



On-Campus Living Guide

Office of Housing and Residence Life

7/15/23

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Slippery Rock University On-Campus Living Guide

Residence Halls and R.O.C.K. Apartments

- **Postings:** University departments, SRU registered clubs, and organizations sponsoring university events, services, and resources may post signs in University residential facilities. The Office of Residence Life in Watson Hall must approve all postings. Postings may only be placed on bulletin boards. All postings must adhere to Slippery Rock University posting guidelines.
- **Bathrooms & Showers:** Members of the opposite sex are not permitted to use the community bathroom facilities in residence halls. All shower stalls are single occupancy only. Electronic devices such as stereos, cell phones, etc. are not permitted in community bathrooms or showers.
- **Elevators:** Elevator occupancy is limited to six people at a time. Individuals violating this policy and causing damage to an elevator may be required to pay for repair costs.
- **Equipment:** Games, athletic equipment, billiards, ping-pong equipment, vacuum cleaners, and recreational equipment may be checked out at the front desk with your SRU ID. Equipment is purchased by the Residence Hall House Council and is intended for use within the building by residents only.

Entering Your Residence Hall

All residents must swipe their SRU ID card to gain access to their residence hall every time they enter the building. Students who do not swipe into the hall will have to register as a guest to the hall. If you need a temporary card or need assistance, please stop at the front desk for assistance. More information about front desk services and temporary cards can be found below.

Mailing: Address Letters and Cards

All residence hall students receive a mailbox. Mailboxes for students in the Buildings A, B, D, E, and Watson Hall are located in the Watson Hall mail room. North Hall, Rhoads Hall, Rock Apartments and Residence Hall F have mailboxes provided in their main lobbies. Mail that will not fit in the standard campus mailbox will be considered a package and an email will be generated to the student's campus email address with detailed information as to where and when the student may pick up his or her package from the Old Student Union. The university receives U.S. Mail, Fed Ex, UPS and other carrier services. The student mailing address is:

First name Last name
591 Residence Hall A
Slippery Rock, PA
16057

The United States Postal Service has requested that all mail sent to students living in Residence Halls A, B, D, E, F, North, Rhoads and Rock Apartments use the exact format shown above. The word "Residence" must be spelled out, no abbreviations, and the room number and residence hall address line is directly above the city, state and zip code line. It is not necessary include "Slippery Rock University" in the address. Using this exact format will help assure that your

student receives their mail without delay.

Residents are expected to check their mail regularly and at least once per week.

Mailing: Address Packages

All packages that are being sent through a carrier other than the United States Postal Service may require an official street address. In that case, "1 Morrow Way" may be used on the line after the student's name. 1 Morrow Way should ONLY be used in cases where a physical street address is required. This is often times equivalent to "Street Address 1."

The room number and residence hall name line still needs to appear and be directly above the city, state, zip code line as indicated above.

First name Last
name 1 Morrow
Way
591 Residence Hall A
Slippery Rock, PA
16057

Residence Hall and R.O.C.K. Apartment Desk Services

The residence hall desk in your main lobby offers many services to assist you. These include:

- **Temporary (Temp) Cards-** If you have temporarily misplaced or damaged your SRU ID, you can go to the front desk of your assigned building where a staff member will be able to provide you a temp card to utilize for 3 calendar days. If you are unable to return the temporary card within that time frame, a fee for the temp card may be applied to your student account. If your SRU ID is permanently misplaced or not working, please go to the Old Student Union to obtain a new card. At no time will any individual other than you be provided a temp card to your room. This includes: parents, significant other, former roommate, etc.
- **Room Lock Out: Key Required-** If you lock yourself out of your bedroom room, please see a staff member at the front desk for a spare room key. You will be expected to provide a picture ID. At no time will any individual other than you be provided a key to your room. This includes: parents, significant other, former roommate, etc.
- **Academic Printing Services-**The Office of Residence Life provides this service at each of the front desks. To activate, simply print your document from any residence hall computer lab/lobby e-mail station. The document will print to the residence hall front desk. Assure that your name is included on each page of the document in the upper/lower margin. Once the print request is made you have 2 hours to retrieve it from the front desk. You will need your student ID. Documents will not be provided to anyone other than the person whose name appears on the pages. We are not able to provide blank paper for your personal printers.
- **Emergencies-** In the case of immediate emergency (fire, medical emergency, threats, physical violence, etc.) please call campus police at (724) 738-3333, or from a university

