Procedures Regarding Conduct Resolution in the Residence Halls

1. Investigation and Charges.
   a. Upon request of any student, faculty or staff member, guest of the University, or independently Residential Life may investigate an allegation of student misconduct in and around the residence halls. The review may include interviewing relevant students, witnesses, review of documents or other steps that will assist Residential Life to determine if charges are warranted. If appropriate, Residential Life may file charges against the student(s).
   b. A complaint alleging student misconduct must be filed no later than one year after discovery of the alleged violation and the identity of the student(s) involved by the victim.
   c. Residential Life may bring charges at any time. If a student has withdrawn or withdraws after the filing of charges, a registration hold may be placed on the student's academic record and Residential Life may proceed to resolve the disciplinary action with an in absentia finding.
   d. If no charges are filed, but in the judgment of the Director of Residence Education or her or his designee, grounds exist to believe that the student would benefit from education on a topic related to the investigated behavior, Residential Life may assign a student to an educational process or program to address the concern. No conduct history will result from such an assignment, but failure to complete the assignment could result in subsequent charges.

2. Notice of Charge.
   a. Upon the filing of charges, the named student(s) will receive a Notice of Charge and will have two (2) business days to schedule a Conduct Conference. The Notice will contain a statement of the charges and a summary of the facts upon which the charges are based including the date and location of the incident. If a student does not respond to a Notice of Charge, the student may receive an in abstentia finding.

3. Conduct Conference.
   a. At the Conduct Conference, the student(s) will meet with a member of the Residential Life staff to discuss the nature of the conduct complained about, the student's responsibility for the allegations, and the options to resolve the matter. The student(s) will also be advised of the range of possible sanctions.

   a. At the end of the Conduct Conference the student(s) may be found not responsible for the alleged violations, Residential Life staff may issue a warning letter, or the student(s) found responsible and assigned sanctions. There is no appeal process.
   b. Warning Letter/Responsible: Residential Life may provide notice to a student that her or his alleged behavior may have violated residence hall expectations and if repeated such behavior may be subject to the conduct process. Residential Life may make an educational assignment at its discretion. A warning is not a formal residence hall conduct record.
   c. In cases which may result in removal from housing imposed or deferred, Residential Life staff may be designated as Dean of Students Office Conduct Officers and will follow Dean of Students Office procedures as outlined in the Code of Student Conduct, section IIB4.
Residential Life Policies

D.1a Security Regulations
Maintaining safe and secure residence hall environments is the responsibility of each resident. Students are responsible for adhering to the stated policies regarding residence hall security, guests, entrance/exit doors, and maximum room capacity.

Access to Residence Halls: Residence Halls are private dwellings for students assigned to live in them; they are not public buildings. Access to each residence hall is specifically restricted to students assigned to that residence hall and to their authorized guests. Access is also authorized for students registered for and attending classes held in a given residence hall, as well as students, staff and faculty assigned to work in that residence hall. Access can be revoked for failure to abide by Residence Hall policies and community standards.

D.1b Guest in Violation of University Policy
Hosts are responsible for their guest(s) and must accompany them at all times. Hosts may be held responsible for any guest who violates regulations as noted in the Code of Student Conduct or the Guest Policy (found in this publication under Residence Hall Policies and Guidelines). If a guest who violates regulations is a UMass Amherst student, the guest may be charged for the policy violation. The host may be charged with violation of the guest policy.

D.1c Solicitation and Posting Policy

Definitions
1. Solicitation is defined as a planned, in-person sharing of information with and/or requesting of information from students living in a University residence.
2. Commercial Solicitation is defined to mean requests for payment or pledges of payment for goods, services, charities, or other financial contributions.
3. Resident is defined as a student assigned by the University to live in a University residence.

What kinds of solicitation are permissible?
1. Solicitation
   • Residents of a given residence hall may solicit in that residence hall.
   • Guests accompanied by residents of a given residence hall may solicit in that residence hall.
   • Commercial solicitation of any kind is prohibited.

2. Posting of Information
   • Each residence hall will have two authorized spaces in which residents may post information.
   • Only residents of a given residence hall may post information in that residence hall.
   • Postings are limited to University and University Community events only; other types of postings are permitted elsewhere on campus.
   • Maximum posting size is limited to 8.5” x 11” size paper.
   • Residence hall staff will routinely clear these spaces of out-of-date information, materials not pertaining to the University, and/or materials that cover other postings.

