

HOUSING AND RESIDENTIAL LIFE HANDBOOK



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General Information

College Calendar & Important Dates

The Walker Apartments

UA Cossatot has a unique housing partnership with the Walker Apartments in DeQueen, Arkansas, to provide housing for students. Apartments will be available first to student athletes, and any remaining apartments will be made available to the general student population on a first come, first serve basis.

While UA Cossatot's student housing is provided off-campus by the Walker Apartments, all students still adhere to all the rules governing our student body. To this end, Student Services is the unit that oversees the operations of all student residential facilities and programming for UA Cossatot.

Community Living

The pillars of UA Cossatot's mission statement include: "embracing diversity and a commitment to improving the lives of those in our region through quality education, outstanding service, and relevant industry training." Residential living means living in a community of students. This community is a dynamic place composed of a variety of people with differing values, cultures, lifestyles, and attitudes. As a member of this community, you must strive to understand the individuality and life choices of those around you. You learn best from one another in an atmosphere of positive encouragement and mutual respect. You must possess a genuine desire to learn from those around you, and you must give others the respect you desire. Each student is unique and rich in experiences, and therefore each resident offers something for the benefit of everyone.

Student ADA Services

UA Cossatot seeks to make every effort to offer equal educational opportunities for all students. To ensure a total collegiate experience for all students with disabilities, the College provides reasonable accommodations and services to students who have physical, emotional, and/or learning disabilities. A student with temporary or permanent disabilities may present validation of the disability and request services by contacting the Student ADA Services Office at 870-584-1337. For information about service animals and support animals, refer to the section of this handbook titled "Animals."

Title IX

Rights of Others

The rights of other students, faculty, staff, and any other person on any UA Cossatot campuses and apartments must be honored. Violation of the rights of others includes, but is not limited to, participating in acts that are degrading or harmful, holding another against their will, making written or oral threats, and participating in the physical or verbal abuse of another person. These acts are specifically prohibited.

What to do if you Experience Harassment, Discrimination, Retaliation or Sexual Harassment/Violence

Title IX, part of the Education Amendments of 1972, is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” For the purpose of Title IX the Walker Apartments will be considered part of the UA Cossatot campus.

If you believe you have been subjected to discrimination on the basis of sex, you should immediately report the incident to the UA Cossatot Title IX Coordinator, Suzanne Ward, at 870-584-1143 or Deputy Coordinator for Students Rachel Barfield at 870-584-1337. For additional information about your rights and the UA Cossatot Title IX policy, please visit our [Title IX Page](#) for full information.

Conduct

All students are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The Residential Handbook and the [UA Cossatot Student Code of Conduct](#) exist to help ensure the health, safety, and well-being of each student living in UA Cossatot-sponsored student housing. Depending upon the degree of the policy violation and the number of incidents in which a student has been involved, a student may receive sanctions ranging from fines to educational components to removal from student housing to college expulsion.

Sanction: A penalty imposed as a result of violating a law or rule.

The following descriptions are not inclusive of every violation possible, nor do they contain every variance of the violations list.

Possible Student Housing Infractions

- Any violation of a policy listed in the Residential Handbook or the Student Code of Conduct

- Noise
- Offensive odors
- Alcohol possession, use, or abuse
- Drugs or drug paraphernalia
- Theft
- All cases where a violation took place and UA Cossatot Police were involved
- Indecent exposure
- Fire alarms –setting off and/or tampering with equipment
- Fires, fireworks, explosives
- Giving false information
- Animals
- Littering
- Flood and fire damage
- Not registering with Student ADA services

Sanctions

Sanctions will follow the student code of conduct policy. Incident reports will be written for all warnings. Residents will receive a letter acknowledging the warning.

Loss of Campus Housing Privilege

Living within college provided housing is a privilege. A student may be removed from college housing for disciplinary reason. Examples include incidents in which damage occurs, a pattern of policy violations, drug possession, harassment, or other major disruptions that are primarily focused within the college housing community.

