

# **LURLEEN B. WALLACE COMMUNITY COLLEGE**



## **STUDENT HOUSING HANDBOOK**

## **College Mission Statement**

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growing by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment.

## **Policies**

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Lurleen B. Wallace Community College complies with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. Inquiries concerning compliance with these statutes may be directed to Jason Jessie, Dean of Student Affairs at 334.881.2245.

Lurleen B. Wallace Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the Family Educational Rights and Privacy Act (FERPA) of 1974. Detailed information can be found in the College Catalog and Student Handbook. In accordance with FERPA, any student under the age of 21 who commits a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents.

Lurleen B. Wallace Community College complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to the accessibility, please contact the ADA Coordinator on the Andalusia campus, Latrece Hall at 334.881.2271. For TDD users in Alabama, the Alabama Relay Center is available by calling (800)-548-2546.

## **Saints Hall Student Housing Rules and Regulations**

### **Saints Hall is a drug, alcohol, and tobacco free student housing complex.**

Residents of Saints Hall, along with their guests and invitees, are subject to the rules and regulations set forth in these guidelines and the student code of conduct of the Lurleen B. Wallace Community College. Non-compliance of these guidelines will be subject to fines and/or dismissal.

**Students shall not, or permit any of their guests or invitees to,** (a) keep any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion or that might be considered hazardous or extra hazardous by any responsible insurance company; (b) engage in the manufacture, sale, distribution, use, or possession with the intent to manufacture, sell, distribute or use illegal drugs, controlled substances or drug paraphernalia; (c) engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms; (d) engage in consumption of alcohol or assist in the consumption of alcohol by a person under the legal age to consume alcohol in the State of Alabama, or (e) engage in any other illegal activities, all of such on or within 1,000 feet of the Apartments or otherwise. It is understood and agreed that a single violation of this policy shall be a default of the housing agreement and cause for immediate dismissal.

**Sexual Offenders/Dismissal:** If the resident, or any other person residing at Saints Hall is adjudicated and found guilty of a crime involving or charged with a crime alleging sexual misconduct of any kind, or is

found to be a registered sex offender or person subject to registering as a sex offender as defined in 13A-11-200, this agreement shall be terminated immediately, and the resident shall vacate the premises immediately. Further, Residents are prohibited from having guests at Saints hall that are registered sex offenders or subject to registering as a sex offender as defined in 13A-11-200, and such registered sex offenders are strictly prohibited from being at Saints Hall for any purpose.

1. **PETS: No pets are allowed** on the premises, including visiting pets. Pet prohibitions include mammals, birds, reptiles, fish, arachnoids, and insects. Violation of the pet policy is subject to disciplinary action that may include a fine, community service or dismissal from Saints Hall.

2. **TOBACCO: The use of tobacco products in any form (smoking, dipping, chewing, or vaping) is not permitted** on Saints Hall property, including inside apartments, breezeways, stairwells, and outside grounds including common area. Spitting tobacco and discarding cigarette butts on the premises is not only unsanitary and unhealthy; it defaces the good condition and aesthetics of the property. Violation of the tobacco policy is subject to disciplinary action that may include a fine, community service or dismissal from Saints Hall.

3. **ALCOHOL AND DRUGS** shall not be possessed, consumed by, or served to any person on the premises. Alcohol containers, including but not limited to, liquor bottles, wine or wine cooler bottles, beer cans or bottles, jello-shots, etc., will be removed from the premises and discarded immediately. Because evidence of these items constitutes a preponderance of unlawful behavior and is also a violation of the No Alcohol Policy, residents who violate this policy will be declared in default of the contract and will be subject to disciplinary measures, including a \$100 fine and/or dismissal.

4. **FIREARMS, WEAPONS, AND EXPLOSIVE ITEMS:**

A. Possession of any firearm including but not limited to rifles, shotguns, handguns, paintball guns and air guns is strictly prohibited anywhere on Saints Hall property, including resident apartments and cars. Possession of ammunition for firearms or any explosives—such as firecrackers, fireworks, dynamite cartridges, bombs, grenades, and mine explosive devices—is also prohibited. The college reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

B. Internal combustion engines, automobile batteries, acids, gasoline, any propane tanks, or barbecue grills are not permitted in the residence hall.

C. Other prohibited weapons include: knives (except kitchen tools and pocket knives), slingshots, leaded cans, switchblades, blackjacks, brass knuckles, or any other weapon.

**Firearms and Weapons Safety Violations will result in immediate suspension or dismissal from Saints Hall.**

5. **ABUSIVE, HARASSING, AND INTRUSIVE CONDUCT:**

Lurleen B. Wallace Community College is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, the college prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any employee or resident of the apartment complex., in a manner that creates a hostile environment for any employee, resident, or guest. Incidents of

harassment and discrimination will be handled according to the College Code of Conduct and may result in disciplinary action, up to and including dismissal from Saints Hall and the College.

**6. PROFANITY AND VERBAL ABUSE**

Profanity in any form is not acceptable. Threatening, intimidating and/or verbally abusing anyone is not tolerated, in the residence hall or on the college campus, and is grounds for disciplinary action.