Notes:
A. As a service to assist recognized student organizations (RSOs) and University Departments, Residential Life will centrally accept postings meeting the above-stated criteria for distribution to residence halls and posting by Residential Life staff. Residential Life will make no determination about these postings other than regarding these limited criteria.
B. University-recognized student-run businesses, having an educationally-based mission recognized by the University, may advertise their services by placing information in “vendor information” racks that will be installed in each residence hall by Residential Life.
C. When required, professional services may be provided in a resident’s room by scheduled appointment (scheduled by the student) when the student is unable to travel to the provider’s official place of business. Examples include professional services provided by a medical doctor, attorney, speech therapist, or similar licensed professional.
3. Tabling in Residence Hall Common Areas

“Tabling” is defined as the staffing of information tables by UMass Amherst students or Departments.

1. Each residence hall shall permit tabling to promote opportunities for residents to share/gather information with/fellow residents.

2. Tabling reservations will be managed by the respective House Council of each residence hall.
   a. This approval is limited to assuring tabling space is available, not as to content.

3. The number of tables provided for tabling events will be informed by relevant fire safety codes and may differ among residence halls.

4. Requestor must be a UMass Amherst student, program, or department.

5. When submitting a tabling request, the requestor must provide the following information:
   a. Name of requestor(s) and affiliated organization (if applicable)
   b. Advisor of organization or office contact (if applicable)
   c. Date(s) requested
   d. Building(s) requested
   e. Name, phone number, and email address of contact in case of problems

6. The House Council will post a scheduling calendar in the applicable common space(s) identifying authorized tabling events. This calendar will be kept current by the House Council.

4. End-of-Semester and End-of-Year Clothing, Reusable Products, and Food Drives

In support of University and Residential Life sustainability initiatives, residence halls will participate in clothing drives and food drives at the end of the fall semester, and again at the end of the spring semester.

1. Participation by student residents will be strictly voluntary.

2. All collected items will be donated to local charitable organizations. The Residence Hall Association and House Councils will coordinate these drives, with logistical support as needed from Residential Life.

D.2 Noise Policy

Residents and guests must abide by the courtesy and quiet hours as determined by Residential Life. Residents must comply with requests to reduce excessive noise that interferes with a student's right to study or sleep in their room. At no time should any amplified sound be directed out of residents' windows.

D.3 Health and Safety Standards

Any activity deemed to be a threat to the health and safety of students is strictly prohibited. Adherence to basic health standards for sanitary conditions, hygiene, and appropriate use of bathrooms and common areas is expected of all residents and all guests. Students are expected to keep kitchen areas, bathrooms, hallways, and their rooms clean. This includes, but is not limited to refrigerating perishable foods, closing containers to avoid attracting pests, washing dishes after use, cleaning sinks after washing dishes, etc.

D.4 Furniture Policy

Each residence hall room is furnished with University furnishings which must remain in the students' rooms at all times. Furnishings need to meet safety standards and be assembled properly. Waterbeds are not allowed in the residence halls. The University does not offer public storage for students. In addition, lounge furnishings must remain in public areas at all times. Residents may be held financially responsible for costs associated with replacing missing furniture and/or removing unauthorized furniture from their rooms.

D.5 Window Screen Policy

Window screens must remain properly secured on windows at all times.

D.6 Candle Policy

Candles, lit or unlit, are not permitted in residence halls. Candles required for religious purposes may be approved; use must be registered in advance as outlined in the Lighting Religious Candles in the Residence Halls agreement.

D.7 Pet Policy

The University prohibits pets in the residence halls (except fish in tanks no larger than 10 gallons). Exceptions may be granted for animals required by students with documented disabilities registered with the University.

D.8 Bathroom Policy

Students and their guests must use bathroom facilities designated for their gender identity.