Community Living Guidelines

Alcohol

UA Cossatot, including all housing options, prohibits the possession, distribution, manufacture, or use of alcoholic beverages on its property, including the Walker Apartments. This prohibition includes students who are 21 or older. Alcohol bottles or containers, including boxes, may not be in the residential area or

displayed as decoration **even if they are empty**. Students may also not be in the presence of alcohol while on campus or housing provided by the College. Anyone violating these policies will be subject to the conduct process.

Alcohol and other substance abuse is a college concern. Refer to the Student Code of Conduct regarding UA Cossatot's alcohol policy.

Drugs

The college prohibits manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance, or drug paraphernalia on campus. Drug paraphernalia includes hookahs, bogs, grinders, scales, and rolling papers. If a student is found to be using or providing a legal substance, including prescription medication, as an addictive drug or in excess amount, sanctions may be incurred. Students must be able to immediately provide proof of their prescriptions to college personnel upon request. Recreational or medical marijuana is not permitted on campus. Please refer to the Student Code of Conduct for the full regulations and sanctions for violations. Residents found violating these policies may be evicted from their campus housing.

Information concerning the possession, sale, use, etc., of drugs on campus or student housing must be brought to the attention of Campus staff or College Police. College Police will conduct an appropriate and confidential investigation.

Tobacco-Free and Portable Vaporizer Policy

UA Cossatot is a **tobacco-free campus**. According to *Arkansas Code Title 6, Chapter 60*, use of tobacco is prohibited on each campus of state-supported institutions of higher education. "Campus" means all property, including building and grounds, which are owned or operated by a state-supported institution of higher education. This includes all student housing options offered the institution. In addition, the use of any tobacco product is prohibited on the grounds or funded property of UA Cossatot in order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all college property, which according to state statute 25-17-301, "shall include all highways, streets, alleys, and right-of-way that are contiguous or adjacent to property owned or controlled by the institution."

Use of electronic cigarettes is also banned from campus-owned or leased property. This includes all portable and handheld vaporizers. Students found smoking/vaporizing or using tobacco in or around the residential facilities will be subject to the conduct process.

For full information on review [Policy 782 Tobacco and Drug Free Campus](#)

Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, propping any exterior door, or tampering with any surveillance camera is strictly prohibited. Damage caused by the student's action or negligence will be charged to the student. Fire extinguishers may only be used for their intended purpose. If a resident misuses a fire extinguisher, the resident will face the conduct process. If an alarm is triggered while one is cooking, residents are still responsible for making

sure the alarm remains in working order. ***The detectors must always be working, and violations will go through the conduct process.*** Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from student housing.

According to *Arkansas Code 5-71-210*, communicating a false alarm is a Class A misdemeanor if no one gets hurt or there is no damage to property. Two or more times, then it's a Class D Felony. It's a Class D felony if property damage results or if it is a bomb threat to a private or public educational institution. Communicating a false alarm is a Class C felony if there is physical injury.

Firearms, Explosives, Hazardous Materials

The possession or use of firearms on college property or at college-sponsored events is prohibited by state law and may result in suspension or expulsion from the college. The exception to possession is for those persons who have successfully obtained official state mandated training and the correct licenses per the Arkansas enhanced conceal carry laws. Any exceptions for educational purposes must be authorized by the Chancellor and the UA Cossatot Police. The possession or use of fireworks, explosives, or other weapons on college property is also prohibited and may result in sanctions up to suspension or expulsion from the institution.

The storage or use of the following items, but not limited to the following items, in and around college-provided housing is ***prohibited***: fireworks, explosives, explosive materials, weapons, lighter fluid, ammunition, devices capable of casting a projectile (such as bows and/or slingshots), swords, brass knuckles, or any type of gun (including but not limited to handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or toy weapons that look like real weapons).

Students who, because of law enforcement work, find it necessary to carry a weapon, must obtain an authorization for the temporary possession of such items from the Chancellor and the UA Cossatot Police. Failure to obtain written permission may result in disciplinary action and/or criminal prosecution.