**7. LITTERING:** No Littering of the grounds, breezeways, stairwells, common patio area, inside or around storm shelter, parking lot areas and in and around parked vehicles, or anywhere on Saints Hall property. No trash shall be thrown into the wooded area in front of or behind the buildings or neighboring apartments. This policy is strictly enforced and all residents are not only expected to keep the property trash-free, but are themselves as residents, responsible for their guests and invitees to do the same. This includes any and all garbage, fast food trash and food waste, chewing gum, bottles, cans, wrappers, bags, etc., must be placed in the dumpster or trash receptacles provided. Violation of this policy will result in disciplinary action that may include a fine or community service.

- A. All trash and/or garbage and recycling will be placed in receptacles in locations designated by Saints Hall Management. Resident agrees to cause trash, garbage and recycling to be deposited directly into such receptacles and not left by parking lot dumpster, in the Apartment Unit, or in the common areas, breezeways, stairwells, behind stairwells, or other places on the property. Saints Hall Management reserves the right to impose a reasonable charge for violation of this section as well as for any littering by Residents. Resident agrees to place trash, garbage and recycling inside the receptacles, not outside the receptacles or in the surrounding area. If not recycled, flatten boxes before placing in the dumpster. Other household rubbish must be put into plastic garbage bags, secured at the top and placed in the dumpster. If the need to dispose of furniture arises, please contact the Resident Manager and make arrangements.
- B. Trash cans and trash bags are strictly prohibited on patio and breezeway areas and subject to a fine for each resident of the apartment in violation.  
Residents are responsible for keeping the breezeway areas outside of their apartments clean, swept, and free of trash and debris and will be subject to same fines.
- C. Stairs and stairwells, breezeway and common patio areas are to be kept in a clean and orderly manner. They are not to be used as storage areas and articles are not to be hung over railings. Items hanging on or over railings will be removed by Management.
- D. Oil and grease from cooking or any other source shall neither be poured down drains, nor shall grease or food be dumped or discarded on the grounds. Oil and grease should be retained in a sealed glass or plastic container and bagged, and gently discarded in the outside dumpster. Oil or flammable liquids from other sources (i.e., motor vehicles) must be discarded off-site in accordance with local, state, and federal laws. Upon any violation of this paragraph, cost of clearing any drains or replacement of sod, shrubs or contaminated soils damaged by dumping any food product, grease or oil, shall be assessed to the Resident(s) responsible.

**8. GENERAL AND FIRE SAFETY:** Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously. In the event of an alarm, residents are to vacate the premises immediately. Residents who do not vacate their apartments during a fire alarm are subject to disciplinary action including suspension or dismissal from Saints Hall and the College.

Tampering with any fire alarm pull boxes, smoke alarms, sprinkler heads, or fire extinguishers is strictly prohibited, and is subject to disciplinary action including suspension or dismissal from Saints Hall and the College. Use of these devices shall be limited to the event of an actual fire within the building. Residents shall be responsible for any damages or costs incurred due to accidental or intentional discharge of sprinklers or extinguishers caused by the resident or their guests or invitees.

- A. **Emergency Lights and Exit Signs are not to be touched or tampered with.** Violation of this policy is subject disciplinary action that may include a fine, in addition to damage and replacement cost.
- B. **Breezeway and patio lights are to remain operational at all times.** Because removal or disabling of outside lights poses a serious safety concern for all residents, residents may not unscrew or remove any breezeway light, stairwell light, patio light, balcony light or globe. Violation of this policy is subject disciplinary action that may include a fine, in addition to damage and replacement cost.
- C. **Removal of smoke alarms or their batteries is prohibited.** This is a serious safety violation as it endangers the well-being of other residents and is therefore subject to a fine. Residents must check the smoke alarms upon occupancy and once a month during the Term of their contract and immediately notify Saints Hall Management of any malfunctions. Upon notification by resident, management will replace batteries.
- D. **Fire Code prohibits storage or use of barbecue grills** in any building, stairwell, breezeway, hallway, and/or balcony. No grill of any kind is allowed in or outside of the Apartment Unit. Grills may be used in the open common area and a grill is provided for residents by Saints Hall Management in the designated area.
- E. **The use and/or possession of candles,** whether new or used, inside apartments or on the premises are not permitted. All outlet-based scented wax air-fresheners, candles, and flammables will be removed from the premises immediately. Residents in violation are subject to disciplinary action. Monetary damages to carpets, walls, baseboards, furniture, as a result of candle-wax will be assessed to the resident.
- F. **It is strictly prohibited** to use incense, halogen lamps, kerosene lamps, kerosene heaters and electric heaters.

- G. **Dangerous substances and chemicals are prohibited** and will be removed from the premises and discarded immediately. Items include, but are not limited to fireworks, bleach, gasoline, automobile batteries, acids and all other dangerous materials, solid, liquid, or gas, having the potential as to be injurious to others and/or property. Residents who are found in violation of this policy will be subject to disciplinary action including a fine per offense, damages cost, and/or dismissal.
- H. Extension cords and multi-outlet plugs present a fire hazard and are therefore prohibited. Surge protectors and power cords are recommended for all electronics.
- I. Seasonal decorations must be of a fire-retardant material. Live-cut Christmas trees are prohibited.