D.9 Smoking Policy

Smoking, of any kind, is prohibited in residence halls. On July 1, 2013, the University of Massachusetts Amherst adopted the UMass Amherst Policy for a Tobacco-Free Campus. Use of tobacco products is prohibited everywhere on campus, inside buildings, and throughout the grounds.
D.10 Alcohol Policy for Residence Halls and University-approved Housing

1. No person under 21 years of age may possess, use or be under the influence of alcohol.
2. Providing alcoholic beverages to a person under age 21, whether gratuitously or for sale is prohibited.
3. Intoxication, defined as being under the influence of alcohol or any other psychoactive drug to any extent that requires the attention of University staff, causes a disturbance, or is a danger to persons (self and others) or property, is prohibited.
4. A resident of legal age living in a University residence hall or floor where alcohol is permitted may possess or store a maximum of twelve (12 oz.) bottles/cans of beer, or two (750 ml) bottles of wine, or one (750 ml) bottle of hard liquor.
5. Quantity-dispensing containers, including but not limited to kegs, punch bowls and beer balls, are prohibited.
6. Drinking funnels, taps, ice luges or similar devices are prohibited.
7. Drinking games or other activities involving rapid and/or excessive consumption are prohibited. Creating, offering, and playing drinking games such as beer pong are considered endangering behaviors and are prohibited.
8. A group of more than 10 people in a residence hall room or suite in which alcohol is present is prohibited. In the North Apartments, this applies when there are more than 14 people in an apartment.
9. Open alcoholic beverage containers (including cups containing alcohol) are prohibited in any common space, including common corridors, stairwells, bathrooms, kitchens, balconies and lounges.
10. Alcohol is not allowed in alcohol-free halls or floors, regardless of one's age. Residential Life will determine areas designated as alcohol-free.
11. Possession of alcohol containers, whether empty or full, is prohibited for persons under age 21.

D.11 Incense Policy

Incense is prohibited in all areas of the residence halls.

D.12 Community Living Standards

All residents and their guests are expected to be respectful and responsible members of UMass Amherst residential communities. In doing so, they will cooperate with University officials acting in performance of their duties, and will neither participate in nor condone actions that interfere with a roommate's right to occupy the room, violate the rights of others, or prevent others from having a safe and respectful community living experience.
UCard Replacement:
Report a lost or stolen UCard immediately and request that the card be deactivated. This will prevent an unauthorized person from using your card to gain access to your residence hall, your meal plan and/or your UCard debit account.

To suspend your card in the residence hall access system, contact your Residential Service Desk. If the Residential Service Desk is closed, call the Facilities Operations Center, (413) 545-0812 (24 hours daily).

To suspend your card in the Meal Plan and Debit Account systems, contact the UCard office either over the web using the online card office, or by phoning in your request. To suspend your card over the web, go to the UCard website (www.umass.edu/ucard) and sign in, then chose the “Suspend/Reinstate UCard” link under the “Personalize” menu. To suspend your card over the phone, call the UCard Office at (413) 545-0197 during normal business hours (M-F, 8:30am-5:00pm). Outside of normal business hours, phone the Facilities Operations Center at (413) 545-0812. Please note that suspending your card online, or by calling the UCard Office will not suspend your residential door access privileges.

As soon as possible, go to the UCard Office located in Whitmore Administration Building, room 168 (normal business hours are Monday-Friday, 8:30 a.m.-5:00 p.m.) to receive a new card. You are responsible for the cost of the replacement UCard. If the loss or theft occurs when the UCard Office is closed, you may sign out a temporary access card at your cluster office. You may use the temporary access card only 24-48 hours until the UCard Office is open again.

If you do not return the temporary access card to your Residential Service Desk within two business days, the card will be deactivated and you will be billed for the cost of replacing the temporary card.

UCard Problems: Residence Hall Access
When reporting a problem with your UCard contact your Residential Service Desk immediately and report the following:

• the location of the door you were trying to access;
• the time of day when you experienced the problem;
• Specifics about the problem i.e. “reader LED flashes red when I present my UCard”, “reader LED flashes green but door does not unlatch”.

The Residential Service Desk will verify your residency in the hall, and then help you to resolve the problem.

ROOM DECORATIONS AND FURNITURE
Lofts, wood construction and/or bookshelves
Wood construction in student rooms/apartments, including lofts and bookshelves, is not allowed. However, some residential areas have a limited supply of approved loft equipment. See the Residential Life website for details. For your safety, beds must be lofted or bunked only as instructed.

