



**Webb Institute**

# **GUIDE TO RESIDENCE HALL LIVING**

**Prepared by Student Services  
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## **INTRODUCTION**

The “Guide to Residence Hall Living” is an introduction to on-campus life at Webb Institute. This guide serves as an announcement of the Residence Life policies, rules, and regulations. The Guide is a binding component of the Student Organization Handbook. The policies, rules, and regulations outlined in the Guide must be followed in accordance with the Webb Institute Honor Code and the Webb Institute Conduct Code.

If you have any questions about the Guide to Residence Hall Living, please see the Assistant Director of Student Services (AD).

## **WEBB INSTITUTE COMMUNITY CODE FOR BEHAVIOR**

- Webb Institute is a learning and living community where time, energy and resources are directed toward learning and personal development.
- Members of the community live and work together to foster their own learning, as well as the learning of others.
- Through virtue of the honor code, members enjoy both the freedom and responsibility of action.
- As a member of the community, each person continually conducts himself/herself in a manner that reflects thought, consideration, and respect for the goals and needs of the community.
- As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the well being and property of others.
- As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.

## **ROOM ASSIGNMENT– POLICIES AND PROCEDURES**

On campus housing is provided for all students. The College does not and will not discriminate in the assignment of students to rooms on the basis of race, color, religion, sexual orientation, or place of natural origin.

### **NEW STUDENTS**

Assignment of Freshmen takes place over the summer. Roommate selection is aided by reviewing the completed Roommate Questionnaires. Requests for preference of roommates based upon race, religion, sexual orientation, or ethnic background will not be considered. This is a New York State Law.

## **CHECK-IN PROCEDURES**

Check-In will be completed in Stevenson-Taylor Hall. When a student arrives, the following steps are followed:

1. The roster is checked to verify your room assignment.
2. Complete and sign your Room Inventory Form (RIF). It should be waiting in your room when you arrive. This form is filled out by the AD before Check-In and then reviewed by the student. The cost of repair or replacement will be assessed for any item not returned in the same condition as stated on this form. Normal wear and tear will be the exception. To avoid any future billing at Check-Out, make sure you accurately complete this RIF. Refusal to sign the RIF does not absolve any student from assuming responsibility for room condition at Check-Out.
3. Students must check into their assigned rooms.

We have designed this process to move quickly and efficiently while making students feel at home by having staff and students on hand to welcome them.

## **ROOM FURNITURE**

The amount of furniture in one room will be limited to one of the following combinations:

- One couch and one chair
- Three chairs
- One small sofa (loveseat) and two chairs

If a room is over this limit, the excess furniture will be discarded unless another location can be found for the furniture. Furniture blocking the doorway and/or windows will be considered a fire hazard, and will be discarded.

## **KEYS**

If your room has a key or keys, you will receive them from a staff member. Students may receive their Keys during normal business hours (9am to 5pm).

All keys must be returned to the AD when you check out for winter break and for summer break. If you do not return your keys to the AD, you will be charged a \$50.00 fee.

## **ROOM CHANGE PROCEDURE**

The following are the steps to follow when completing a room change. For more information about the room change process, contact the Assistant Director of Student Services (AD).

1. All students are required to complete a Room Inventory Form (RIF) if they are relocating to another room. The new RIF must be completed and returned within the first week of the change.
2. If you are switching rooms with another student or students, all of you must come together to notify the AD for the completion of a room change. A room charge will only occur if all parties involved are aware of the change and consent.
3. Once the AD has completed a check out inspection, make sure that you sign your Room Inventory Form for your old room. This is a record that you have officially checked out of that room and you will not be liable for a bill for damages in that room after you check out. Then complete a Room Inventory Form for your new room.

If you fail to inform the AD of your room change, you will be held liable for a bill for damages in BOTH rooms. Therefore, it is vital that you check out properly if you change rooms.