An exception under Arkansas law is that persons with a valid concealed-carry permit may have their licensed handgun on their person while inside their vehicle, even on campus or student housing areas, and they may leave the handgun inside their properly locked vehicle, even while on campus or student housing areas.

Electrical Appliances

The capacity of the Walker Apartment's electrical systems is limited. Students must only use UL (Underwriters Laboratory) approved extension cords.

The following electrical appliances, in addition to those provided with the apartment, are permitted:

- Single-cup automatic coffee makers WITHOUT an open hot plate
- Computers
- Radios/stereos
- TV/DVD/Blu-Ray players
- Desk lamps with low-wattage bulbs (less than 60W)
- Hair dryers and other hair items
- Small refrigerators (less than 4 cubic feet capacity)

- Microwaves (less than 1.0 cubic foot and less than 1,000 watts)

The following electrical appliances are **NOT** permitted in The Walker Apartments:

- Open element appliances (such as hot plates, broilers, open grills)
- Space or kerosene heaters
- Air conditioners (personally owned units)
- Outside antennas or satellite dishes
- Halogen or sun lamps
- Air fryers or regular fryers

Projectiles

For obvious reasons of health and safety, propelling devices such as rockets, catapults, slingshots, surgical tubing, or any device, whether bought or homemade, for the purpose of launching an object is prohibited. Darts and dartboards are not permitted in residential buildings due to the potential for personal injury and property damage.

Compliance with College Officials

Failure to comply with a request by an authorized college official, including failure of a student to present his or her college identification card when requested by an authorized college official, may result in disciplinary action. Additionally, actions toward any college employee or authority, which are manifestly unreasonable in time, place, and manner and may disrupt the fulfillment of their duties may result in disciplinary action.

Animals

Fish are the only pets allowed in student housing. They must be kept in an aquarium smaller than 10 gallons. No other animals (except service and assistance animals) are permitted at any time for any reason. Students are also not permitted to encourage strays to stay on campus or in student housing by methods such as leaving food outside apartment doors. Any student found to have an unapproved animal must immediately remove the animal and will be charged \$100. The apartment or suite will professionally cleaned after the resident moves out.

A service or assistance animal must first be registered with Student ADA Services and go through the approval process before it is brought to the Walker Apartments. Contact ADA Services at 870-584-1337 to start the process. Student ADA Services will determine whether the animal qualifies as a Service Animal or Assistance Animal. At a minimum, the following conditions must be met before an animal (other than a fish) will be permitted:

- a. The student must have a documented disability as defined by the Americans with Disabilities Act (ADA).
- b. The animal must work, provide assistance, perform tasks or services, or provide emotional support, that alleviates one or more of the identified symptoms or effects of the student's disability.

- c. The accommodation must be reasonable, must not cause an undue financial and/or administrative burden, and must not otherwise alter UA Cossatot Housing policies.
- d. The specific animal in question must not pose a direct threat to the health or safety of others than cannot be reduced or eliminated by another reasonable accommodation, and
- e. The specific animal in question must not be likely to cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. A determination that an assistance animal poses a direct threat of harm to others or would cause substantial physical damage to the property of others must be based on an individualized assessment that relies on objective evidence about the specific animal's actual conduct

Candles and Incense

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, is prohibited on campus and in all student housing, including college funded properties. Decorative candles must have non-burned, clipped wicks, or be wickless. Residents may use candle warmers as long as they are conscious of placement.

Electronic Imaging

Use of cameras or other electronic imaging devices to transmit live images or videos from residence hall rooms or apartments is limited to the capture of that resident's contracted portion of the room unless written permission is obtained by all contracted residents of the room. Any activities that infringe on the rights of others or violate policies or laws are prohibited. Monitoring systems will not be allowed to be installed anywhere in the facilities. This is due to the significant wiring and intrusive methods required to install a system like this and also because of privacy concerns for other reasons with this external-facing technology.