Ceiling and wall hangings
Tapestries and other combustible items are not permitted to be hung from ceilings; they must be hung flush against a wall. Wall hangings must not exceed 25 percent of wall area and must NOT obstruct smoke detectors, fire alarm speakers or any sprinkler device. You may use rubber cement, commercial hanging putty, and 3M hanging product to hang pictures and posters. You may not use nails, screws, or brackets to mount decorations on walls, bookcases, or ceiling fixtures. Rooms in Southwest are equipped with metal tracks for lightweight wall hangings and bulletin boards only. You may not hang bookcases from the metal tracks. All materials must be removed from the walls when you check out. You will be charged repair costs for any damage to the walls.

Room painting
If your room/apartment needs painting, use the Online Service Request System at www.serv-icerequest.housing.umass.edu. Facilities Operations will make the necessary arrangements. You cannot paint the room yourself.
Furniture

- You are responsible for the furniture assigned to your room, suite, or apartment. If a piece of furniture is removed, you may be assessed a charge to replace the furniture.

- Upholstered or molded plastic furnishings procured from other sources may be a safety hazard or pose an increased risk of fire. This furniture must carry a label of California Test TB 117 or TB 133. Furniture presenting a fire or safety risk may be ordered removed by Environmental Health and Safety or Residential Life staff.

- Do not take any furnishings from common areas/lounges for your room, suite, or apartment. You will be billed if any common area furniture is found in your room, suite, or apartment.

- You may not move furniture from one room/suite apartment to another. Doing so violates the Residence Hall Regulations and may result in disciplinary action. You may also be billed for any damages.

- Keep radiators clear of furnishings for maximum circulation of heat.

Health and Cleanliness Guidelines

- Keep your own room/living space clean and observe basic health standards.

- Be sure all food is stored in closed containers to avoid attracting insects and other pests, and to prevent food contamination.

- Refrigerate any perishable food.

Medical Waste Disposal

You must properly dispose of medical wastes associated with any medical condition, and contact Health Services, (413) 577-5000, to obtain a needle safe kit, in which to dispose of syringes and needles of the type prescribed for insulin or other injections.

Residence Hall Personal Safety Guidelines

You are responsible for assisting with hall security by:

- assuring your room door is locked at all times;
- not propping doors open;
- accounting for your key and UCard/temporary access card
- not giving/loaning your keys, UCard or temporary access card to anyone;
- closing and securing unattended entrance/exit doors;
- using main entrances only, except during a fire alarm;
- notifying residence hall staff of any broken or missing door hardware or security equipment;
- reporting a lost or stolen UCard to your Residential Service Desk and the UCard Office immediately so the card can be deactivated;
- having a valid hall sticker on your UCard to present to security personnel;
- not carrying your room key and UCard on the same key ring;
- not signing in people you don’t know/have no intention of hosting; and
- never allowing an unknown person to follow you into your residence hall. Persons assigned to the hall can use their own UCard to provide access. Guests of a resident can can call their host on the HELP Phone.

- reporting anyone tampering with the electronic access system or otherwise attempting to defeat the security in place.

- reporting suspicious activity to the University Police at 413-545-2121.
RESIDENCE HALL POLICIES

Prohibited Items
Possession of any item on the following list violates the Residence Hall Regulations and will result in disciplinary action. You may not have hazardous items in your room, suite, or apartment, including:

- candles
- incense
- air conditioners
- electric cooking grills
- explosive materials
- facsimiles of weapons
- firearms or lethal weapons of any sort
- fireworks or explosives
- gasoline and other flammable liquids
- gas-powered equipment
- halogen lamps
- highly combustible materials
- laser pointers
- lighted smoking materials
- noxious chemicals
- octopus/spider lamps
- pellet guns
- pets, except for approved service animals, and fish in tanks containing no more than 10 gallons
- pyrotechnic devices and smoke machines
- space heaters of any kind
- waterbeds

Appliances
All electric cords, plugs, and appliances must be in good condition. All appliances should have an Underwriters’ label or a seal of approval from another recognized testing laboratory. Whenever possible, purchase/use Energy Star appliances. Do not overload wiring by turning on too many electrical devices at the same time, or using multiple outlet plugs or extension cords.

