

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

POLICY NAME:	POLICY #:
DATE APPROVED:	APPROVED BY:
DATE REVIEWED:	DATE REVISED:

**POLICY:** Student Housing

**PURPOSE:**

The goal of this policy is twofold:

1. To define what is expected of SR-AHEC housing
2. To define what is expected of students residing in SR-AHEC housing

The ORPCE mission is to provide students with a safe, clean, comfortable place to live and study while they are on rotation in the SR-AHEC area. SR-AHEC is committed to achieving this goal in an efficient and timely manner and to the benefit of all parties involved.

**PROCEDURE/POLICY:**

**Alcohol, Drug and Smoking policy**

All SRAHEC residences must remain alcohol, drug and smoke free. Students who violate this policy will be evicted from SRAHEC housing, referred to their respective Dean's office and, if appropriate, reported to the proper federal, state or local law enforcement offices.

**Bicycles**

SRAHEC accepts no responsibility for bicycles brought to student houses operated by ORPCE. Bicycles are not permitted inside housing facilities, and there is no secure area outside in which to store them.

**Check-In**

Within 24 hours after their arrival in SRAHEC housing, students in Aberdeen, Fayetteville, Dunn, Laurinburg and Lumberton are required to call (910) 678-7299 and leave a voice mail message for the ORPCE Logistics Coordinator. The message is to include the student's name and room number. Failure to verify occupancy can result in reassignment of the room.

**Children under the Age of 18**

Children under the age of 18 are **NOT PERMITTED** in SRAHEC housing **for any reason**. Residents who disregard this policy will be evicted from SRAHEC housing.

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

POLICY NAME:	POLICY #:
--------------	-----------

Revised 11/28/12

## **Cleaning and Housing Maintenance**

A cleaning service is provided, at a minimum, twice a month, at which time the bathrooms and kitchens are cleaned (no dishwashing) and everything is vacuumed and dusted. Please ensure that your belongings will not hamper the cleaning process. SRAHEC will not clean or launder any student's personal items.

- Students are to maintain appropriate upkeep of the housing during their rotation.
- Some residents may be responsible for extra chores due to special amenities certain rooms possess. Please complete these chores as requested. (Please see the Student Cleaning Policy)
- Those using the kitchen and/or bathroom are responsible for cleaning up immediately after every use. Cabinets, refrigerator, utensils and other items provided by SRAHEC are to be shared.
- Any items broken by student(s) will be the student(s)' responsibility to replace.
- Students are to report broken or missing items to the Logistics Coordinator at (910) 678-7299 as soon as possible.
- NOTHING is to be placed on the walls by students.
- Students shall strive to keep utility costs to a minimum, conserving water and electricity at every opportunity.
- Upon departure, the student is to remove all personal belongings, including food from the refrigerator. If a student fails to remove his/her belongings before departure, SRAHEC reserves the right to assess the student fines to cover the cost of any possible janitorial services needed.

## **Cohabitation**

Male and female students will not reside in the same room unless they have been specifically given consent to do so (i.e.: Married students). Individuals not registered with the Logistics Coordinator's office are strictly prohibited from living in SRAHEC housing.

## **Conflict Resolution**

Conflict between roommates or housemates is a stressful situation for all of those involved. Before approaching SRAHEC personnel, it is suggested all those affected parties sit down together to talk things out. However, if the situation becomes uncomfortable, the Logistics Coordinator at (910) 678-7299 is available for mediation and/or a permanent solution to the problem(s).

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

POLICY NAME:	POLICY #:
--------------	-----------

## **Discrimination and/or Sexual Harassment**

Discrimination and/or sexual harassment of any type will not be tolerated. Please report any instances of discrimination to the Logistics Coordinator immediately.

## **Disruptive Individuals**

All students living in SRAHEC housing have the right to live in a quiet, comfortable and safe environment. If an individual residing at a SRAHEC residence is perceived as a threat or disruption to others, he/she will be counseled by a SRAHEC staff member and/or evicted depending on the severity of the offense. If a visitor is disruptive, he/she will be asked to leave the premises immediately and told not to return. Trespassing charges can be filed against anyone who returns to SRAHEC property without the permission of authorized SRAHEC personnel.