phone at ext. 3333 as soon as possible. If you are unsure of what to do the staff at the front desk will be able to assist you.

Quiet Hours Policy & Expectations

You are expected to observe reasonable quiet hours at all times. This includes inside/outside your residence hall room, public hallways, lounges, bathrooms, stairwells, and in the areas directly adjacent to the residence halls.

Consideration of others is the primary responsibility of community living. Residents have the right to sleep and study in their residence hall rooms at any time during their community living experience.

The following quiet hours policies are in effect for all residence halls:

- **Quiet hours are from 10pm-8am daily.**
- **Finals week quiet hours: begin the Friday before finals at 10:00pm and end at building closing the following week.** Noise should not be heard in the hallway or adjacent rooms with your door closed. Requests to be quiet must be responded to immediately and permanently.

Student Rights- Residents rights regarding the quiet hour policy are listed below:

- Residence hall floor members have the right to address expectations regarding quiet/courtesy hours on their floor.
- Students having concerns about quiet/courtesy hours have the right to request assistance from a residence life staff member.
- Residence hall staff and students have the right to request that you close your room door so that a reasonable level of quiet may be maintained. Please note that failure to comply with residence hall staff may result in disciplinary actions.

Expectations- Slippery Rock University expects that as a residence hall student you will:

- Keep the volume of your speaker/TV at a level that cannot be heard outside your room with the door closed, in adjacent rooms, or outside of the residence hall. If you fail to observe quiet/courtesy hours as a result of the volume of your speaker/TV you will be requested to immediately remove that equipment from your room and it will be stored in the residence hall office for the remainder of the year, until you take it home.
- Keep all noise to a minimum so that other residents may sleep/study in their room during courtesy hours.
- Use ear/headphones to listen to your personal stereo/TV so that you do not disturb others.
- Do not place speakers in your room window/doorway for the purpose of listening to music outside of your room.
- Do not have music/TV sound louder in the room than would be appropriate for a reasonable conversation, a knock at the door, or building alarm to be heard.
- Do not yell, shout, or talk from your room window to individuals outside the residence hall.
- Do not yell or shout down the hallway, in the bathrooms, or in public areas.
- Do not conduct a private phone conversation in the hallway/public areas so that it disturbs other residents' ability to sleep or study.

*Failure to meet the aforementioned expectations may result in disciplinary actions.

Courtesy Hours- During all other times, you are expected to manage the noise inside your room and in public areas to be courteous of others. Requests to be quiet must be responded to immediately. Residence Hall House Council may vote to adjust courtesy hours for specific programs or events that benefit the entire residence hall community. These events may include picnics, dances, concerts, etc.

Alcohol/Drugs/Narcotics Policy

- The possession, consumption, or serving of alcoholic beverages on the grounds of Slippery Rock University is prohibited.
- If you are present in a room where alcohol or drugs/narcotics are present you may be considered to be in violation of University policy.
- Any use of alcohol or illicit drugs on campus, which violates University policy will result in disciplinary and/or legal action.
- Empty alcohol containers or narcotics paraphernalia are not permitted for decorative purposes, and can be confiscated by residence hall staff, and available for retrieval at the next available university break.
- The illegal use, possession or sale of drug paraphernalia, narcotics, marijuana, or any other legally controlled substance is prohibited in the residence halls and on the Slippery Rock University campus. The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported to the student Health Center immediately for evaluation.
- If you are found to be in violation of the University alcohol and/or drug policy as a result of possession, intoxication, or disorderly conduct while under the influence, you may be referred to and/or required to participate in an Alcohol and Other Drugs (AOD) Program. A monetary fee will be assessed for your participation in the program. You may also volunteer to attend the program. For more information, contact the Counseling Center at 724-738-2034 or a Graduate Resident Director (GRD).