For a listing of items for use in your room/apartment and about the safe use of electrical appliances in your room/suite/apartment, go to www.housing.umass.edu/reshalls/yourroom.html.

Candles
- Candles, lit or unlit, are not permitted in students’ rooms. Use of candles is prohibited in all areas of the residence halls, with the exception of religious use as described below.

- Candles may be used for religious purposes only in designated spaces of residence halls. If you plan to light religious candles, contact your Residence Director or Apartment Complex Coordinator in advance for approval. Then, you must complete and sign the Safety Procedures for Lighting Religious Candles in Residence Halls agreement and submit it to your ACC, or RD prior to the religious candle lighting. Additional rules contained in the agreement must be followed.

Fire Safety
Fire alarm systems, system components, sprinkler systems as well as individual detection devices shall not be tampered with in any manner. Nothing shall be hung on or near any fire alarm system component, detection device, sprinkler or pipe. Fire alarm system components and detection devices include but are not limited to: smoke detectors (system or local), audio/visual devices, wiring or wire-mold, heat detectors, manual fire alarm pull stations and “stopper alarms”, fire alarm control panels, sprinklers and pipes.

“Reckless Behavior” is any act that endangers the safety of persons or property. The use of drugs, including alcohol, does NOT lessen your responsibility. You may be suspended or expelled from the University of Massachusetts Amherst and/or legal action may be taken if you:

- File a false report of fire or other dangerous conditions (except in cases of reasonable error or accident). This includes pulling/engaging a fire alarm in the absence of a fire.
- Refuse to evacuate any UMass Amherst building after a fire alarm has sounded or other notice has been given.
- Misuse a fire extinguisher.
- Fail to properly report a fire.
- Interfere with the response of campus or town officials to emergency calls.
- Park within eight feet of a fire hydrant or in designated fire lanes. The car will be ticketed and towed at your own expense.
- Damage or tamper with fire alarm and/or other fire safety equipment including the pipes in the rooms. The pipes are to be free of objects at all times, including hanging items, adhering or wrapping items onto the pipes.
- Cover or obstruct smoke detectors, fire alarm horns, or sprinklers.
- Use appliances or materials that create a fire hazard. Consult your residence hall staff or EH&S, (413) 545-2682, about safe usage procedures.
**Guests**

You are responsible for your guest’s behavior and may be held accountable for their behavior. Guests must be accompanied by the host resident at all times. If guests violate the Code of Student Conduct, residents may ask residence hall staff or University Police to mediate with the offenders or remove unauthorized visitors from the premises. Security or hall staff also have the right to refuse entry to guests.

Before inviting guests, check with your roommate. Roommates have the right to refuse their roommate’s guest(s) or to ask the guest(s) to leave for reasonable cause. Interference with a roommate’s right to occupy a room violates the Residence Hall Regulations.

You may sign in a maximum of four guests for an evening. A maximum of ten persons (including residents) may be in a room or suite at any given time.

Apartment residents may sign in a maximum of ten guests per apartment for an evening. A maximum of fourteen persons (including residents) may be in an apartment at any given time.

**Overnight guests:**

- Are limited to two per room: one roommate may have two guests, or two roommates may have one guest each.
- May stay no longer than three days and two nights.
- Must wait at least 14 days before visiting the same room or residence hall as an overnight guest.
- Must be accommodated in your room. Common space (including apartment common living room area or suite lounge) may not be used for guest accommodations.

The guest policy may be adjusted in unusual circumstances for the safety and security of residents. Students will be notified of changes.

**Hosts are responsible for:**

- Accepting responsibility and accountability for the behavior and policy violations of visitors and guests, including children.
- Presenting proper identification when you enter your building, and ensuring that your guests carry photo identification. Security monitors will not admit guests into the residence halls without photo identification.
- Meeting, registering, and escorting guests in and out of the residence hall; accompanying guests at all times.
- Abiding by the laws of Massachusetts and the regulations of UMass Amherst, you and your guest(s) may be subject to prosecution and/or the UMass Amherst disciplinary process if violations occur.
- Informing guests of all residence halls fire safety policies.

