

**Southern Regional Area Health Education Center
Office of Regional Primary Care Education**

HOUSING POLICY

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.

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Alcohol, Drug and Smoking policy

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

Bicycles

SR-AHEC 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 SR-AHEC housing, students in Fayetteville, Clinton, Dunn, Laurinburg and Lumberton are required to call (910) 678-7201 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 SR-AHEC housing **for any reason**. Residents who disregard this policy will be evicted from SR-AHEC housing.

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. SR-AHEC 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.

- Those using the kitchen and/or bathroom are responsible for cleaning up immediately after every use. Cabinets, refrigerator, utensils and other items provided by SR-AHEC 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) 678-7201 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, SR-AHEC 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 specifically give their consent to do so. Individuals not registered with the Logistics Coordinator's office are prohibited from living in SR-AHEC housing.

Conflict Resolution

Conflict between roommates or housemates is a stressful situation for all of those involved. Before approaching SR-AHEC 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) 678-7201 is available for mediation and/or a permanent solution to the problem(s).

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 SR-AHEC housing have the right to live in a quiet, comfortable and safe environment. If an individual residing at a SR-AHEC residence is perceived as a threat or disruption to others, he/she will be counseled by a SR-AHEC 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 SR-AHEC property without the permission of authorized SR-AHEC personnel.

Emergencies

In case of an emergency (resident's severe illness, damage/theft of personal and/or SR-AHEC 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, SR-AHEC may also contact the next of kin.

SR-AHEC Personnel

SR-AHEC 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 SR-AHEC badge.

Fines

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

- Outstanding telephone charges.
- Theft of or damage to SR-AHEC property.
- Other reasons as deemed appropriate by SR-AHEC.

If a student leaves SR-AHEC housing with outstanding fines, SR-AHEC 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. SR-AHEC 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.
- 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 SR-AHEC residences.

Hazardous weather

During hazardous weather (hurricanes, tornadoes, snow and ice), SR-AHEC's first priority is to help preserve the lives of students and the safety of property. SR-AHEC 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, SR-AHEC 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) 678-7201.

Illegal Activity

Any illegal activity found on SR-AHEC 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 SR-AHEC housing.

Locks

Locks in all SR-AHEC 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 SR-AHEC address, a change of address form should be filed with the post office before departure.

Meals

Students are responsible for providing their own meals while residing in SR-AHEC 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 SR-AHEC personnel and/or evicted from housing.

Parking

Parking is available at all SR-AHEC 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

SR-AHEC will not be held liable for personal property lost, stolen or destroyed on SR-AHEC property.

Room changes

Any student found residing in a room other than their assigned room will be asked to leave SR-AHEC 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 *SR-AHEC and/or your preceptor are not required to accommodate special requests.*

Telephone service

Local telephone service is provided by SR-AHEC. Long distance service can be accessed by using a calling card or by reversing the charges.

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.

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.