## **Emergencies**

In case of an emergency (resident's severe illness, damage/theft of personal and/or SRAHEC property, criminal act committed against resident(s), etc.), residents should call the appropriate department (**police, fire, ambulance--DIAL 911**). After help arrives and the situation is secured, the Logistics Coordinator must be notified of the current circumstances. If appropriate, SRAHEC may also contact the next of kin.

## **SRAHEC Personnel**

SRAHEC personnel will periodically enter housing and occupied rooms to perform routine housekeeping inspections, maintenance and improvements. All personnel will knock before entering and will announce their presence while entering a room. All personnel are required to identify themselves by wearing a SRAHEC badge. Many visits may be unannounced.

## **Fines**

Fines can be levied against a present or former resident student for:

- Theft of or damage to SRAHEC property.
- Other reasons as deemed appropriate by SRAHEC.

If a student leaves SRAHEC housing with outstanding fines, SRAHEC reserves the right to seek redress with that student's Dean's Office.

## **Fire Safety**

Fires are a dangerous threat to both life and property. SRAHEC takes the threat of fire seriously and is committed to making residences as safe as possible. Therefore, we have instituted a number of regulations with which all students are expected to comply.

- All students must familiarize themselves with, and be prepared to follow, the *Fire Evacuation Plan* which is prominently displayed in all houses.
- Fire alarms will be tested at regular intervals.

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

<b>POLICY NAME:</b>	<b>POLICY #:</b>
---------------------	------------------

- No items of any kind are to be stored in hallways or doorways. No outside doors should be blocked.
- Because of the danger an open flame poses, no candles incense or fires of any kind are permitted inside or outside of SRAHEC residences.
- Fire extinguishers are located in every residence in case of emergency.

### **Hazardous weather**

During hazardous weather (hurricanes, tornadoes, snow and ice), SRAHEC's first priority is to help preserve the lives of students and the safety of property. SRAHEC will take reasonable precautions to help students; however, students also need to initiate action on their own. Students are urged to monitor television and radio weather reports during times of inclement weather. Each house is equipped with flashlights located in the kitchens. Students must familiarize themselves with the location and operation of these lights.

If sufficient warning is available, SRAHEC personnel will attempt to reach students to advise evacuation should power and/or water be discontinued for greater than a day. Students will be advised to return to their private homes or school. Updates on housing following evacuation can be obtained by calling the Logistics Coordinator at (910) 678-7299.

### **Illegal Activity**

Any illegal activity found on SRAHEC property will be referred to the proper federal, state or local law enforcement officials. Moreover, students will be evicted and University Deans will be notified.

### **Individuals with Disabilities**

Every effort will be made to house individuals with disabilities in existing housing. Should existing facilities fail to meet the student's needs for reasonable living, said individuals will be housed in the closest hotel to the placement which meets the standards of the ADA at the expense of SRAHEC housing.

### **Locks**

Locks in all SRAHEC housing will be changed on a quarterly basis. Students are responsible for keeping their combinations confidential. Any student who endangers others by releasing lock combination information to unauthorized third parties can be removed from housing and/or referred to the Dean's office of their respective school.

-To prevent possible theft, personal belongings are to be kept in the student's assigned room.

-The student's room door and outside doors are to be kept locked at all times, especially when leaving the premises or retiring for the night.

### **Mail**

If a student's mail has been forwarded to a SRAHEC address, a change of address form should be filed with the post office before departure.

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

POLICY NAME:	POLICY #:
--------------	-----------

## **Meals**

Students are responsible for providing their own meals while residing in SRAHEC housing.

## **Noise**

Noise shall be kept to levels which allow all residents to sleep and effectively study during any part of the night or day. Persons who disturb others will be counseled by SRAHEC personnel and/or evicted from housing.