**Guests are responsible for:**

- Presenting photo identification to security staff each time they enter or leave the hall. Guests without photo identification will not be admitted to the residence halls. The police may also be notified, and action may be taken against the resident who invited the guest to the residence hall.
- Registering with security staff each time they enter or leave the hall. Guests who enter a residence hall before security hours must register at the security desk as soon as security staff goes on duty.
- Abiding by the Code of Student Conduct and Residence Hall Policies. Guests who engage in endangering or destructive activities are subject to restriction or revocation of visitation privileges.
- Observing the Residence Hall Policies.

**Incense**

Incense, lit or unlit, is prohibited in all areas of the residence halls. Failure to comply with this policy is a violation of the Residence Hall Regulations.

**Noise**

At times other than designated Quiet Hours, all residents are expected to observe Courtesy Hours by showing consideration for your neighbors and responding positively to requests to reduce or minimize any noise. Be aware of the noise you are making and consider how it may be impacting other residents in the community. Stereos, radios, TVs, musical instruments, and all conversations should not be audible beyond your room. Amplified sound may not be directed out your room window. Banging on doors is prohibited at all times. If you encounter a noise problem, you have the right and the responsibility to let the offenders know their activity is annoying. If a disturbance persists, notify a Resident Assistant or other staff member.

**Minimum quiet hours:**

(can be extended by House Councils and agreement by all apartment occupants)

- Sunday through Thursday........9:00 p.m.-9:00 a.m.
- Friday and Saturday......................Midnight-Noon

During exam periods, 23-hour Quiet Hours are in effect. Courtesy Hours are in effect daily from 7:00 p.m.-8:00 p.m.

**Open Flames**

Open flame devices are prohibited from use in any University of Massachusetts Amherst residence hall or building (except laboratories and workshops, or under the auspices of Physical Plant or Facilities Operations personnel).

Lighters and matches may be used only outside of the residence halls. (See candle policy).
Residence Hall Exteriors

- Objects, including banners or signs may not be thrown, dropped or suspended from windows, balconies or roofs.
- Items must not be placed on an exterior windowsill or ledge.
- You may not sit on the edge, sill, or railing of windows, balconies or roofs.
- You may not be on the roofs of residence halls or other buildings; UMass Amherst is not financially or legally responsible for injuries from such behavior, and violators will be assessed repair costs for any leaks, roof punctures, or other damage to University property.

Smoking

Smoking, of any kind, is prohibited in residence halls. On July 1, 2013, the University of Massachusetts Amherst adopted the UMass Amherst Policy for a Tobacco-Free Campus. Use of tobacco products is prohibited everywhere on campus, inside buildings, and throughout the grounds.

Sports

Sporting activities, such as hockey, football, soccer, handball, racquetball, frisbee, hockey sack, lacrosse, or other such activities, are not permitted in students’ rooms/suites/apartments or common areas of the residence halls. You are not permitted to ride your bicycle or skateboard inside a residence hall.

Weapons and Explosives

Facsimiles of weapons that may be construed or capable of firing projectiles of any kind are not permitted, including, but not limited to, the possession or use of air guns, BB guns, knives, laser pointers, pellet guns, slingshots, and lethal weapons of any sort.

Window Screens

Do not tamper with window screens. Screens must remain in place at all times.

FIRE PROTECTION INFORMATION

The University of Massachusetts Amherst employs a full-time staff of fire prevention professionals within the Office of Environmental Health and Safety. Fire prevention staff inspect all campus buildings and test and maintain all sprinkler systems, standpipes, fire pumps, fire alarms, and fire extinguishers.

They also provide educational programs on fire safety in the residence halls. Whenever you move to a new area, you should locate the fire alarm pull stations and the two exits nearest your room.

Fire Drills

A fire drill will be conducted in your residence hall every semester to help you become familiar with evacuation procedures. Vacate immediately from the nearest exit. Lock your room as you leave to prevent theft of property. The University of Massachusetts Amherst insurance does not compensate for loss due to theft.

Smoke Detectors

A smoke detector is mounted on the ceiling or wall in your room. Some buildings also have heat detectors on the ceilings. Take the following precautions to ensure the safe operation of your smoke detector:

- If your smoke detector is working properly, the red light should be on. If the red light is not blinking, contact residence hall staff immediately.
- Do not cover or obstruct your smoke detector in any way.
- Report any power outages that occur to your hall staff.
- If a smoke detector activates and there is no fire or smoke, notify your hall staff.