Recreational Sports

Sports and activities that are customarily meant to be engaged in outdoors may not occur indoors. This includes skateboarding, rollerblading, biking, throwing balls, etc. This policy is in place for the safety of all students and to prevent damage to the facilities. No recreational sports may occur near or adjacent to the building if they could cause damage (i.e. golf balls etc.).

Personal Motorized Vehicles

Motorized scooters or motorized personal transportation devices, including hover boards, are prohibited from being stored, charged, or used inside any college provided housing due to potential fire and safety hazards. This includes anything operated by a large lithium-ion battery. Standard scooters and mopeds must be parked at least 12 feet from any building and may not be used or parked on any sidewalk.

Noise

Sound carries easily in community living. Voices, stereos, televisions, air horns, and bouncing balls in rooms can often be heard in other rooms. Remember that while residents have a right to listen to music of their choice and be boisterous, other residents have a right to sleep, study, or listen to the music of their choice without disturbance. Yelling, playing loud music, etc., out of windows is prohibited. The playing of musical instruments is permitted within the living area as long as it is not disturbing others or violating quiet hours.

Quiet Hours

Quiet hours are midnight to 8 a.m.

Courtesy hours are always in effect. If a fellow resident makes a reasonable request regarding your noise level, please be courteous. Sound should not be heard more than three doors away.

Trash and Recycling

All personal trash must be carried to the appropriate receptacle located outside of the apartments. Trash may not be left outside any apartment door.

Solicitation

For the protection and privacy of all residents and to prevent the interruption of studies, no door-to-door activity (e.g., canvassing, solicitation, sales) for any purpose is permitted. This does not include a student organization, with College approval, from inviting residents to college events. Residents may also not advertise a business by posting ads on doors or emailing residents with college-supported technology.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are air freshening spray, perfume, body odor, trash, or large amounts of dirty laundry. Residents identified as responsible for the odor will be asked to eliminate the cause of the odor. If the odor is not eliminated in a timely manner, the responsible residents may be billed for cleaning of their living space and may be required to move.

Cleaning Personal Space

All apartments must be clean and properly maintained at all times. Cleaning of the individual apartment is the responsibility of the residents occupying the apartment. According to the housing contract, failure to maintain the apartment in a safe and sanitary condition may result in termination of the housing contract.

If a resident is concerned about pests, or if pests are noticed, the resident has the responsibility to immediately notify Walker Apartments management regarding the issue. If the College is not notified in a timely manner, the resident may be billed for pest removal and cleaning.

Mold and Mildew

The resident must contact a College employee or Walker Apartments Management if they have reason to believe there is a mold or mildew issue in their room.

Theft and Possession of Stolen Property

Theft is strictly prohibited in the residential facilities, on campus, and by law. Taking an individual's personal property without permission is strictly prohibited. Street signs are not permitted to be in the possession of any student unless proof of purchase can be provided. Any signs found will be confiscated, and the student may face legal ramifications. Any student who suspects they have had something stolen should immediately report the theft to College Police Department. Students who are found responsible for theft will receive sanctions.

Vandalism

Vandalism to property will not be tolerated under any circumstances. People who violate this policy will be subject to disciplinary action and will be held responsible for the restitution of the damaged item(s). This also includes property of other residents.

Illegal Entry

Students who enter an apartment without permission from the occupant will be trespassing. Entry by force will be considered breaking and entering. Illegal entry will be subject to the conduct process.

Decorating

Residents will be billed for holes found in the walls or doors of their apartment . Residents may adhere items to the wall ONLY via sticky tack or other removable sticky items. No holes are permitted. Also, any excessive paint chips will cause a painting bill to be charged to the residents.

Residents are encouraged to personalize their apartment, however, appropriate decorating guidelines must be followed.

- Items may not hang low in the rooms or hallways.
- Items may not protrude from doors into public space.
- Real trees are not permitted.
- Nothing may block a smoke detector in any way.
- Decorative lights may not be connected to another strand and must be plugged directly into the wall. Rope lights are the recommended holiday lights to be used.