Guest Registration Policy

Guest Passes are REQUIRED 7:30P-7:30A for all NON-

RESIDENTS. All residents can visit these desks for assistance

24-7: WATSON, BUILDING F, RHOADS HALL.

The following buildings will have a desk attendant (or Community Assistant) at their front desk from 7:30PM-7:30AM:

Residence hall guests are individuals who are not assigned to live in the residence halls. This includes parents, other SRU off campus students, guests from home, etc.

Residents will not bring guests into the building in a manner contrary to the guest registration policy. Residents may not bring guests into the building that have been restricted from entry.

SRU personnel may remove a guest or guests of a resident; the removal of the guest or guests may happen without regard of the residents wishes.

All Residence Hall Guest Requirements-

- Must possess a photo ID
- Must register via the electronic guest process - https://reslife.sru.edu/vrp/new_user.cfm
- Must be a guest of a residence hall student to gain access to the residence hall
- Residents may not have more than five concurrent guests.

Visiting Guests- All guests must use the front door for entry/exit from the residence hall. Residents of the hall may also be asked to display their university ID upon entry into the building. Residence hall staff has the right to request a guest to leave the building during visitation if the individual is causing a disturbance in the hall community. The host student assumes responsibility for their guest's behavior and may be held accountable for any violations of laws, policies, or the student code of conduct. Residence hall students may host a guest in their room with their roommate(s) permission. Guests must register at the front desk with their host. Roommates of the host student have the right to refuse the visitor in their residence hall room. The host student assumes responsibility for their guest's behavior. Violations of the guest policy may result in the loss of guest privileges. For more information please view the On-Campus Living Guide. (<http://www.sru.edu/Documents/life-at-sru/housing/OnCampus%20LivingGuide.pdf>).

On-Campus residents must be escorted by resident of building they are visiting, but are not required to have a guest pass. A staff member can ask to verify residency in another building upon entering.

Overnight Guests- All overnight guests must register at the front desk. Hosting an overnight guest requires the permission of all roommates prior to the guest's arrival. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. The host student assumes responsibility for their guest's behavior. Residents are only allowed to have guests for 10 out of 30 days in a month. Guests are permitted to stay no longer than two consecutive days. A resident is permitted to have only have one overnight guest at a time.

Underage Guests- Request to host an underage guest (under 17 years of age) overnight must be made in advance to the Graduate Residence Director by submitting a completed underage guest request form with all necessary signatures. Registering an underage guest requires the consent of the individual's legal parent/guardian. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. Underage overnight guests may only stay on Friday & Saturday evenings. The host student assumes responsibility for their guest's behavior.

By agreeing to the guest registration form, you are acknowledging that you have gained consent from all of your roommates prior to your guest arriving.

*Please note that the Office of Residence Life has the right to remove any guest that may not uphold residence hall or university standards.

Roommates & Room Change Requests

All roommates are encouraged to complete a roommate agreement within the first week of living together. The roommate agreement is appropriate for individuals who have known each other for a long time as well as roommates just getting to know each other.

Conflict- If conflict occurs between roommates, residence life staff will encourage participation in conflict mediation. Conflict mediation is a non-disciplinary process intended to assist roommates in resolving their differences and living successfully together. If conflict cannot be resolved or if other circumstances are warranted residents can request to change rooms during the academic year.