Fire Alarms

The floors of all campus buildings are equipped with manual fire alarm systems consisting of pull stations and horns. Most are also equipped with automatic fire alarm systems consisting of heat and smoke detectors. Residence halls also have automatic sprinkler systems. For your safety, never tamper with these systems.

False fire alarms are dangerous to residents and emergency personnel who must respond. False fire alarms are illegal and punishable by fines and/or imprisonment.

Fire Extinguishers

Fire extinguishers are located on each floor in each campus building and in each apartment. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property. Misuse of a fire extinguisher may result in disciplinary action.
Emergency Exit Systems
The emergency exit systems in the residence halls include emergency lighting, emergency exit signage, exit stairways, and approved exit door hardware. As a resident, you should acquaint yourself with all of the nearest exit routes from your living area. Please do not tamper with any of the emergency exit systems.

WHAT TO DO IN CASE OF FIRE
If you discover a fire:
• Close the door to the fire area
• Activate the building fire alarm system
• Call 911 and report the exact fire location
• Stay clear of the building and await further instructions
• Use a portable fire extinguisher if the fire is small, you can use it safely, you have been trained, and only after the building fire alarm system has been activated

If you are in a fire area:
• Stay as calm as you can.
• Feel closed doors from top to bottom for heat, using the back of your hand.
• Crouch low and open the door slowly!
• If safe, go into the hallway and close the door behind you. Leave the door unlocked so firefighters do not have to break down doors to search for trapped residents.
• Activate the building fire alarm system.
• Let others know they must evacuate the building.
• Go to the nearest stairway and leave the building in a prompt and orderly manner. If the stairway is full of smoke, go to another stairway.

If you are trapped by a fire:
• Do not panic.
• Pack the space under the door with wet towels, clothing, or other material.
• Dial 911 and report your location.
• Go to a window, open it, wave a white or brightly colored cloth from it, and call to any people below.
• Do not break windows unless smoke is pouring into your room and you need fresh air to breathe.
• Stay near the window where you can be seen. Do not hide under the bed or in the closet.
• If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway.

For Apartment Residents
If you have a fire in your kitchen or kitchenette:
• Should a stovetop fire occur, use an ABC fire extinguisher, baking soda, or a lid to extinguish the fire. If the fire has spread beyond the stovetop, get out immediately and call 911.
• Never use flour or water to extinguish a cooking fire. Flour is combustible and water can spread fire.
• A fire extinguisher is located in every apartment kitchen. Do not relocate the fire extinguisher and only use it in the event of a fire. If the extinguisher is used to extinguish a kitchen fire, immediately notify the Residence Hall Staff or Residential Service Desk immediately and it will be replaced. The University inspects fire extinguishers at least once a year, but you should periodically inspect the gauge to be certain the fire extinguisher is properly charged. If the needle indicates that it is undercharged or overcharged, call the Residential Service Desk for a replacement.

When cooking:
• Never leave cooking food unattended
• Keep the stove area free of combustible objects such as dishtowels, potholders decorations or boxes
• Keep pan handles turned inwards so they are not accidentally bumped

EMERGENCY PLANS FOR STUDENTS WITH DISABILITIES
Students with disabilities have unique abilities and limitations. To be effective, emergency plans must be designed to meet the needs of the individual. At the beginning of every semester, staff members from the Office of Environmental Health and Safety (EH&S), (413) 545-2682, will meet on site with each identified disabled student to review fire safety, fire protection, special needs, and personal emergency action plans.

If you have a disability:
• If you are on the ground floor, leave through the nearest clear exit.
• If you are not on the ground floor, do not try to use an elevator.
• If the fire is on the floor where you are, you will have to leave the building by the stairs. Follow the plan EH&S has designed for your emergency evacuation.
• If the fire is not on your floor or you are trapped on the same floor as the fire, close the door to your room. Dial 911 and report your location in the building. Then, go to a window, open it, wave a cloth, and call out to any people below.
• Remain at the window until firefighters arrive.