## **9. FIRE PIT GUIDELINES**

### **FIRE PIT SAFETY:**

- Check wind direction before lighting a fire and if weather conditions are too windy, postpone lighting a fire.
- Do not use any flammable fluids such as gasoline or lighter fluid to light a fire. Use instead, a commercial fire starter stick with kindling on top.
- Place firewood that fits completely inside the fire pit and not extending out or over the perimeter of the pit.
- Limit the amount of wood you put in the fire. Only place what is necessary to keep fire burning gently.
- Keep fire at a reasonable size. Flames should never exceed more than 2 (two) feet high above the fire pit.
- Do not place garbage/paper products into the fire as they can easily spark and throw off embers or burning remnants.
- Never throw aerosol cans, fireworks, or other explosive-type materials into a fire.
- Do not wear loose clothing and keep your distance. If your clothes catch on fire, STOP, DROP, and ROLL.
- If the fire gets out of control, immediately get everyone away and call 911.
- If someone gets burned, immediately hold burned area under cool running water for 10-15 minutes. Seek medical attention if necessary.
- Never leave a fire unattended. Fire shall be constantly attended until the fire is extinguished.
- Extinguish fire with water.

**\*The fire Pit Safety Policy will be strictly enforced.**

## **10. DRIVING AND PARKING: Parking is by permit and parking pass only.**

- A. **Only one vehicle allowed per resident.**
- B. **Due to the location of the Saints Hall apartments, speed limits of no greater than 15 mph** along Saints Hall Drive, coming in to and out of the parking lot, is strictly enforced and subject to fines for speed violations, violators may additionally be subject to enforcement of city and state laws.

- C. **No parking allowed in handicapped designated spaces** unless authorized by handicap plate or placard. Violators will be subject to a fine by management, and additionally subject to enforcement of city and state laws.
- D. **Parking is not allowed in parking spaces designated for Security or Management Only.**
- E. **Curb parking is prohibited as it obstructs traffic** unless vehicle has an occupied driver and then only for a period of time not exceeding five (5) minutes.
- F. **Vehicles parked on the premises must be in operable condition, currently licensed and on record** at the Saints Hall Management office. Each resident will be allotted with guest parking passes which must be displayed on the dashboard of the front window of the guest vehicle. Unlicensed and inoperable vehicles will be towed at the expense of their owners. Washing vehicles and performing mechanical work thereon is strictly prohibited unless special areas are designated in Management sole and absolute discretion.
- G. **Parking permits shall be required and must be returned to Saints Hall Management at the end of the contract term.** A replacement fee of \$20 for lost or non-returned permits will be charged to the resident, payable immediately and upon receipt of replacement permit. Resident agrees to display such permit on the rearview mirror with permit number facing toward the front windshield.
- H. **Vehicles of Resident's guests and invitees** must display a parking pass on the inside front windshield of their vehicle. Residents are responsible for providing their guests and invitees with a parking pass. Failure to display a visitor parking pass will result in the vehicle being towed at owner's expense.
- I. **Recreational vehicles, non-operational vehicles, commercial vehicles, boats, trailers, campers, jet skis, etc., are prohibited** from being parked on the Apartments' grounds. Parking of vehicles in other than designated parking areas is strictly prohibited. Saints Hall Management reserves the right to refuse parking of any vehicle which may endanger life or property. Although parking provided should be adequate for residents and occasional guests, these spaces may prove inadequate at certain times. Residents agrees to abide by all normal parking regulations and in particular not to park along curbs, double park, park in fire lanes, obstruct the flow of traffic, park in prohibited areas, and park on sidewalks or landscaped areas or otherwise violate parking provisions in force from time to time.
- J. **Motorcycles, scooters, internal combustion engines,** and other conveyances may not be parked inside or adjacent to apartments or buildings or chained to patio and breezeway areas.
- K. **Bicycles are not permitted to be parked in the stairwells or breezeways of the apartment buildings.** Bicycles are to be parked and chained to the bike rack in the designated area between North and South Halls. Bicycles may not be chained to any exterior railings, trees, light poles, or any other structure. Bicycles may be removed by Management and a \$25 removal fee will be charged to owner. Saints Hall Management shall not be liable for damage or loss of any bicycles.

**11. GUESTS AND INVITEES: It is understood that residents may have visitors or guests from time to time.**

- A. Residents expressly understands that occupancy of the Saints Hall premises is limited to Resident and that guests must adhere to the rules and regulations, and respect the rights of roommates, and that Residents are responsible for the conduct of their guests and invitees.
- B. Guests must be accompanied by a resident/host at all times. Overnight guests must obtain written approval from the Saints Hall Manager and pay the \$15.00 per night fee. Approval is based upon availability of room space.
- C. Guests must be at least 18 years of age or a Lurleen B. Wallace student or a member of the student's immediate family.
- D. Visitors and guests remaining at Saints Hall after 12:00 a.m. are considered overnight guests.
- E. Resident's failure to observe the above guest and/or invitee requirements shall constitute a default by the Resident and entitle Saints Hall Management to exercise its rights and remedies hereunder, including dismissal.

**\*\*\*\*Saints Hall Apartments are single-sex units. It is not permitted that any male guests, invitees, and/or family members spend the night in apartments occupied by female residents and the same is held true that female guests, invitees, and/or family members are not permitted to stay overnight in apartments occupied by male residents. Residents who are found to be in violation of the overnight guest policy shall be subject to disciplinary action.**

**12. ENTRY CODES AND KEYS: Resident may receive** door keys, mailbox keys, and/or electronic access codes. Resident acknowledges that door entry codes and bedroom door keys are for their personal use and they agree to not pass along such knowledge and/or items to third parties and to keep such items confidential.