### **VACATING YOUR ROOM**

You are required to leave your room as per closing notices that will be distributed. If you feel that this is impossible in your particular situation, you must talk with the AD substantially in advance of the time that you plan to leave and secure permission as written on the closing notices to stay later. All students must be out of the residence facilities by the times indicated on the closing notice. All students remaining after that time will be considered guests of the Institute and must follow guest policy. Remember that when Webb Institute is closed it means that no student (except those given special permission by the AD or the Plant Superintendent) will be allowed to be on campus. Those students on campus without permission will be asked to leave.

### **CHECK-OUT PROCEDURES**

Although you will not have to “*sign out*” of your room or classroom at each semester’s end, there are several things that you are expected to do before leaving. Please unplug all electrical items in the room, empty your wastebaskets, dispose of perishable food, close and lock your windows, shut off the lights and leave your room clean. Clear your desk of any perishable items, make sure it is neat and clean.

At the end of each semester, or if you officially withdraw from the College, you will be required to follow these steps. This is your responsibility as a member of the Webb Community.

### **CHECKOUT SIGNATURE FORM**

You will receive a checkout signature form from the End of Semester Administrative Notice. You will not be checked out until you have completed the form with all necessary signatures. If you leave campus without returning a completed form, your account will be charged half your room deposit. In addition to other possible charges.

If you want your mail forwarded, leave your address in the Student Services office. Only standard first class mail will be forwarded. Other mail will be kept for you until your return to campus.

#### **ROOM INVENTORY FORM**

Review your Room Inventory Form with the AD. This form is completed at the time of room checkout. The purpose of this form is to aid in maintaining a high state of repair in the residence facilities. It is also understood that this is not the final check. The AD will inspect all rooms after the dorms close. Students rooms that are not in compliance after the dorms will be fined.

#### **ROOM CLEANOUT EXPECTATIONS**

Remove all personal belongings from your room. During winter break all personal belongings must be removed from campus or stored in dressers, desks, or wardrobes. This is to make rooms easier to clean. Items on walls may be left unless otherwise instructed.

Leave your room clean. You are expected to leave your room in good condition. If you room is deemed exceptionally unclean, you may be charged a cleaning fee.

Return all Institute furniture to your room. This includes all furniture moved into the attic or the classrooms. Remember you will be charged for any missing furniture.

#### **FAILURE TO MEET CHECK IN/CHECK OUT REQUIREMENTS**

If you fail to checkout of your room in accordance with these checkout procedures, you will assume a financial liability.

Any damages that are found in dormitory rooms will be billed to the residents of that room. Charges will be equally divided between a room's residents unless it is known which resident is responsible for the damages or missing furniture. Also, per Administrative Instruction entitled "Room Inspection", you may be charged for moving or replacement of furniture. If charges are taken from your \$150.00 room deposit, you will be required to reimburse this deposit to the full \$150.00 prior to the start of the next semester.

The Assistant Director of Student Services has the right to levy fines against students for procedures not followed by the End of Semester Administrative Notice instructions.

#### **PERSONAL PROPERTY**

The College is not responsible for loss of or damage to the personal property of occupants. Each student is urged to provide for the security of his/her own belongings by carrying personal property insurance. Personal property is not to be left unattended in common areas.

## **BILLING PROCEDURES**

All students have been assessed a room security deposit of \$150.00. Damage files will be maintained for each student, for each semester of residence.

Students residing on campus must be accountable for any repair or replacement to the physical structure, fixtures, equipment, and furnishings of areas/rooms in residence halls, which are reasonably determined to be caused by intentional, willful, malicious, or negligent damage or destruction. The Student Court shall be empowered to investigate each individual case in a timely manner to determine responsibility and intent, and to affix a charge. The charge will be the amount of repair including labor and any administrative costs. As an alternative to a charge, the Student Court may decide that the responsible party must affect repairs. These repairs must be performed to the satisfaction of the AD and the Plant Superintendent. If a graduated senior is responsible for damages, the AD must affix a charge. Students must remember that they are responsible for any damages caused by their guests. The Student Court is also responsible for investigating damages to all common areas as above. Common areas include but are not limited to stairwells, hallways, classrooms and community bathrooms.

All damages will be assessed and billing will be issued at the end of each semester, if necessary. Students failing to complete check-out will forfeit the right to dispute any damage charges as may be assessed.