Room Changes- Room changes can occur during:

- Open Room Change Periods- Typically during the third week of each semester, a time is designated and publicized for students to request to change residence hall rooms, floors, or halls. Room changes can be made if space is available at no charge to students during this period. Completion of all required requests and room condition reports is the responsibility of the student requesting the change. Instructions as to how this process will proceed will be posted as open room change periods approach.
- Mid-year Open Room Change- Mid-year open room change typically occurs in November. During this time, students may request a room change for the spring semester to a University recognized vacancy. There is no fee assessed for changes during mid-year open room change. All moves to the new room assignment must be completed before residence halls close for the fall semester. Individuals not completing the room change by this date will be assigned a room at the discretion of the Office of Residence Life for the spring semester.
- All Other Times- Room changes may be requested at other times during the semester. Anyone seeking a room change outside of the room change periods must first take the appropriate action steps (meetings, mediations) as provided by your building staff and must be approved by the building's Assistant Director. The Assistant Director or GRD will request a reason for the room change and may stipulate roommate mediation prior to approving the room change.

Residence life staff reserves the right (as stipulated in the housing agreement) to relocate students to accommodate management of the Residence Life program, address behavioral concerns, or protect the safety of residence hall students. However, residence life staff will not determine which resident(s) will vacate a room as a result of an unsolved roommate conflict.

The Housing Agreement is for the full academic year. Students should not sign a lease/agreement with an off-campus landlord while obligated to the housing agreement. The legally binding agreement will be enforced. Students may request to be released from their housing agreement but should plan on having to wait at least one month from the time of application for information regarding the denial/acceptance of the request.

Clean & Safe Environment

Food Storage- Slippery Rock University is located adjacent to a wooded area. Therefore, from time to time insects, mice, bats, and other unwelcome wildlife will make their way into a residence hall. Food and trash not properly stored welcome wildlife into the building. The university recommends the following for your protection:

- Keep your room clean including emptying your trash cans daily and cleaning up spills as they occur
- Keep all food sealed in air tight containers
- Report all sightings of pests to your residence life staff

Sales & Solicitation- Sales and solicitation are not permitted in University residence halls. Report all persons to residence life staff immediately.

Cleaning Your Room/Restroom- You and your roommates will need to decide who will do what and how often. The Residence Life Office has provided some basic cleaning supplies for your use:

- Plungers may be provided for your use.
- Vacuum cleaners/shop vacs are available for your use free of charge from the Front Desk in your building. Please be considerate of the next person and empty the vacuum/shop vac before returning it.

*Please note that the university's custodial staff maintains community bathrooms.

Safety Tips: NEVER mix cleaning products. This can be harmful to you and the surface you are attempting to clean. Do not use more of a cleaning product than is recommended. Many people think that if a little cleaning product is good, then a lot has to be better. This is not always the case. Please follow the directions on the bottle.

Report Maintenance Needs- Reporting maintenance needs inside your room or suite is the responsibility of the room/suite mates. Work Orders can be submitted by phone, by calling 724-738-2678. Your work order has now been submitted. Work Orders are completed on a priority basis.

Work Orders can also be done through an online work order system through any university computer order. To place a Work Order, please follow these instructions:

- Go to SRU Homepage
- Click on "Life at SRU"
- Click on "Housing"
- Click on "Facilities & Furnishings"
- Click "Help & Repairs" Located on the right side of the page
- Click "Housing Facilities WorkOrders"
- User Name: sruwo
- Password: sruwo
- Complete ALL fields on the work order screen
- Click "Submit"

If work has not been completed in a timely manner, please DO NOT submit another Work Order. Call the WORK ORDER DESK 724-738-2678 to check on status or to make changes.

***Checking In & Out of your Room:**

When you check in or out of a residence hall room it is your responsibility to properly complete the check in/out process. This involves:

In the case of move-in:

In the case of room switches:

In the case of university withdrawal:

In the case of final check-out:

- Notifying your Community Assistant of your intended check out date/time
- Notifying the Residence Life Assistant Director/Graduate Residence Director in your new building of your intended check in date/time
- Completing the Room Condition Report form for the room you are vacating
- Completing and submitting within 24 hours a Room Condition Report for the room into which you are moving

Room Condition Reports & Inspections

Room Condition Reports (RCR) when you move into your residence hall room you are expected to complete a Room Condition Report on the MyHousing portal available on the university website. This report should be completed in detail to avoid charges for previous damages to your room. Any damage found in your room that was not noted on your RCR will be billed to you and/or your roommate(s) upon the first person checking out of the room.