- A. **Sharing private codes with unauthorized parties is prohibited.** Entry codes are private and given to Residents of an apartment for their exclusive use. Notify Saints Hall management immediately if your key is lost or your entry code has been breached.
- B. **Confine your valuables to your bedroom and lock your bedroom door** each and every time you leave your apartment.
- C. **Resident shall be held responsible** for any death, injury, damage or loss sustained by any person because of Resident's negligence in passing along such knowledge and/ or items to any third party and not keeping such knowledge and/or items confidential.
- D. **Any duplicates of such items must be made by Saints Hall Management only,** in its sole and absolute discretion. If any such item is lost or stolen, Resident must promptly notify management and resident will be charged a replacement fee for each such item replaced.
- E. **Entry door and bedroom door locks are not to be tampered with at any time.** Tampering with locks is a violation of your contract and subject to a disciplinary action, in addition to any and all damages incurred to the property.



F. **Locks or security codes/devices may not be altered, charged or added** under any circumstance. Locks and keys are the property of Saints Hall management. Keys must be returned to management at the end of the year and/or contract.

G. **Lockouts** i.e., describing the event where a resident finds themselves locked out of their apartment bedroom unit due to forgetting or losing their keys, etc. One complimentary reentry is granted to each student; a \$20.00 reentry fee will be assessed to the student for each additional reentry requests. Students must produce a valid photo ID to allow management and/or community assistants to confirm their identity.

H. **Bedroom keys must be returned to management upon termination of occupancy or contract.** Management will charge a bedroom replacement fee of \$20 for lost or unreturned bedroom keys.

**13. MAIL: One post office box mail key will be given to each apartment unit.** Residents of the apartment are instructed to keep the mail key in a safe, common area, readily available for use by all residents of that unit.

A. Mail keys are the property of the United States Post Office and Saints Hall Management and may not be duplicated; a \$100 fee will be charged to residents residing in apartments who have lost their post office box mail key.

B. **Students residing at Saints Hall North will utilize the following address for regular mail delivery:**

*Student Resident Name*

*23110 Saints Hall Drive Apartment #*

*Andalusia, AL 36421*

C. **Students residing at Saints Hall South will utilize the following address for regular mail delivery:**

*Student Resident Name*

*23146 Saints Hall Drive Apartment #*

*Andalusia, AL 36421*

D. **Packages from Fed-Ex or United Parcel Service (UPS) utilize same address for Resident as specified for North and South Hall. Delivery services other than United States Postal Service (UPS or Fed-Ex) will deliver your package to your apartment. Someone must be at the apartment to receive package.**

**14. Other Aspects of Saints Hall Living**

A. **Residents are responsible for maintaining current and accurate contact information with management,** including phone numbers and email addresses.

B. **All residents shall be courteous and respectful of others and property at all times.** There shall be neither foul or offensive language nor name-calling or bullying.

C. **All residents shall be mindful of other residents who are studying and/or may be sleeping**, therefore, quiet hours have been implemented and designated to begin at 9:00 p.m. until 7:00 a.m. Sunday to Thursday and 12:00 a.m. until 10:00 a.m. Friday to Saturday.

D. **Solicitation shall not be permitted** on Saints Hall apartments' grounds, either by the resident or outside solicitors, without the prior written permission of management.

E. **It is the responsibility of the resident to daily clean and maintain their apartment in a safe and sanitary condition.** Residents who do not keep their apartments in a clean, safe, and sanitary condition will be subject to a fine for each resident of the apartments, per offense, and may be subject to disciplinary action, including dismissal.

F. **The driveways, sidewalks, entry passages, stairs and halls shall not be obstructed**, used for storing bicycles, motorcycles, scooter and other vehicles.

G. **Throwing or dropping any objects** whatsoever from breezeways areas or from windows of the apartment unit is a serious safety violation and is strictly prohibited.

H. **Window screens are not to be removed.** All Residents of the apartment whose screen(s) becomes damaged or missing will be responsible for its replacement.

I. **Use of the common areas**, including, but not limited to, the parking areas, walkways, patios and other amenities made available by management, shall be governed by the rules and regulation posted in such common areas and shall be at the risk of resident and their guests or invitees. No glass containers are permitted in such common areas. No guest or invitee shall be permitted in the common areas except in the accompaniment of a resident. Resident shall immediately notify management of any problems or safety hazards in the common areas.

J. **Use of foil and other similar unsightly materials**, including, but not limited to, neon or flashing signs, advertising, etc., over windows is strictly prohibited since the public views the facility from the outside. Resident(s) will be charged for damage caused by affixation or decorations which marks, defaces, or damages the interior or exterior of the building.

K. **Windows and doors shall not be obstructed.** Management provides blinds on windows, the blinds will not be removed. If resident installs draperies over the blinds, any damage will be repaired or removed by resident or at resident's expense.

L. **Damage to property**, including, but not limited to, paint, plaster, cabinets, carpets, floors, furniture or damage to any part of the Apartment Unit caused by leaving windows or doors open during inclement weather will be resident's responsibility and resident(s) will be charged for damages and replacement cost.

M. **Residents may not use** decals, stickers, nails, or other items for decoration purposes that cause damage to painted walls, windows, and other surfaces inside apartment unit or on door. Monetary damages and replacement costs will be assessed to the resident(s).