Refunds of the Damage Deposit usually take 2-3 weeks to process.

All charges will be taken out of the \$150.00 security deposit but are not limited to that amount. If necessary, additional charges will be added to a student's bill.

## **APPEALS**

Any questions and/or concerns about your bill should be addressed to the AD.

# **STUDENT RIGHTS**

## **STATEMENT OF STUDENT'S RIGHTS & RESPONSIBILITIES**

The Association of College & University Housing Officers-International states:

"Residents in university housing facilities possess specific individual and group rights and responsibilities that must serve to guide Housing Personnel in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of university life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents. Individuals must be educated regarding these particular rights and responsibilities that are associated with community living."

### **STUDENTS HAVE THE RIGHT**

- To have free access to their living accommodations.
- To live in a clean and secure environment.

- To expect a regionally competitive price on housing accommodations and/or food service.
- To written copies of university housing rules and regulations or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves creatively within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To direct access of staff that provide assistance/guidance, and support as needed.
- To host guests, within established guidelines.
- To equitable treatment when behavior is in question.
- To enjoy individual freedom without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- To participate in student government bodies, and housing departmental committees.
- To individual and group educational and developmental opportunities in their community.

#### **STUDENTS HAVE THE RESPONSIBILITY**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials.
- To meet expected room and board payment schedules.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational, developmental and recreational activities.

## **ENTERING A STUDENT ROOM**

The College/Assistant Director of Student Services reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the College has reasonable belief, including but not limited to the following:

1. That an occupant of the room may be physically harmed or endangered.
2. That significant damage is being done to College property.
3. That housekeeping, maintenance, and/or repair is needed.
4. During fire alarms.
5. During Health and Fire Safety inspections.

The College/AD will make every effort to inform the student(s) that their room will be entered and at what time. However, circumstances may prevent notification.

Additional rights and responsibilities of students pertaining to residence halls and campus life are outlined in the Student Organization "Student Handbook". Periodically, notices and Student Affairs bulletins will be posted in residence facilities to clarify special problems and concerns, or to present opportunities for employment or community participation.

## **STATE AND FEDERAL LAWS**

State and Federal laws are especially pertinent and important to a college resident's living situation. Students are responsible for obeying laws, as are all citizens. If you have any questions after reading this section, please feel free to talk to the AD.

## **DRUG AND ALCOHOL POLICY**

*Amended May 19, 2008*

### **PREAMBLE**

In recognition of our responsibility and obligation to be concerned with the health and safety of the Webb community, the administration, faculty, and students have collaborated to develop a workable and responsible policy governing the consumption and use of drugs and alcohol on the Webb campus. This policy, while not necessarily being a consensus document, represents the culmination of a lengthy, comprehensive, good-faith effort to hear the views and concerns of all constituencies and to develop a reasonable policy that demonstrates a proper regard for the individuals at Webb and for the school itself.

This policy is fully linked with Webb's Community Code for Behavior, the Guide to Residence Hall Living at Webb, the Student Organization Handbook and the Employee Handbook. The "Code" is a statement of principles for the Webb community developed by the Student Organization and adopted on May 14, 1999. They serve as a preamble to the Student Rules of the Webb Institute Student Organization. Because alcohol and drug use is so closely

related to behavior, the Community Code for Behavior has also been fully included in this policy statement.