Windows

Each room is provided with blinds to assure residents' privacy. In order to ensure that the Walker Apartments keep an aesthetic appearance and to reduce mold buildup, windows may not be covered with any sun-blocking items such as insulation, blankets, or foil. When using curtains, residents must ensure there is air flow on either side of the curtain. Residents may not display posters, signs, flags, or

other items in their windows, regardless of which side of the blinds it is on unless the blinds will remain closed at all times. Residents may not remove the screens nor may they throw anything out the windows. Residents may also never exit an apartment or suite via the window unless a true emergency is occurring. Doing so may result in disciplinary action.

Keys and Lockouts

Residents are expected to lock their doors, especially when they are not home, to ensure the safety of themselves and their property. Keys issued by the Walker Apartments are for their personal use only and may not be loaned to anyone. Unauthorized duplication of apartment keys is prohibited

If a resident loses their apartment key, they must notify the Walker Apartments office immediately as this is a security issue.

Room Entry and Search and Seizure

Residents have a reasonable right of privacy in a residential building owned or leased by the College. However an apartment may be entered by college personnel for the purpose of conducting administrative tasks ,one of reasons according to the apartment lease, or one of the following:

- College personnel may conduct a welfare check on a student if there is reason to believe the student's health may be in question.
- The apartment complex conducts periodic pest control measures in and around residential buildings. The periodic pest control services are not optional.
- If a resident requests maintenance work or repairs in his or her apartment or suite, the resident thereby grants the Walker Apartments personnel and contractors the right of entry into the apartment without notification. The Walker Apartments will also exercise their right of entry for any routine or preventative maintenance deemed necessary.
- When a student's behavior is believed to be violating the law or college regulations or policies, College staff may enter the room.
- If prohibited materials are found in a room or an apartment (e.g., candles, alcohol) they will be seized and disposed of appropriately.
- To complete a check-in or check-out of a resident assigned to that apartment or suite.

Parking

Only residents with UA Cossatot campus parking passes are allowed to park at the Walker Apartments, and residents may only utilize one parking spot in the parking lot. ***If a vehicle parked inside the apartment provided parking does not have the appropriate tag displayed, it may be subject to ticketing and/or towing. This includes residents who have failed to acquire a parking pass. Parking passes may not be loaned and used on other vehicles.***

All residents must abide by the campus parking policy.

Do not leave valuables in sight, and be sure to lock your vehicles. UA Cossatot, the Walker Apartments, and their staff are not responsible for vehicles on any UA Cossatot owned or leased property. Any damage or theft concerns should be reported to the College Police Department.

Internet

Wi-Fi is provided to all residents at no extra cost. Since this is considered college property, students must adhere to all UA Cossatot computer and internet acceptable use policies.

Maintenance Information

Please notify the Walker Apartments regarding any maintenance issues. Please be specific with the request and what the issue is. Be aware that by reporting an issue, the resident gives Walker Apartment personnel the right to enter the room. All maintenance issues must be resolved before a student moves out. Should it be found that an issue has caused beyond-normal wear and tear, the resident will be billed for the cost of repair.

Please be aware of the following expectations of student residents as it relates to maintenance so as to not incur fines:

- Do not throw away bottles, sanitary products, cotton balls, Q-tips, or makeup wipes in the toilet – even if the packaging claims it can be flushed – as it may clog the toilet. The resident will be billed the cost of damage and labor for any such plumbing repairs.
- Grease should be disposed of in the trash can and not via the garbage disposal or outside.
- Please turn off lights, close windows, and lock the door when exiting a room.
- When leaving the room for an extended period of time, adjust the thermostat lower in the winter and higher in the summer. Always leave the fan on auto.
- Lightbulbs may not be removed by the resident.
- In apartments, the bathroom fan may not be unplugged.
- Power-saving devices, power strips, and low-flow faucets and showerheads have been installed in the apartments. Those are not to be tampered with or removed.

On-Call Personnel

In case of any emergency, please call 911.

Laundry Facilities

Laundry rooms are located at the Walker Apartments and are available for use by all residents.