N. **No furniture shall be removed from public or apartments units.** Removal of such items will be subject to disciplinary measures, fines and/or dismissal.

O. **Outdoor furniture only, is allowed on patio areas.**

P. **Furniture belonging inside the apartment unit** is to remain inside of the apartment unit. Indoor furniture found on the patio, stairwell, or breezeways will be subject to disciplinary action and/or charge for replacement if said furniture is damaged.

Q. **No storage for unwanted furniture is available** and it is the responsibility of the resident to properly dispose of such items.

R. **Because these items constitute stolen property**, street signs, construction barriers, etc., are prohibited inside apartment units and will be removed from the premises immediately. In addition, fines of may be issued at management's discretion.

S. **No recreational or sporting games in any form are permitted** in the apartment units, breezeways, parking lots, or hung over the railings. This safety policy will be strictly enforced and resident(s) who violate this policy will subject to disciplinary action.

T. **Hammocks may not be hung** anywhere on the property or in the wooded area behind the buildings.

U. **Clothing.** All persons must be fully clothed when in the halls or common area of the Saints Hall property.

u. **Housekeeping**

Residents are responsible for the regular cleaning and general condition of their rooms and bathrooms.

Residents are also responsible for helping to maintain the common areas.

**\*Mini-refrigerators are not permitted.**

**\*Wall decoration may not be hung using nail, tacks, push-pins, etc.; command strips may be used and must be removed by the resident upon move-out; damage fees will be assessed for repair of torn sheetrock, paint, damages to the wall, door, or doorframe resulting from use of command strips and over the door handing devices.**

**15. MAINTENANCE:** To obtain maintenance service, residents must fill out a Work Order Form and bring it to the Saints Hall Office during office hours. For emergency maintenance service after normal business hours or when the Saints Hall Manager is not present, contact one of the community Assistants at **334-488-8886**. Emergencies will be responded to as soon as possible.

**16. HEALTH AND SAFETY INSPECTIONS**

The Resident Housing staff conducts periodic Health and Safety Inspections in each student apartment. A 48-hour notice will be posted prior to a general inspection. However, if a College or Saints Hall staff member or a Community Assistant visits your apartment at any time and finds the apartment to be in poor condition, an inspection may be conducted at that time. If unsafe or unhealthy conditions are found in your room, you will be required to correct them within 48 hours. Health and Safety Inspections will also be completed during any times when the College is closed for break periods.

## 17. MOVE-IN AND MOVE-OUT INSPECTIONS

Move-In - During move-in, you will be given a room condition report form. It is your responsibility to check your apartment for any damages, such as carpet stains, nail holes, damaged furniture, and the cleanliness of the apartment. You should carefully inspect each item listed on the inspection form and document any problems. This form should be returned to Saints Hall Management within 24 hours of check-in. After 24 hours, Resident Housing will not make changes to the room condition report issued at check-in.

Move-Out – An inspection will be conducted when you move out of your apartment. Each resident will make an appointment with the Community Assistant or Saints Hall Management to complete a room inspection and a room condition report. Each resident must sign-up for a check-out time 24 hours prior to checking out. If you fail to make an appointment, or fail to make your scheduled appointment, you forfeit the right to appeal damage charges. If damage is not recorded at the time on move-in and it appears on your move-out inspection form, you will be held financially responsible for those damages.

## 18. SERVICES AND FACILITIES

### Cable TV

Saints Hall Management provides basic cable to all residents. Premium channels are not provided.

**\*Televisions must be digital; analog televisions will not work at Saints Hall.**

### Internet

Saints Hall Housing Management provides internet service for all residents.

### Common Areas

- A. Saints Hall common area is equipped with a seating area, a grill, and a fire pit.
- B. Costs to repair common area damage or to replace community property may be assessed to the residents of a floor, an entire building, or complex, unless individual responsibility can be determined. Damage to a bulletin board is also considered public area damage.

### Emergency Response

You must cooperate with College Officials in case of severe weather, fire, or any other actual or threatened disaster. Such cooperation shall include evacuating the premises when a fire alarm has sounded or when requested by a College Official and complying with any applicable emergency response plan. Failure to do so will result in immediate disciplinary action. **Emergency Response Plan can be found on page 14.**

### Storm Shelter

The Storm Shelter shall be utilized by residents for the sole purpose of safety and protection of life from imminent threat of severe weather as determined by the National Weather Service, local Emergency Management Office, and/or the sound of severe weather sirens. Once inside the shelter, the doors shall remain secured until threat has passed before opening. Until such time when shelter is utilized for tornado warnings and/or other weather conditions that pose an imminent danger to residents, shelter doors shall remain open at all times. Tampering with any internal or external mechanism of the storm shelter is strictly prohibited. Residents who violate the Storm Shelter Policy will be subject to disciplinary measures, assessment of fines and/or dismissal.

**Toilets/Sinks**

Items **NOT** flushable are paper towels, diapers, feminine products, toys, tennis balls, etc. Repair costs incurred because of improper disposal of these items will be assessed to the residents. Should your toilet overflow, call Community Assistants or Property Manager.

**Vandalism**

Those who damage college property or property belonging to others will pay restitution for those damages and will be disciplined and/or dismissed. Please report acts of vandalism to help keep rent and repair costs down, and to keep Saints Hall safe and attractive.