#### **PROVISIONS AND RESPONSIBILITIES OF THE DRUG AND ALCOHOL POLICY**

1. Use, possession, sale, or distribution of illegal drugs is a violation of state, local, and federal laws. Webb Institute cannot and will not condone the illegal use or possession of drugs. The college will not protect students or other members of the college community from prosecution by law enforcement agencies and cannot provide a sanctuary for illegal drug use. There are no exceptions to this provision.
2. The following provisions and responsibilities apply to all property owned by Webb, and to any event sponsored by Webb Institute, including the Pub Club, the Student Organization or any other sanctioned Webb group.
3. For the purposes of this document, "event" is defined as any activity involving any form of alcohol outside the pub, and any activity involving hard liquor, kegs, or beer balls, inside the pub.
4. All members of the Webb community (students, faculty and staff) must understand that they are fully responsible for their behavior and that they must assume full consequences for it as stated in this policy. This includes the legal and responsible use of alcohol.
5. All members of the Webb community must understand that their guests are subject to this and any Webb policy while on the campus, and that they are ultimately responsible for their guest's behavior.
6. All members of the Webb community must understand that they are subject to federal, state, and local laws regarding alcohol and drug use. Serious civil and criminal legal liabilities can result from unlawful possession, use, serving, sale, or unlawful manufacturing of drugs and/or alcohol. Webb Institute will not protect individuals or groups from enforcement by legal authorities with respect to illegal use or abuse of drugs/alcohol. *See Appendix A: "Criminal Sanctions for Drug and Alcohol Misuse."*
7. Individuals or organizations who provide alcohol assume both full personal responsibility and liability for compliance with the law and for conduct related to the consumption of alcohol by attendees, participants, and guests.
8. Webb Institute prohibits the use, possession, manufacture, exchange, serving or selling of alcoholic beverages by persons under the age of twenty-one.
9. The storage and/or consumption of alcoholic beverages by students and their guest(s) of legal age is restricted to the confines of the Brockett Arms Pub, or the site of any previously approved Student Organization Social Committee or Pub Club sponsored event. This includes all outdoor events. All events must be pre-approved by the Assistant Director of Student Services (AD) or, in the AD's absence, by the Director of Enrollment Management through submission of an Event Planning Form. *See Appendix B.*

10. Webb Institute prohibits kegs and beer balls unless approval for their use has been obtained from the Assistant Director of Student Services (AD) or, in the AD's absence, by the Director of Enrollment Management.
11. Non-alcoholic beverages and food must be made available free of charge at any event where alcohol is served.
12. The AD, AD designee, President of the Student Organization, Honor Council Chairman or Director of Facilities must take appropriate action if they have reasonable belief that this policy, New York State law and/or Federal law is being violated. Normally appropriate action is to work through the Honor System, however, if there is hazard to personal safety or property, this may include immediate termination of the activity.
13. It is important to obtain assistance in those situations where an individual's health is at risk because of the effects of alcohol or drugs. Members of the Webb community are encouraged to inform the appropriate authorities when there is a hazard to personal safety or property involving drugs and/or alcohol so that the appropriate assistance can be provided. *See Appendix C: "Health Risks of and Alcohol" and Appendix D: "Warning Signs That a Problem May Exist".*
14. Hard liquor is permitted only with approval from the AD or, in the AD's absence, by the Director of Enrollment Management.
15. Any deviation from this policy will require prior written approval from the Director of Enrollment Management.
16. In conjunction with the Administration, the Student Organization will take every necessary action to insure that every student is aware of this policy.
17. The Federal Drug-Free Schools and Communities Act requires that Webb Institute include in this policy a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to our community. In compliance, Webb offers the following resources:

*On Campus Resources*

- Assistant Director of Student Services, Susan Caulfield
  - o (516) 671-2213 x 117 (office)
  - o (516) 776-7278 (cell)
- Director of Enrollment Management, Bill Murray
  - o (516) 671-2213 x 104 (office)
  - o (516) 746-7628 (home)
- There are also self help/awareness pamphlets available on the main deck.

### *Off Campus Resources*

- Webb Institute Employee/Student Assistance Program,  
Longview Associates (800) 666-5327
- Alcoholics Anonymous Nassau (516) 292-3040
- Alcohol Drug Crisis Intervention (800) 454-8966

18. Webb Institute shall have a standing Drug and Alcohol Policy Committee. The Director of Enrollment Management shall chair the committee. The chair will call meetings at least once each semester (more if necessary) to review this policy and to address any issues related to drugs and alcohol. This committee shall consist of:

- The Assistant Director of Student Services
- The Director of Facilities
- Two faculty members at large
- The Honor Council Chairman\*
- One representative of the senior class\*\*
- One representative of the junior class\*\*
- One representative of the sophomore class\*\*

\*The Honor Council Chairman will provide a report to the drug and alcohol committee on any activity with respect to this policy

\*\*These members of the committee are to be elected by their class

### **ACTIONS AND SANCTIONS**

In keeping with the Student Conduct Code, individual students are responsible for reporting violations of this policy to the Honor Council Chair. The Honor Council Chair will take action consistent with the rules delineated in the Student Organization Handbook using the following sanctions as a guide.