Insurance

Many homeowners' insurance policies cover students' belongings while away at college. It is recommended that the resident check with their family insurance agent to verify that coverage exists for

their personal belongings while living on campus. There are also several companies that offer inexpensive renter's insurance. UA Cossatot is not responsible for personal property that is lost, stolen, or damaged on campus. It is important to know that if a resident causes damage, including water or fire, they are responsible for paying for it.

Emergency & Health Guidelines

Emergency Preparedness

UA Cossatot has a comprehensive Emergency Guide that may be found under Quick Links on the front page of the UA Cossatot website. The UA Cossatot COVID-19 Response Plan is also found here. For full emergency procedures please refer to the Emergency Guide, however, the following emergency guidelines are very important specifically for students living on campus. In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for people who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to take shelter in place, but in some scenarios evacuation to a safer area may be ordered. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, police, fire, safety, or college officials via radio and television stations, Emergency Alert System, public address systems, loudspeakers, door-to-door notifications, or other appropriate means will advise residents.

UA Cossatot also has a text messaging and e-mail subscription service for notifying the UA Cossatot community of emergency situations and campus closing announcements. You are automatically signed up when you register for classes. You will receive timely alerts directly on your phone and email account. If you have any questions, please contact the Service Desk at 870-584-1321.

Area Evacuation for Emergencies

An Area Evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather.
- Take only essentials with you (e.g., eyeglasses, medications, identification, and cash, checkbook or credit cards). Do not take time to pack belongings.
- Turn off unnecessary equipment, computers, and appliances.
- Close the door as you exit.

- Follow the directions provided for safe routes of evacuation.
- Listen to a radio, if available, to monitor emergency status.
- Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems tuned off.

Sheltering in Case of Emergencies

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. If asked to take shelter in building or room, or quickly:

- Move indoors and remain there. Avoid windows and areas with glass.
- Take a radio or television to the room if possible to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 911 for information.

If hazardous materials are involved, shelter in place and:

- Turn off the ventilation systems (if accessible) and close or seal all air inlets and cracks with towels or blankets.
- Select a room that is easy to seal and, if possible, has a water supply and access to restrooms.
- If you smell gas or vapors, hold a wet cloth loosely over your nose and mouth, and breathe through it as normally as possible.

COVID-19

COVID-19 (novel coronavirus) is an illness caused by a virus that can spread person to person. Those with severe underlying medical conditions are at higher risk for contracting the illness. Symptoms include fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, congestion, runny nose, nausea, and diarrhea. If a resident experiences any of these symptoms, they must immediately seek medical attention. A resident may be asked to self-quarantine, and the resident may be temporarily relocated. Residents are encouraged to minimize the spread of COVID-19 by maintaining a 6-foot physical distance, washing hands often, wearing a mask, using hand sanitizer, and monitoring personal health.

Tuberculosis

Tuberculosis (TB) is a bacterial infection which usually affects the lungs. Tuberculosis is spread by breathing in the Mycobacterium tuberculosis bacteria that have been coughed or sneezed out by someone with active TB. This can happen anywhere.

Meningococcal Disease

UA Cossatot does not require students to receive a vaccination for Meningococcal disease. Certain college students, particularly those who live in community based living, are at increased risk for

Meningococcal disease, which is a potentially fatal bacterial infection commonly referred to as meningitis. Meningitis is rare and preventable. This potentially fatal bacterial disease, can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb loss, and even death. It is spread through the air via respiratory secretions or close contact with an infected person. Symptoms often resemble the flu and can include high fever, severe headache, stiff neck, rash nausea, vomiting, lethargy, and confusion. A safe and effective vaccine is available to protect against four of the most common strains of the disease. More information may be found on the Centers for Disease Control and Prevention website at cdc.gov/vaccines/vpd/mening/public/index.html.