# **SAINTS HALL EMERGENCY PREPAREDNESS AND RESPONSE**

## **ASSUMPTIONS**

The College's emergency procedures are predicable on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- (1) An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- (2) The succession of events in an emergency are not predicable, hence, published support and operational plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.
- (3) Disasters may affect residents in the geographical location of the college, therefore city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected up to 48- 72 hours.
- (4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **COLLEGE NOTIFICATION SYSTEM**

Telephones and SchoolCast (the content delivery system referred to as Saints Alert) are the primary means of emergency notification at Lurleen B. Wallace Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. All residents must activate their Saints Alert account and ensure that current contact information is maintained in the system at all times.

## **EMERGENCY DIRECTION AND COORDINATION**

All emergency operations shall be directed and coordinated by the President or designee listed below:

- Dean of Student Affairs
- Saints Hall Manager
- Dean of the Greenville Campus
- Director of College Facilities and Maintenance

## **REPORTING EMERGENCIES**

- 1. IN AN EMERGENCY IN WHICH SAINTS HALL ADMINISTRATORS CANNOT BE REACHED, DIAL -----911**
2. When calling, stay calm and carefully explain the problem and location to the public safety dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

## EVACUATION PROCEDURES

### 1. Building Evacuation

- (a) All building evacuations will occur upon notification by the President, Dean of the Greenville Campus, Director of College Facilities and Maintenance, Dean of Student Affairs, Saints Hall Manager, or Saints Hall Community Assistants.
- (b) When the building evacuation notice is received, leave by the nearest marked exit and alert others to do the same.
- (c) ASSIST ANY PERSONS WITH DISABILITIES IN EXITING THE BUILDINGS.
- (d) Once outside, proceed to the staging area for Saints Hall residents. The staging area is behind the adjacent Shadow Wood apartment complex. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Stay in this area until released.
- (e) **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL OR POLICE OFFICERS.**

### 2. Campus Evacuation

- (a) Evacuation of all or part off the campus grounds will be announced by the President or designee as described.
- (b) All persons (students and staff) are to immediately vacate the site in question and relocate off-campus as directed.

## INCLEMENT WEATHER

**TORNADO WATCH:** A tornado watch means that conditions are favorable for tornadoes to form. Under this situation close attention should be paid to changing weather conditions and additional weather statements.

1. After notification of a tornado watch, the switchboard operator or other designated personnel will notify the Campus Director.
2. The weather radio/TV will be monitored for further bulletins. Unless the severity of the weather event increases to the warning level, no additional action is required. The switchboard operator or other designated personnel will notify the Campus Director when the watch has expired.

**TORNADO WARNING:** A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado usually moves at 20 to 60 miles per hour forward speed so warning time is critical. When a tornado warning is received, the following actions should be taken:

1. The Saints Alert notification system in conjunction with the National Weather Service will notify and advise all residents who are registered with the Saints Alert System and have current contact information on file.

2. The weather will be monitored by the switchboard, Dean of Student Affairs, Saints Hall Manager, or other designated personnel.
3. All residents will immediately precede to the storm shelter. Once inside the shelter, the doors shall remain secured until threat has passed before opening.
4. Any outdoor activities must immediately cease and everyone should move into the storm shelter.

When a tornado warning is cancelled, the Saints Alert notification system in conjunction with the National Weather Service will notify and advise all residents. If any damage or injuries result from a tornado or damaging winds, notify the Dean of Student Affairs, Saints Hall Manager, or Dial 911.

**HURRICANE WARNINGS:** Due to days of pre-warning for hurricanes, College officials should be able to make school cancellations and emergency preparations well in advance.

## **VIOLENT OR CRIMINAL BEHAVIOR INCLUDING ACTIVE SHOOTER SCENARIOS AND TERRORIST THREATS**

**Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.** In an emergency, DIAL 911 IMMEDIATELY.

If you are a victim or a witness to any on-campus offense, act responsibly. When calling 911, please be prepared to provide emergency personnel with the following information:

- Who you are
- Where are you
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of property involved

If you observe a criminal act or whenever you observe a suspicious person, immediately notify the Saints Hall Manager and report the incident. The Saints Hall Manager will notify the Dean of Student Affairs and other appropriate College administrators as necessary.

Should gunfire or discharged explosives hazard the campus, you should engage in Run, Hide, Fight procedures by fleeing the area if safe to do so, taking cover immediately using all available concealment if you cannot run from the scene. Doors should be locked as quickly as possible and barricaded if safely possible.

## **ACTIVE SHOOTER OR OTHER WEAPON SCENARIO**

**Awareness and Preparation:** Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “what if?” questions and develop a plan.

### **IN AN ACTIVE SHOOTER EMERGENCY**

Trust your instincts. Make a decision to take action to protect yourself to survive the situation. You generally will have three options:

**Run:** Can you safely escape?



**Hide:** Is there a good place to hide?

**Fight:** Will you take out the shooter?

### **RUN FOR SAFETY**

- If you can, and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
- The staging area for Saints Hall residents is behind the adjacent Shadow Wood apartment complex. Move to this area as quickly as possible. Do not leave this area until directed to do so by the police. Everyone at this staging area will be identified so that officials can account for residents.

### **HIDING IN A SAFE PLACE**

- Find a hidden location.
- Find protection behind furniture if possible.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects, especially if the door has no locks or opens to the outside.
- Close any blinds, turn off lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Saints Alert information will be sent as soon as possible to alert everyone where the shooter is.
- If running is not an option, make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, call 911 report the location of the assailant.
- Doors should not be opened for anyone. Police officers ONLY will unlock the doors and release people. Do not leave until you are released by a police officer.