It is the responsibility of each member of the Webb community – students, faculty, and staff – to assure that students observe their responsibility under the community code with respect to violations of this policy. If at any time the Honor Council Chairman, Student Court, or the Honor Council as a whole, believes individual behavior is endangering a student or the overall campus community, they must notify the Chairperson of the Alcohol Policy Committee concerning the situation and circumstances.

The following are guidelines and examples of possible responses that may result when there have been violations of this policy by students or student organizations. In certain cases referral to external counseling resources including the Student Assistance Program (SAP) may be warranted. Each incident will be handled individually. The administration reserves the right to impose sanctions in exceptional cases. This list should not be considered complete.

ACTION	SANCTION
<p><b>Minor Violations:</b></p> <ul style="list-style-type: none"> <li>Possession/use by persons under 21 years of age</li> <li>Possession/use in prohibited area</li> <li>Possession/use of hard liquor</li> <li>Minor detrimental behavior involving alcohol</li> </ul>	<ul style="list-style-type: none"> <li>Service to Webb</li> <li>Meeting with Director of Enrollment Management</li> <li>Financial responsibility for all damage</li> <li>Fix all damage</li> <li>Public apology</li> <li>Suspension from SO sponsored parties</li> <li>Suspension from the pub</li> <li>Reasonable sanctions determined by Student Court</li> </ul>
<p><b>Major Violations:</b></p> <ul style="list-style-type: none"> <li>Dispensing to minors</li> <li>Possession/use of illegal drugs</li> <li>Possession/use of keg/beer ball</li> <li>Behavior suggesting excessive alcohol/drug use</li> <li>Serious detrimental behavior involving alcohol</li> <li>4 or more minor violations</li> </ul>	<ul style="list-style-type: none"> <li>Service to Webb or Community</li> <li>Any sanction listed above</li> <li>Meeting with Director of Enrollment Management</li> <li>Meeting with the President</li> <li>Expulsion</li> <li>Reasonable sanctions determined by Student Court</li> </ul>
<p><b>Violations by Organizations:</b></p> <ul style="list-style-type: none"> <li>Alcohol at non-approved event</li> <li>Event held without AD or designate present</li> <li>Non-approved alcohol present</li> </ul>	<ul style="list-style-type: none"> <li>Termination of the organization</li> <li>Meeting with Director of Enrollment Management</li> <li>Loss of right to hold events</li> <li>Loss of right to hold activities on campus</li> <li>Reasonable sanctions determined by Student Court</li> </ul>

Individual employees who violate the terms of this policy, New York State or Federal law, and the general standards of conduct expected of Webb employees shall be subject to appropriate disciplinary sanctions. Disciplinary sanctions may range from, but will not be limited to, warnings, suspension, termination of employment, and participation in a counseling or rehabilitation program. In imposing these disciplinary sanctions, Webb will take into account the circumstances surrounding the offense, the nature of the violation, and the employee's previous record at Webb.

## **WEAPONS AND EXPLOSIVES**

Out of concern for the well-being of all members of the college community, no student shall possess or introduce to the campus dangerous weapons including, but not limited to: knives, chukka sticks, pellet guns, firearms and/or fireworks or other explosives. If you are found to have any of these in your possession, they will be confiscated and you will be subject to disciplinary proceedings, and the possibility of criminal charges.

## **COMMUNITY LIVING STANDARDS**

### **CLEANING**

You are expected to keep your room reasonably clean. We suggest that you bring your own cleaning supplies for use in your room. You may be charged if your room requires excessive cleaning.

Along with other members of your floor, you will be expected to keep your bathrooms and hallways in neat condition. If there is a mess in the hallway, get some people together and clean it. Cooperation with the cleaning staff, especially over the weekends, will maintain good relationships with the cleaning staff and keep your floor a desirable place to live.