Abandoned Property

The University reserves the right, without further notice, to remove personal belongings of, or used by, student(s) that remain in a residence hall room, suite, or campus apartment or elsewhere in the area 48 hours after the termination of the agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). The University may dispose of any property 15 days after the student(s) vacates campus housing. The student(s) may be charged for expenses incurred in the disposal of such property.

Monthly Health & Safety Inspections: Your room may be subject to entry and inspection by authorized members of the University staff for health and safety reasons. Your room will be inspected periodically during the academic year and upon your departure of the residence hall. Every effort will be made to give you twenty-four (24) hour notice as to the date and general time of inspections so that you may be present for the inspection. The University reserves the right to request the corrections to be made to your room when violations of policy and/or procedures are found. Safety inspections will be performed on a monthly basis in your room to ensure compliance with all safety policies and procedures. University staff may enter your room without you being present. If you wish to be present for inspections, it is your responsibility to make reasonable arrangements with the staff.

Health & Safety Policy

Items or conditions in residence hall rooms that pose a threat to the health and safety of the residents are illegal and strictly prohibited. Examples of these items include: open flames, unsafe physical structures, unsafe electrical equipment, or items that hang over lighting. Also prohibited are road, university, and/or traffic signs (Pennsylvania State law prohibits the possession of these items by individual citizens and considers the possession of these items as theft). Please note the following:

- **Extension cords-** for your safety, only an authorized electric strip (surge protector type) may be used in your room.
- **Inappropriate Behavior-** You may not be involved in running, yelling, jumping, jumping in elevators, or any type of inappropriate rowdiness in the residence halls. These activities are not permitted in the hallways and public areas. Examples of rowdiness would include, but are not limited to wrestling and the use of sports equipment, water guns, skateboards, scooters, roller- blades, and/or bicycles. Violations may result in disciplinary actions and the confiscation of the prohibited equipment by the residence life staff and available for pickup during the next designated university break.
- **Window Screens-** You should not remove your room window screen from your room's window, nor should you throw any items out of your room window including water.
- **Elevators-** Elevator use should be confined to the policies and procedures outlined in the guide. Elevator occupancy is limited to no more than six (6) people at a time.
- **Cleanliness-** Room care and cleanliness is your responsibility. Your room should be kept clean and in good repair in order to meet all health and safety standards.
- **Beds-** Beds must remain on the floor. Beds may not be stacked on desks, chest of drawers, and/or on any other pieces of residence hall furniture. Your mattress may not be placed on the floor.
- **Decorating Your Room-** Materials may not be attached or draped from the ceilings, doors, light fixtures, sprinkler pipes, sprinkler heads, and/or smoke detectors for any reason at any time. You may utilize clean-removable adhesive materials upon your walls.

*Any damage done to university property may be considered billable.

Laundry

- Laundry rooms are provided in each residence hall, in each building in the ROCK Apartments and on each floor in the residential suites. The Office of Residence Life and the Association of Residence Hall Students (ARHS) provide washers and dryers.
- Washers and dryers are \$1.75 per cycle
- Washers and dryers can only be activated through coin operation or CLEAN CASH App (details in laundry room to set up this app)
- Problems with washers and dryers should be reported to Caldwell & Gregory by calling 800-927- 9274 with the machine #. Requests for repairs and refunds are responded to as they are received.
- As a courtesy to others, please post an out of order sign on any machine not working properly.

