards, k eys, etc. in the open or unattended.
- Maintain an accurate, updated inventory of all personal belongings. Participate in St. Paul Police Department's Operation ID program. Engravers are available at the Public Safety Office to etch stereos, TV's, cameras, b icycles, computers, CD players, and other valuables. Bicycles should always be locked using U -bolt type locks.
- Confront or report suspicious people (including solicitors and salespeople) who you may encounter on your floor or hall and contact Public Safet y to make sure they leave the campus. Room windows that are readily accessible from the ground should always be secured and are equipped with security screens. When moving into or out of the room, do not leave personal or university property unattended in your room or the hallway, as this is inviting to theft.
- Do not leave clothes unattended in the laundry room or bathroom.
- Books, backpacks, and other personal items should not be left unattended in classrooms, libra8nvw 1.5 0rs,pse5 Td <ws-4 (s)5

wish to have a service or emotional support animals in thei r residence hall room must contact

door locking mechanism will be subject to sanctions including, but not limited to, fines, evictions fro m the residence halls, and/or suspensions from the university.

Should this access system become inoperable, every effort will be made to repair it immediately. During extended periods while inoperable, the outside door locks will be changed to accommodat e a room key.

Cleaning and Maintaining a Physically Healthy Living Environment

Residents are responsible for cleaning and maintaining (vacuuming, wiping down surfaces , picking up items , controlling unfavorable smells , etc.) their assigned rooms, suites, and apartments and private or semi -private bathrooms. Charges may be assessed and residents could be reprimanded or removed from housing if they do not maintain these areas in a clean and healthy manner. All waste (trash, recy cling, and composting) must be removed from the assigned housing unit and deposited in the waste recovery containers (trash, recycling, and/or composting) located with in the waste recovery rooms in or outside of the halls . Residents are encouraged to recycle and comp ost, and reducing their overall waste while living on campus .

Common Area Damages

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally,

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and the phone in the elevator are designed to alert staff and Public Safety should an individual become entrapped. They should

Guests and Resident Student Visitation

Health and Safety Inspections

The purpose of Health and Safety Inspections is to ensure all student room and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. These inspections are conducted at least once per semester with notice given 48 hours in advance. During room inspections, Residence Life staff members will inspect the general condition of the living space including bathroom, closets, kitchens and all appliances, outlets, and fire safety equipment. Residents wil l be informed when health or safety violations are found and will be given the opportunity to correct violations.

Any illegal or prohibited items in plain view may be confiscated and referred to the Community /Hall Director for judicial action. Failure t o correct a violation or repeated violation of health and safety standards may result in judicial action.

Illegal Entry

Since each student's room serves as a personal residence or home, non -residents of the room should not enter without one of the residents acting as a host. In addition, students are not to enter unauthorized areas of the university.

Insurance and Liability

For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary

Single Resident Occupancy

Candidates may only visit Monday – Friday between 10 a.m. and 3 p.m. Candidates will check in at Residence Life, Koch Commons 1 20. At this time candidates will meet their staff host and will be required t o wear identification. Candidates will only enter the halls with a designated university host. No more than two campaign workers may accompany the candidate. The candidate and campaign workers are subject to generally applicable university policies during the visit. Any violation of these guidelines, or actions deemed as inappropriate by the Department of Residence Life, will result in immediate dismissal from the halls.

Smoke and Tobacco-free Environment

All residence hall indoor space is designated as smoke -free. Violation of this policy will result in disciplinary sanctions, including possible removal from the residence halls. If it is determined that smoking occurred in a residence hall room or common area, the residents responsible will be charged for the cleaning. Furthermore, the University of St. Thomas is a tobacco -free campus. No tobacco products (including cigarettes, cigars, hookah, e -cigarettes, chew, and snuff) may be used on our campus. There are exceptions in the policy for certain religious or other cultural traditions and they must be approved before engaging in the act.

Sports and Pranks

Sports and pranks are prohibited with in the residence halls including but not limited to: balls, skateboards, in -line skating, biking, bowling, boxing, Frisbees, dart or toy guns, pranks involving water or other damaging substances.

Weapons

Weapons of any kind (firearms, knives, swords, arrows, various martial arts paraphernalia, bats/clubs, etc.) are not permitted in the residence halls. Weapons, whether intended for use or not, will be confiscated.

Windows and Screens

Windows should not be tampered with and must be used appropriately . Window screens may not be removed or cut at any time. In addition to facing judicial action, residents may be charged to re- install, repair, or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of w indows or pass people or objects through windows at any time. If a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen for security reasons. Ground -floor windows equipped with a special se curity barrier mounted on hinges must remain closed and locked unless they are being used as an emergency exit. Removal of window screens, unless it is an emergency, will result in a fine and possible replacement costs.