### **DOORS**

The emergency doors and fire escapes should only be used during the evacuation of a building during a fire alarm. Students and guests should not use them at any other time. It is unlawful to prop the emergency exits open, or to interfere in any way with their ability to open freely or to close properly. Violations of this fire code regulation are considered to be serious and may endanger the safety of others.

### **ELECTRICITY**

The college provides electricity for heat and light, but incurs no liability for incidental damages to personal electrical equipment of any kind. In addition, the electrical systems are not designed to handle excessive loads. Please do not overload the circuits with high-powered amplifiers, etc. The college asks for your cooperation in turning off lights and other electrical appliances when not in use.

### **EVACUATION PROCEDURES**

Even in the safest buildings, fires can occur. Evacuation procedures have been posted on each hall, please familiarize yourself with them. State regulations require us to have a certain number of fire drills per semester. Your cooperation in these drills may save your life.

#### **IF A FIRE ALARM SOUNDS...**

- Exit through the nearest smoke-free or fire-free exit quietly

- Doors must be closed by the last person out
- Clear blocked exits
- Outer doors of buildings are to be held open by the first person who reached them
- Stand at least 100' away from the buildings
- Do NOT block driveways as emergency vehicles will need access to the buildings

#### **IF YOU DISCOVER A FIRE...**

- Sound the fire alarm
- Evacuate the building

State Penal Law, Section No. 240.55: False Alarms of Fires, Interference with Fire Alarm Systems subdivision No. 1 – “Any person who shall willfully give any false alarm of fire...shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year, or by a fine of not more than \$1,000 or both such fine and imprisonment”.

These alarms operate for your own personal safety. Persons tampering with alarms or equipment are subject to major disciplinary action.

#### **FIRE SAFETY**

Because of the possibilities of fire in the residence halls, the college is especially concerned with taking all precautions to guard against fire or any action, which endangers others.

The ceiling fire detector is installed in your room to protect you and the other occupants by automatically sounding when smoke or fire occurs. It is important that you do nothing to interfere with its operation such as covering or hanging objects from it. It is also important not to disconnect the battery. You should notify the AD or plant superintendent if you suspect your battery needs replacing.

In the corridors on each floor, there are also ionization detectors in the ceiling. These detectors are designed to detect a fire in its earliest stage so your building's evacuation may be done with a minimum of delay. It is important that you do not hang objects or decorations from these so as to interfere with their operation.

Stairwell doors also serve as fire and smoke cut-offs. They should be in a closed position at all times. It is not permitted to prop these doors open or to prevent them from closing. This defeats their purpose in protecting you in times of emergency.

Fire safety precautions are most important. Think ahead about what you would do to escape a real fire situation.

If you see fire or smoke, immediately sound the alarm and evacuate the premises.

#### **GUESTS ON CAMPUS**

Students are requested to refrain from having visitors on campus during class hours except for unusual circumstances. Guests of students on campus outside of class hours are

permitted. Those that are not staying overnight are expected to be off campus by midnight, Sunday through Thursday, and 3:30 AM on Friday and Saturday nights, or shortly after the end of the student social affair to which they have been invited to. All guests are the responsibility of the student hosting them.

#### **OVERNIGHT GUESTS**

Guests invited to stay on campus overnight, must follow the procedures listed below:

As a courtesy, guests should not be invited to stay overnight without the permission of the other roommates.

Guests of the same sex as the hosts may stay in the host's room. Guests of the opposite sex may stay in the Guest Dorm or the room of a student of the same sex with the occupant's permission. The Guest Dorm is located upstairs in the Alumni Gymnasium, and may be used to accommodate 2 guests. Reservations must be made in advance with the Assistant Director of Student Services.

Guests are allowed to stay for a period not to exceed three days and two nights at a time.

Guest meal charges will be made to the host's account upon filling out a guest meal form obtained from the kitchen staff. Guests must be accompanied by their host at all meals.