Responsible Computer Use

To provide you with the best service for your personal computer we recommend the following guidelines for responsible computing:

When using e-mail:

- Pay attention to virus protection warnings regarding infected files or messages.
- If you do not recognize the sender or the message appears out of context, do not open it

When using the network:

- Close file-sharing programs
- Turn off your computer when you are not using it
- Do not share copyrighted materials over the internet
- Avoid peak network hours when downloading legal files
- If you experience problems with your internet connection (ResNet) call 1-855-813-7015 to speak an Apogee representative.

Spyware can be installed without your knowledge and is used to transmit personal information to another source. In addition to the personal security concerns spyware programs can deplete your computers resources. Anti- spyware software can assist in detecting and deterring spyware packages from being installed.

Critical updates or security patches will help to protect your computer from vulnerabilities such as backdoor ports, hackers, destruction of personal data, and preserve your computer's resources. Additionally, these updates avoid problems such as your computer sending viruses, spam, personal data, et cetera to others without your intent.

File sharing has a direct impact on the speed of the SRU network. The bandwidth available is adequate for transfers when everyone is using a reasonable amount of bandwidth. Sharing of music and movie files slows down the network for everyone. The SRU network is closely monitored for illegal file sharing. Violations may result in suspension of internet access, possible criminal charges, and University judicial action.

Avoiding Damage Charges

The resident(s) assigned to a room are responsible for any damages or disappearances of property to their room. Damage or disappearance of university property may involve financial restitution and/or documentation of university policy.

The residents of the floor/building community are responsible for damages or disappearances of property from public areas including: hallways, stairwells, bathrooms, lounges, computer labs, and lobbies. Five dollars of each student's \$20.00 activity dues (paid at the beginning of the year) is used to pay for common area

damages for which the responsible parties cannot be found. Damages incurred beyond the damage fund will be responsibility to floor/building residents for excessive or malicious acts.

Acts of vandalism, intentional destruction of property, and theft of University property are always reported to University Police and remain an open investigation until the individual(s) responsible are identified. The Office of Residence Life does request criminal charges, University disciplinary charges, and financial restitution for these acts.

At times, residents unintentionally cause a damage charge that is assessed. To avoid these charges residents should never:

- Paint, stencil, and/or write on walls, furniture, or other university property. Easily removable adhesive materials are the only items that should be used to hang items on the walls. Some rooms may have metal hanging strips that can also be utilized for hanging things. Consider using a hairdryer for easy removal of adhesive materials.
- Hang items from sprinkler systems, smoke detectors, light fixtures, doorways, or ceilings.
- Remove furniture from rooms or use room furniture for purposes other than those intended. This includes never removing closet doors.
- Sweep room debris into the hallway or leave room trash in hallways or bathrooms. Always remove trash to the designated bin for your hall.

Furniture, Storage, & Thermostat

- Each student room is provided with extra-long twin beds, mattresses, desks and chairs, drawer space and wardrobes or closets.
- All room furniture in the residence hall room is the responsibility of the students occupying the room. Room furniture assigned to the room may not be removed, stored, or traded. Damage or removal of university furniture from your room is a violation of university policy and may result in disciplinary action and a possible criminal complaint.
- Lobby and lounge furniture is provided for all students in the residence hall. This furniture may NOT be removed or relocated to student rooms. Removal of lobby or lounge furniture is considered theft of university property and will result in disciplinary action and a possible criminal complaint.
- The limited amount of space in the residence hall does not allow for storage of personal items or room furniture.

Bicycle storage is permitted in your room, in limited inside storage in some residence halls, and on bike racks outside your residence hall.

- Storage in your room – the bicycle may not block the doorway or prevent safe evacuation from the room. Bikes may not be hung from walls, ceilings, or furniture unless you have a University installed bike rack.
- Storage in your hall – some residence halls provide limited bike storage in a locked or

unlocked area inside. Please consult with your Community Assistant for details about availability in your hall.

Operating Your Thermostat: DO NOT TURN YOUR THERMOSTAT BELOW 65 DEGREES.