Bed Bugs

In group living situations such as a hotel, residence hall, apartment building, or camp cabin, bed bugs have a potential to exist. Bed bugs are easily spread, often unsuspected, via clothing, book bags, visiting friends, and other items. Bed bugs are not spread because of poor hygienic habits. They are attracted to exhaled carbon dioxide. All residents are asked to properly launder clothes, keep their room free from clutter, and remain responsible with keeping their room free from bed bugs. Residents who bring furniture that contains bed bugs will bear remediation costs to rid residential space of the bed bugs. Remediation of the room and its contents is not optional, and full cooperation is expected. If a resident suspects bed bugs, immediately report it to the Walker Apartments.

Fire

In case of fire:

- Call 911 to alert the fire department.
- After calling 911, call College Police at 870-584-1476, 870-584-1392, 870-584-1116

If the fire is in the beginning stage (small flame), immediately contact the Fire Department by dialing 911 and the College Police. Promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the small or beginning stage.

To use the fire extinguisher (remember **PASS**):

- Stand 8 feet away from the fire.
- Pull the pin.
- Aim at the base of the fire. Hold the extinguisher upright.
- Squeeze the trigger. Be careful not to blow sparks and create a bigger fire.
- Sweep the nozzle side to side. The extinguisher can be discharged in as little as 30 seconds.

If the fire alarm sounds, quick evacuation from the building is essential. Any delay may allow fire or smoke to render exits impassible.

Prior to leaving your room, feel the door with the back of your hand. If a portion of the door is hot, do not open it. Stay in your room! If it is cool, brace yourself against the door and get low to the floor prior to opening it. If you encounter smoke, crawl below it, as clean air is closest to the floor. Be prepared to reverse your direction and use an alternate exit or even return to your room if you encounter impassible smoke.

If you cannot leave a room due to smoke, block cracks around the door and other openings with towels. Contact the fire department at 911 and give your name and room number and advise them you are trapped in the room and cannot exit. The fire department will be notified immediately. Do not leave the room until you are told it is safe to do so. Firefighters will remove those in the most danger first, so you may not be evacuated immediately.

If smoke enters your room, lie down on the floor, as this is where the coolest and cleanest air will be. Open your window if there is no smoke visible on the outside. Attract the attention of firefighters by dangling a bed sheet from your window and/or flashing the room lights at night. Re-close your window so the fire cannot “breathe.” If conditions deteriorate and your window cannot be opened, break it with a chair and knock all of the glass out as this will let smoke out at the top and allow you to breathe fresh air from the bottom of the window. By following these suggestions, you will provide yourself with the best chance of surviving a fire.

Severe Weather and Tornado Warnings

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather.

When a **watch** is announced, this indicates that weather conditions are more favorable than usual for the information of the specific weather hazard. Watches indicate you should be aware of a potential threat, and you should review your emergency preparedness. **Warnings** indicate that the specific weather hazard is imminent or has been reported in the immediate area. If a tornado warning or severe storm warning is issued, you must immediately follow the appropriate precautions and procedures listed in this section.

In the event that the weather becomes severe enough to warrant any action, college emergency personnel will contact the RA on call, who will work to notify all residents.

When a warning is announced, residents must move to the designated safe room. And seek shelter in hallways if you aren't near a safe room make sure to not be near any windows. Refer to the UA COSSATOT Emergency Action Plan or the Evacuation Map posted by a public exit.

Despite natural curiosity, residents must **not** go outside. Do not move until the tornado or storm is well out of the area and the warning has been officially lifted. UPD will send an “all clear” notification when it is safe to leave the shelter areas. Just because the sirens have stopped does not mean the situation is clear and safe; wait for an “all clear” notification before resuming normal activities.

Winter Weather:

At times snow and ice will accumulate on campus streets and sidewalks. Use caution if you choose to go out in inclement weather. Snow and ice may accumulate on roofs and stick around for several days. Residents are responsible for looking up and using caution near overhanging roof areas. If classes are cancelled, an alert will be sent out thru the college alert system.