#### **GUEST DORM**

The guest dorm is provided primarily for the guests of students during the academic year. If available, it will be provided as needed to people having official business with the Institute. This facility is provided at no charge as a courtesy to family and friends of Webb students.

The dorm will be available for up to two people at a time and for a period not to exceed three days and two nights. Hosts will be held responsible for the conduct of their guests and the care of the facilities.

The dorm is available on a first come, first served, basis. Reservations for the dorm are made with the Assistant Director of Student Services. Students reserving the dorm are to contact the Director of Facilities a day in advance of the arrival of a guest in order to obtain the required bedding and bath towels. The Assistant Director will contact the Director of Facilities for other reservations. Keys are to be returned to the Assistant Director on the day of departure.

Guests may use the campus dining facilities at their own expense. Please make sure each guest fills out a meal sheet for each meal.

Any use of the dormitory outside of the academic year will require permission, in advance, from the Director of Enrollment Management or the President's office.

## **HALLWAYS**

It is vital that hallways, stairways, fire escapes, classrooms, and all common areas are kept free and clear of all personal items. At all times it is the responsibility of the Residence Hall Chair of the Student Organization to maintain clear hallways and common areas. Items that have not been removed when asked may be removed by the Residence Hall Chair or the AD and put in storage. Items that are not claimed after three days in storage will be assessed a storage charge which the owner must pay before the item(s) will be released. Think about it. Imagine yourself in a dark smoke filled hallway trying to escape a fire only to trip over bags, shoes, skates, or other items left outside rooms!

## **HEALTH AND SAFETY**

No electrical or heating/cooking appliances shall be allowed in student rooms. No appliances of any sort including, but not limited to, microwaves, skillets, refrigerators, toasters, ovens, sun lamps, etc., will be allowed in student rooms. Use of such appliances is not only a health hazard, but could cause overloading of circuits and the possibility of fire. Unauthorized appliances will be confiscated. They expose the student to burns as well as the possibility of causing fire.

Students shall not hang sheets, burlap, yarn, flags, parachutes, fishnets, or similar combustibles in their rooms due to the extreme flammability. If a fire should occur in a student's room (because of the relative small area), the smoke inundation would immediately endanger the life of the occupants.

No candles are allowed in any area of the residence facilities.

Students wishing to hang their own draperies or curtains should hang approved fire retardant material only, and these should be hemmed above the heating units. Any other material is highly flammable.

Posters are acceptable room decorations and they should be spaced a minimum of 4 inches apart to act as a firebreak. Any other type of room decoration such as macramé, bar decorations, etc., must be approved by the AD or Plant Superintendent prior to the installation in the room.

Tissue paper and crepe paper shall not be permitted because of their flammability and flame spread factor.

The burning of incense is not permitted anywhere in the residence facilities.

All electrical cords on lamps, mirror lights, etc., should be in good condition. They should not be frayed, brittle, nor should the wire show through the insulation. Electrical plugs should be in good condition. Prongs should not be bent or loose. Wire should be secured on the plug. Any unsafe condition of this nature should be reported immediately to the Plant Superintendent.

## **HOLIDAY DECORATIONS**

Because of the danger of fire, natural trees are not permitted in student rooms or classrooms.

Electric lights should not be used on metal trees.

If other than a metal tree is used, lights should display the UL or FM label and trees should be of a non-combustible material.

Only non-combustible decorations should be used.

## **STUDENT IMPROVEMENTS TO ROOMS**

You may wish to make certain improvements to your room. Such improvements may include things like installing a ceiling fan or painting your room. Before making any physical changes to your room such as the ones listed above, you must follow the following steps:

1. Reach an agreement with your roommate(s) if any
2. Get approval from the Plant Superintendent
3. Notify the Director of Student Services

If you install a ceiling fan in your room and you wish to take it with you when you leave Webb, you must replace it with the original lighting fixture. Students who make improvements without approval will assume a financial liability or will be asked to reverse the change(s).