- Do not leave windows open when a/c is on. Running air conditioning with windows open can result in excess condensation, cooling unit malfunction and flooding.
- If a/c or heat does not seem to be working turn switch on the thermostat to "OFF" wait 5 – 10 seconds and turn back on. If unit does not start call maintenance staff at x2678. After normal business hours (8:30- 4:00 M-F) and weekends please notify the front desk in your building.

Emotional Support Animals (ESA) and Service Animals

Slippery Rock University generally does not permit animals/pets to reside on campus. Some animals, however, are permitted to reside on campus. The animals permitted to reside on campus are: (a) Service Animals, (b) Service-Animals-in-Training from an approved agency, and (c) Emotional Support Animals. Some therapy animals may be allowed on-campus for training purposes. There are fundamental differences between pets, service animals, therapy animals, and emotional support animals.

***For full access to the procedure and process please contact disability services at 724.738.4877 to make an appointment.**

SRU Hoverboard Policy

To minimize the risk of personal injury and property damage upon the campus, ALL self-balancing, personal electronic transportation devices, also referred to as battery-operated scooters or hands-free Segway-like scooters or powerboards, and more popularly known as Hoverboards, are prohibited from use, possession, charging and/or storage on campus. This includes any property owned, leased or controlled by the University.

The full policy is available for download at:

<http://www.sru.edu/Documents/offices/HR/hoverboard-policy.pdf>

Smoking Policy

All residence halls are smoke free. Smoking in individual residence hall room is not permitted. Users of smokeless tobacco are not permitted to expectorate in any common area of the residence hall. Electronic smoking devices, commonly referred to as electronic cigarettes or e-cigarettes, are battery operated devices that can closely resemble cigarettes; these products are strictly prohibited for use in the on-campus residence halls as well. If you prefer to use an e-cigarette please abide by the regular smoking policy and use the provided smoking stations located throughout the Slippery Rock University campus. Students smoking must stay 25 feet away from the building.

The entire University smoking policy can be seen at:

<http://www.sru.edu/Documents/offices/HR/SmokingPolicy.pdf?1467117416998>

Tornado Drills

Tornado Drills may be conducted throughout the year. When the tornado warning is issued, all students/guests must assemble in the nearest designated tornado shelter immediately. Do not attempt to leave the building.

Fire Drills

Fire drills will be conducted throughout the year. When the fire drill is enacted via the building's fire alarm system, all students/guests must leave the building. Failing to do so may result in disciplinary actions.

Active Shooter

(reproduced from the [Emergency Procedures and Guidelines for Employees, Students, and Visitors](#))

1. EVACUATE – IF YOU CAN DO IT SAFELY
 - i. As you evacuate, notify anyone you encounter to leave the building immediately.
 - ii. DO NOT ACTIVATE THE FIRE ALARM IN AN ACTIVE SHOOTER SITUATION.
 - iii. Disperse individually – do not congregate in groups.
 - iv. Contact SRU Police Dispatch by calling 724.738.3333 and provide as much information as you can.

2. IF UNABLE TO EVACUATE SAFELY
 - i. Make a plan
 - ii. Find a location where you can lock yourself in a room or area and lock and barricade the doors.
 - iii. Turn off the lights, close the blinds and stay away from doors and windows.
 - iv. Silence radios, cell phones, pagers, etc.
 - v. Stay as calm as possible, remain silent and out of sight.

Emergency Procedure Guidelines

The University has a set of procedural guidelines for employees, students, and visitors in the event of an emergency situation which were developed by the SRU Office of Environmental Health and Safety.

Familiarity with the guidelines help to minimize risk and confusion for everyone involved.

[Emergency Procedures and Guidelines for Employees, Students, and Visitors](#)

CABLE

Beginning fall 2023 semester, cable TV will not be available/active in student rooms/bedrooms/living rooms. Cable TV will only be active in common areas.