### **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

### **IF ACTIVE SHOOTER IS AMONG STAFF AND STUDENTS, ATTEMPT THE FOLLOWING COUNTER MEASURES**

- **Cause Distractions**
  1. Create as much noise as possible.
  2. Create as much movement as possible.
  3. Throw items at the face of the shooter.
  4. The goal is to increase the level of skill necessary to shoot a weapon at the room occupants.
- **Take Control of the Shooter**
  1. If shooter is distracted sufficiently, one person grabs and secures each limb of the shooter, using their body weight on each limb to hold the shooter down until Law Enforcement arrives or shooter has been incapacitated.

2. If shooter cannot be immediately taken down, COMMIT FULLY and use any available items to attack/overtake the shooter/assailant, such as books, backpacks, chairs, fire extinguisher or any other items. Remember, the shooter's very presence is a threat to your life. Be prepared to do whatever it takes to neutralize the threat. To do so, you will have to become more aggressive than you ever thought possible. Fight to live. This is not a time to throw up your hands and resist passively. See your decision through.

- **Provide First Aid for the Injured**

Staff and students must provide immediate trauma care for the injured (to the best of their ability) until medical personnel can enter the building.

### **HELP OUT**

- Warn others.
- Help others escape.
- Keep others from danger area.
- Help the injured.
- Help others stay calm.

### **CALLING FOR HELP**

- Call 911 to report to the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the suspect. Report what type gun (long gun or pistol) the violent intruder is carrying. Note color of shirt, height, weight, sex, race, approximate age, clothing, method and direction of travel. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to responding officers.

### **WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reaches you, do not run at them or make sudden movements.
- **The priority of the first responders will be to identify the shooter.** Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones). Hold your empty hands up and follow officers' instructions.
- Be quiet and compliant.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to safely exit your location.

### **WHAT TO DO IF TAKEN HOSTAGE**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow all instructions, be alert and do whatever it takes to stay alive. The captor is emotionally unbalanced. Don't make mistakes that could hazard your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the

- captor at all times if possible, but do not stare. Treat the captor well.
- d. Try to rest. Avoid speculating. Comply with all instructions as best you can. Avoid arguments. Expect the unexpected.
  - e. Be observant. You may be released or you might find an opportunity to escape. The personal safety of others may depend on your memory.
  - f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed, say so. The captor in all probability will not want to harm persons being held.

## **THREATS TO STUDENTS/STAFF**

It may be difficult to determine if a student's report of threatened bodily harm to self or others is real or perceived. Residents learning of such threats are encouraged to "err on the side of caution" and report any such threats to the Saints Hall Manager. The general safety of all residents, students, faculty, and staff must supersede any student's request for confidentiality.

## **FIRE**

**IN ALL CASES OF FIRE - NOTIFY THE LOCAL FIRE DEPARTMENT IMMEDIATELY BY DIALING 911**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. In an emergency, activate the building alarm, **dial 911**, and notify the Saints Hall Manager. The Saints Hall Manager will notify other College administrators as appropriate.
3. If a minor fire appears controllable, **IMMEDIATELY** notify the fire department and promptly direct the charge of the fire extinguisher toward the base of the flame. Notify the Saints Hall Manager.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen -- **DO NOT LOCK DOORS!** Notify the Saints Hall Manager.
5. When alarm is activated or sounded to evacuate the building, move quickly to the nearest marked exit and alert others to do the same. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!** Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
6. Once you have evacuated the building, **move quickly to the staging area for Saints Hall residents, which is behind the adjacent Shadow Wood apartment complex.** Do not leave this area until you are released by police officers. **DO NOT STAND IN THE PARKING LOT OR IN OPEN SPACES ON CAMPUS.**
7. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Emergency responders will be using the entrance / exit drive so use caution when moving to the staging area. If you choose to leave the area, allow emergency response vehicles to enter the scene before you leave. **DO NOT RUN OVER A FIRE HOSE IN YOUR ATTEMPT TO EXIT.**
8. If requested, assist emergency crews as necessary.

9. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official or emergency personnel.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## **UTILITY FAILURE**

1. In the event of a major utility failure, notify the Saints Hall Manager.
2. If there is potential danger to building occupants, dial 911 and notify the Saints Hall Manager.
3. If notice is received to evacuate the building, move quickly to the staging area for Saints Hall residents, which is behind the adjacent Shadow Wood apartment complex. Do not leave this area until you are released by police officers. Keep the walkways, fire lanes and hydrants clear for emergency crews.
4. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
5. If requested, assist the emergency crews as necessary.
6. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL OR POLICE OFFICERS.**

### **Additional Utility Failure Information and Procedures:**

Always observe steps "1" and "2" above when the following utility emergencies arise.

#### **Electrical / Light Failure:**

Emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available in your office for emergencies.

#### **Plumbing Failure / Flooding:**

Cease using electrical equipment. If necessary, vacate the area.

#### **Serious Gas Leak:**

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** REMEMBER electrical arcing can trigger an explosion!