## **NO-GO CHECKLIST**

- ✓ Candles of any kind are not permitted in rooms.
- ✓ Hazardous/flammable materials such as gasoline, acids, propane, etc. are not permitted in rooms.
- ✓ Fireworks or other incendiary devices are not permitted.
- ✓ Connecting multiple appliances to the same circuit is prohibited.
- ✓ All extension cords are prohibited. Power strips are ok.
- ✓ The stringing of power cords over doorways, under carpets, or near heating elements is prohibited.
- ✓ Refrigerators, coffee makers, hot plates, toasters, microwaves or any other food preparation devices are not permitted and will be confiscated.
- ✓ Netting, tapestries, and other flammable materials are not allowed on ceilings.
- ✓ Lofts are not permitted.
- ✓ Do not block exit doors and windows.
- ✓ Old furniture with foam insides visible must be taped or they will be confiscated.
- ✓ The running of antennae or any other cords outside of a window is prohibited.
- ✓ Halogen Lamps are prohibited.

## **LAUNDRY**

Stevenson Taylor Hall has a laundry room. There are coin operated washing machines and dryers. If you experience a problem while operating the machines, contact the Plant Superintendent. Laundry facilities are for the use of all residents, so it is wise to stay with your laundry. The College is not responsible for lost or stolen articles in the laundry room.

## **MAIL**

Mail is delivered to Stevenson Taylor Hall Monday through Saturday. Make sure all your mail is properly addressed by giving all the people who might write to you a complete address, including your name, Webb Institute, 298 Crescent Beach Road, Glen Cove, NY 11542. You also will be issued an email address.

## **PETS**

Out of consideration for other residents and for the pets themselves, no pets will be allowed in the residence facilities. This includes fish.

## **RECREATIONAL ACTIVITY**

Please do not play soft/baseball, lacrosse, frisbee, or other sports where there is a chance of breaking windows, damaging the facilities, injuring others, or interfering with others. Do not handle sports equipment or other items in ways that might injure other people or property, etc. Again, you will be held accountable for, and expected to make restitution for, the consequences of your actions and those of your guests.

Games, horseplay, and other activities that are loud or which could damage facilities or injure residents will not be tolerated and should not occur.

## **ROOFS AND LEDGES**

All roofs and ledges are off limits to all students at all times. There is no reason for a student to be at these locations. Even if such areas appear to be safe, the college strictly prohibits any student from being on any roof or ledge!

## **STORAGE**

Although your housing assignment entitles you to a lease of space, it does not allow you to occupy your room for any periods when the College is not in regular session. You may leave your personal belongings in your room during all periods of recess, except summer vacation. In some instances, students may be required to remove their belongings from their rooms during the vacation period. Students should store their personal belongings as instructed. The College is not responsible for the loss/theft of any items from student rooms when the college is not in session. The College does not accept any responsibility for the storage of any items. During summer vacation and winter work periods, students may store belongings in the student attic. If one does store items in the attic, all items must be boxed, properly labeled and neatly stacked in

accordance with fire code regulations. If items are improperly stored, they will be confiscated and you will be charged as previously stated.

## **THEFT**

Before you come to Webb, mark your social security number on anything that you have of value. Record the serial numbers of items, which are considered to be of value and keep them in a place where you can quickly find them. If you are missing items of personal property and suspect that they have been stolen, contact the AD to complete an incident report. Time is important, make sure you report a loss or theft as soon as you discover or witness it.

The college is not responsible for replacement of any personal items and lost or stolen keys.

## **TV ANTENNAE**

No antennae are allowed outside student windows. You may set up your antenna for radio and TV reception inside your room as long as it does not cause any damage to your window or room and does not block egress from the room. Splicing into the main aerial antenna system will result in disciplinary action and the issuance of a bill for any and all electrical repairs and disconnections.

## **VEHICLES ON CAMPUS**

### **BICYCLES**

Storage is provided in the bicycle garage and bicycle rack only.

If you bring your bike to school, you should keep a record of the serial number in case of theft.

### **CARS**

All cars parked on campus must be registered with the Assistant Director of Student Services within the first week of each semester.

All cars must have the assigned Webb parking sticker on their vehicle.

If you have guests on campus, you must obtain a Visitors' parking permit from the AD.