Earthquake

- **DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- If the building alarm sounds, follow the fire alarm evacuation procedure.
- Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. **NOTE:** Always avoid power or utility lines as they may be energized.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services at 911. Do not panic, but protect yourself at all times and be prepared for aftershocks.
- Report damaged facilities to College Police at 870-584-1392, 870-584-1476, 870-584-1116
NOTE: Gas leaks and power failures create special hazards.

Active Shooter

- Remain Calm
- UA Cossatot follows the US Department of Homeland Security guidelines regarding Active Shooters. Remember to **Run. Hide. Fight.** Always have an escape route and plan in mind. If possible, Run away from the scene.
- If you cannot run, then hide. Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials. Lock all doors and windows and turn off the lights.
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- Call 911 to advise the dispatcher of the situation and provide your location.
- If you are able, call the College Police at 870-584-1392, 870-584-1476, 870-584-1116 to advise the dispatcher of the situation and provide your location.
- Remain in place until emergency personnel gives you the "all clear" notification, or if the threat is imminent and you are able, move to an area that can be locked or secured.
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
- Move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to leave campus until the “all clear” notification is given by emergency personnel. Remember that the entire area is considered a crime scene.
- Should the fire alarm sound and you know there is still a hostile intruder in the building, do not evacuate unless you know there is a fire in the building or you have been advised by College Police or the Local Police Station. If you have any details regarding the identity or location of the subject(s), tell the officers.

Missing Student Guidelines

A missing student must be currently registered with the college, living in college-based housing and has not been seen by friends, family members, or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the college community. Through the UA Cossatot registration process, all residents register the name and number of a contact who will be contacted within 24 hours after the resident is determined to be missing, and it will only be disclosed to UA Cossatot employees and law enforcement personnel on an as-needed basis. This is done in part through their inclusion in the application process. Resident Assistants who determine that a resident has been missing for longer than 24 hours shall immediately report the same to the Director of Housing and Student Life. If a member of the college community has reason to believe that a resident has been missing for 24 hours, they should immediately notify the College Police Department 870-584-1392, 870-584-1476, 870-584-1116 or the Vice Chancellor of Academics. Should the College Police Department and/or Student Services determine that the student is missing and has been missing for more than 24 hours, the resident’s emergency contact, or the resident’s parents if the resident is under 18 and not legally emancipated, will be contacted, no later than 24 hours after the student is determined to be missing.

Safety and Security Guidelines

Hopefully, you will never be a victim of theft or vandalism, but it is important for you as a resident to observe the following guidelines.

- Keep bedroom and front doors locked at appropriate times.
- Keep your vehicle locked at all times and keep valuables out of sight.
- Close and lock windows when sleeping or when away from your room.
- If the student is the victim or a witness to any on-campus criminal offense (e.g., theft, vandalism, or property destruction), observes a suspicious person on campus, or observe a person with a concealed weapon, promptly notify 911 for local Police Department to report the

incident. After placing the call to 911, notify College Police at 870-584-1392, 870-584-1476, 870-584-1116.

- UA Cossatot is required to keep and disclose information about crime on and near campus due to the Clery Act. This information is updated annually and may be found on the UA Cossatot website. The Clery Act also states that all universities must give a timely warning covering any crimes poses an ongoing threat to the campus community. This notification is typically done through the college alert system.
- The College Police Department has locations on each college campus.

IMPORTANT NUMBERS

Emergency Medical Services	911
Campus Police	870-584-1392
	870-584-1116
	870-584-1476
24-Hour Crisis Hotline	1-800-273-Talk (8255)
Child Abuse Hotline	1-800-482-5964
Crisis Response Hotline	1-800-977-5776
Crisis Intervention Center 24-Hour Hotline	1-800-359-0056

STUDENT SERVICES AND OTHER HELPFUL NUMBERS

Student Services	870-584-1143
Student Success Center	870-584-1133
ADA Services	870-584-1337
Educational Resource Center	870-584-1103
Business Office	870-584-1113
Financial Aid	870-584-1112
Registrar	870-584-1107
Testing Centers	testingcenters@ccua.edu