## **AUTOMOBILE ACCIDENT**

If an accident involving an automobile occurs in the parking area or driveway of Saints Hall, the following procedures must be followed:

1. Notify the Saints Hall Manager of the accident. Give location and advise of any injuries. The Saints Hall Manager will notify 911 if an ambulance is needed;
2. Administer first aid -- if trained;

3. A College administrator will accompany victim to hospital if necessary;
4. The Saints Hall Manager will notify other College officials as appropriate. The Saints Hall Manager will make sure proper authorities are notified and file a College Accident/Incident Report.

## **MEDIA RELATIONS**

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (President or his designee) will meet or talk with the media.
2. Only factual information will be released; no speculation will be offered.

# IMPORTANT CONTACTS AND PHONE NUMBERS

**\*\*LIFE-THREATENING EMERGENCY: CALL 911\*\***

**Andalusia Police: (334)-222-1155**

**Opp Police: (334)-493-4511**

**Greenville Police: (334)-382-7461**

## **Saints Hall Contacts**

- **Saints Hall Manager: 334-488-8882**
- **Community Assistants/After Hours: 334-488-8886**

## **Other Important Contact Information**

<b>Local Hospitals</b>		
Andalusia	Andalusia Regional Hospital	(334) 222-8466
Opp	Mizell Memorial Hospital	(334) 493-3541
Greenville	L.V. Stabler Memorial Hospital	(334) 382-2671
Luverne	Crenshaw Community Hospital	(334) 335-3374

<b>For Crisis Assistance During Office Hours, Please Contact Your Campus Counselor</b>		
Andalusia	Jeff Bishop Student Center Building	(334) 881-2271
Greenville	Student Services Building	(334) 382-2133
Opp	Building A/Administration Building	(334) 493-5333

24-Hour Crisis Services		
Alabama Domestic Violence Hotline	<a href="http://www.acadv.org">www.acadv.org</a>	1-800-650-6522
Alcohol & Drug Helpline	<a href="http://www.ncadd.org">www.ncadd.org</a>	1-800-622-2255
Care Crisis Response Services	<a href="http://www.voasoutheast.org">www.voasoutheast.org</a>	1-800-859-4431 (251)300-3500
Child Protective Services/Butler County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (334)382-4400 Evening: (334)382-6521
Child Protective Services/Coffee County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (334)348-2000 Evening: (334)347-2222
Child Protective Services/Conecuh County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (251)578-1111 Evening: (251)578-1260
Child Protective Services/Covington County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (334)427-7900 Evening: (334)427-4911
Child Protective Services/Crenshaw County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (334)335-7000 Evening: (334)335-3334
Child Protective Services/Escambia County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (251)809-2000 Evening: (251)867-0304
Child Protective Services/Geneva County	<a href="http://dhr.alabama.gov/">http://dhr.alabama.gov/</a>	Day: (334)684-5800 Evening: (334)684-5660
Child Abuse Hotline	<a href="http://www.childhelpusa.org">www.childhelpusa.org</a>	1-800-422-4453
Disaster Distress Hotline	<a href="http://www.disasterdistress.samhsa.gov">www.disasterdistress.samhsa.gov</a>	1-800-985-5990
Local Domestic Violence Services	Opportunity House	(334)493-2320
Missing & Exploited Children Hotline	<a href="http://www.missingkids.com">www.missingkids.com</a>	1-800-843-5678
National Domestic Violence Hotline	<a href="http://www.thehotline.org">www.thehotline.org</a>	1-800-799-7233
Poison Information Hotline	<a href="http://www.aapcc.org">www.aapcc.org</a>	1-800-222-1222
Suicide Prevention Lifeline	<a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a>	1-800-273-8255
Substance Abuse Treatment	<a href="http://www.samhsa.gov">www.samhsa.gov</a>	1-800-662-4357



Teen Link Hotline	<a href="http://www.866teenlink.org">www.866teenlink.org</a>	1-866-833-654
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Additional Help Resources		
Alabama Mental Health Hotlines	<a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>	1-800-367-0955
AA - Alcoholic Anonymous	<a href="http://www.aa.org">www.aa.org</a>	(212) 870-3400
Alcohol & Drug Dependence	<a href="http://www.ncadd.org">www.ncadd.org</a>	1-800-622-2255
American Psychological Association	<a href="http://www.apa.org">www.apa.org</a>	1-800-374-2721
Centers for Disease Control & Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>	1-800-232-4636
Crime Stoppers	<a href="http://www.crimestoppersusa.com">www.crimestoppersusa.com</a>	1-800-222-8477
Drug & Alcohol Helpline for Parents	<a href="http://www.drugfree.org/get-help/helpline/">http://www.drugfree.org/get-help/helpline/</a>	1-855-378-4373
Eating Disorders Helpline	<a href="http://www.anad.org">www.anad.org</a>	1-630-577-1330
Family Planning Hotline	<a href="http://www.adph.org/familyplanning">www.adph.org/familyplanning</a>	1-800-545-1098
Mental Health America	<a href="http://www.mentalhealthamerica.net">www.mentalhealthamerica.net</a>	1-800-969-6642
Planned Parenthood	<a href="http://www.plannedparenthood.org">www.plannedparenthood.org</a>	1-800-230-7526
Teen Substance Abuse	<a href="http://www.drugfree.org">www.drugfree.org</a>	1-855-378-4373
The Compassionate Friends	<a href="http://www.compassionatefriends.org">www.compassionatefriends.org</a>	1-877-969-0010