## **Parking**

Parking is available at all SRAHEC housing sites in designated areas. However, some locations may have special rules about parking. Residents have first priority when it comes to parking. Please make sure that you are familiar with the parking options at your house so that problems do not occur.

## **Parties**

Parties are not permitted in housing.

## **Personal possessions**

SRAHEC will not be held liable for personal property lost, stolen or destroyed on SRAHEC property.

## **Room changes**

Any student found residing in a room other than their assigned room will be asked to leave SRAHEC housing immediately. Schools will be notified of evictions and their cause.

## **Special Privileges**

Some locations may have special privileges because of extenuating circumstances concerning housing (i.e. use of fitness centers, hospital cafeterias). These privileges are not available in all locations, and *SRAHEC and/or your preceptor are not required to accommodate special requests.*

## **Visitors**

All hosts are responsible for the actions of their visitors. Hosts can be held liable for damages caused by their visitors. All visitors are expected to follow the rules and regulations described in this booklet. ***Hosts are expected to escort their visitors at all times.*** Visitors are not to cohabit with a resident, nor are they to disrupt other residents.

**SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER  
POLICIES AND PROCEDURES**

<b>POLICY NAME:</b>	<b>POLICY #:</b>
---------------------	------------------

APPENDIX A---- HAZARDOUS WEATHER PREPAREDNESS

Basic list of emergency supplies

- enough canned food to last 4 to 5 days
- can opener
- battery powered radio
- extra batteries
- flashlight
- first aid kit
- prescription drugs
- games or reading material to pass time
- bottled water (~3 gallons per person, per day)
- extra clothing
- paper plates, cups and plastic utensils
- rain gear, hat, blankets, sleeping bags, thermal underwear
- sanitation items, including feminine supplies, toilet paper
- important personal documents in a waterproof container

Suggestions for hazardous weather preparedness

- Make sure there is extra cash on hand, since banks or ATMs may not be functioning for several days.
- There should be a full tank of gas in car.
- Park your car in shelter or on high ground.
- All outside objects should be stored away or tied down.
- Fill your bathtub with water, so you can flush the toilet when the power is out.
- Tape windows, if appropriate.
- Stay tuned to TV and radio reports for latest weather forecasts.

By signing below I agree to all the above policies and procedures of Southern Regional AHEC's housing agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SOUTHERN REGIONAL AREA HEALTH EDUCATION CENTER POLICIES AND PROCEDURES

POLICY NAME:	POLICY #:
DATE APPROVED:	APPROVED BY:
DATE REVIEWED:	DATE REVISED:

**POLICY:** Students Cleaning Responsibility

**PURPOSE:** In order to maintain a clean, healthy environment in the SR-AHEC ORPCE housing it is necessary for each student to perform some basic cleaning tasks.

### STUDENTS RESPONSIBILITIES:

- ✓ Clear bedroom floor so the cleaning service may vacuum/sweep.
- ✓ Remove unnecessary clutter from nightstands/dressers to allow for dusting. If your bedroom is cluttered, the cleaning service has been instructed not to move your belongings and not to clean that area.
- ✓ Police Common Areas (Living room, Kitchen, Bathroom(s)) to include:
  - Wash dishes
  - Remove personal food items from kitchen countertops
  - Wipe countertops in kitchen and bathrooms (crumbs/spills, etc.)
  - Wipe out Microwave after use (wipe spills/splatters)
  - Wipe spills and splatters from Refrigerator and Oven
  - Remove your hair from tubs and drains (sink/tub)
  - Remove towels from bathroom floors
  - Take all trash out to garbage containers
- ✓ Remove your uneaten perishable food products from refrigerator when you move out; this applies to removing garbage/trash from premises as well.
- ✓ Notify ORPCE office (910-678-7299) if there are any problems regarding the cleanliness of the house(s).

Remember the cleaning service comes to the house(s) every other week. It is the students' responsibility to maintain the house all time in between.

Houses will be cleaned every other: Wednesday