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The Department of Housing and Residence Life

Mission
The Department of Housing and Residence Life supports the mission of the University by fostering inclusive communities that encourage interdisciplinary activity and engagement by providing campus housing, as well as excellent customer service to the Jefferson community. We strive to collaborate with all partners across the university to enhance the on campus experience. Residents are our first priority. We seek to encourage the social and personal development of each resident by providing experiences which create an atmosphere conductive to academic success and lifelong learning.

Department Learning Goals and Outcomes
Goal 1: Students will discover a greater understanding of self by exploring personal and professional values. (Awareness of self)
1. Students will be able to identify their own personal and professional values.
2. Students will be able to acknowledge how wellness impacts their personal and professional values.

Goal 2: Students will demonstrate an awareness and understanding of others in a diverse community. (Awareness of difference)
1. Students will be able to understand how their behaviors affect others.
2. Students will be able to learn the values and perspectives of others.

Goal 3: Students will create strong interprofessional connections with the Jefferson community. (Community development)
1. Students will be able to identify opportunities to interact with the Jefferson community.
2. Students will be able to establish interprofessional connections within the Jefferson community.

Office Staff and Information
The Department of Housing and Residence Life Office is located in the Orlowitz Residence on the first floor, Suite 103. The office is open Monday – Friday from 9:00A.M. to 5:00P.M. Feel free to stop by the office during business hours to voice a concern, ask a question or pick up some information regarding on-campus housing.

Office Contacts:
Housing Office Phone: (215) 955-8913
Short-term Housing phone: (215) 955-4679
Office email: university.housing@jefferson.edu
Office Staff:
Laurie Yuhnke, Director of Housing and Residence Life
The Director of Housing and Residence Life is responsible for developing and implementing the direction and vision of the department. The Director reviews all housing related policies and procedures while overseeing all aspects of on-campus housing operations in conjunction with PMC for Barringer and Orlowitz. The Director is responsible for responding to student concerns and developing a student-centered community within the residence halls.
   Email: laurie.yuhnke@jefferson.edu
   Phone: (215) 955-1756

Don Morrissey, Assistant Director for Housing Operations
The Assistant Director for Housing Operations addresses concerns regarding long and short-term contracts, assignments, and off-campus information. The Assistant Director of Housing Operations serves as the supervisor of the Front Desk Staff, the Martin Residence Hall Property Manager, the Short-Term Housing Coordinator, and as the liaison to the property manager of the Barringer and Orlowitz Residences.
   Email: don.morrissey@jefferson.edu
   Phone: (215) 955-2890

Kenneth Lastowka, Assistant Director of Residence Life
The Assistant Director of Residence Life is responsible for the quality of life in the residence halls. This includes coordinating the Resident Assistant (RA) Program, overseeing in-house programming, providing peer-counseling and advocacy, maintaining the residential intervention process, publishing the residential newsletter, arbitrating conflicts and other various functions. The Assistant Director of Residence Life also acts as a live-in counselor who is also available after business hours to respond to emergencies. Contact can be made through an RA on duty at the Front Desk.
   Email: kenneth.lastowka@jefferson.edu
   Phone: (215) 955-1755

Kimberly Shaw, Housing Coordinator
The Housing Coordinator is responsible for managing and overseeing the housing assignments, contracts and housing applications for all current and incoming students.
   Email: kimberly.shaw@jefferson.edu
   Phone: (215) 955-5478

Philadelphia Management Company (PMC)
Philadelphia Management Company serves as the Property Manager of the Barringer and Orlowitz Residence Halls. Philadelphia Management Company is responsible for maintenance, custodial, and billing for the residents of the Barringer and Orlowitz Residences.
Philadelphia Management Company staff oversees all operational aspects of the residential buildings. Maintenance issues can be reported to the front desk of Barringer (215) 955-8967 or Orlowitz (215) 955-6726. Emergency maintenance services are on call to respond for emergency issues after regular business hours.

Justin Rocco, Property Manager
Email: JustinR@PMCPropertyGroup.com
Phone: (215) 955-4346
Residence Life Staff

The Residence Life program includes twelve Resident Assistants (RA’s) and the Assistant Director of Residence Life. Resident Assistants (RA’s) are full-time undergraduate or graduate students who live, interact and learn with their peers within the residence hall community. Resident Assistants are chosen on the basis of excellent leadership, strong interpersonal skills, responsibility and the ability to communicate with their fellow students. The goal of a RA is to help stimulate personal and academic growth and to develop a strong community within the residence halls while acting as a resource for university or city knowledge. The Department of Housing and Residence Life, in conjunction with the Department of Campus Security, may also offer safety programs and safety information throughout the year. These programs cover personal safety issues related to city life and to apartment and residence hall living. Residents are encouraged to attend.

One RA is on-call to assist residents whenever the Department of Housing and Residence Life is closed. Contact can be made through the front desk of any residence hall. During regular business hours, the Assistant Director of Residence Life operates as the RA on duty to ensure that there is coverage 24 hours a day. In his/her absence, another member of the Housing Staff is available to assist. When necessary, Residence Life sponsors “town hall” meetings where residents are encouraged to discuss building-wide issues.

2015-2016 Resident Assistant Staff:

Martin Residence
- 235: Gabrielle Collinsworth
- 335: Khalid Srour
- 435: Andrea Okoro
- 535: Alexander Adams
- 635: Stephanie Nagy
- 735: Kathleen Seip
- 835: Carrie Wise

Orlowitz Residence
- 105: Sara Munie
- 202: Victoria Dean
- 1310: Jeremiah Warner

Barringer Residence
- 608: Megan Smith
- 807: Martin Harari
- 835: Carrie Wise

Resident Rights and Responsibilities

Members of the residential community of Thomas Jefferson University are expected to act in accordance with University policies and procedures. Resident rights and responsibilities are the following:

RIGHTS
- The right to a residential environment conducive to academic pursuits.
- The right to notification of all residential charges and complaints against him/her.
- The right to timely and equitable adjudication of aforementioned charges.
- The right to appeal departmental decisions according to established procedures.
- The right to a timely and equitable response to an appeal.

RESPONSIBILITIES
- The responsibility to be fully acquainted with, and to comply with, University, departmental, building policies and regulations as stated in the Housing Agreement, the residential building Handbook, the resident’s Student Handbook, TJU/TJUH Policies, and the University Code of Conduct.
- The responsibility to respect the rights and property of other residents and of the University.
- The responsibility to cooperate and be forthright with University officials.
Housing Policies and Procedures

Policy on Equal Opportunity
Thomas Jefferson University is committed to providing equal opportunity. All employment, policies, and practices are in accordance with applicable federal, state, and local anti-discrimination laws. Jefferson will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment ) on account of a person’s sex, age, race, color, religion, creed, sexual preference or orientation, gender identity, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap, or disability or any other protected group or status.

Disability Accommodation
The Department of Housing and Residence Life is committed to accommodate persons with disabilities who require assistance in a reasonable manner. Thomas Jefferson University manages all requests for disability accommodations in compliance with the Americans with Disabilities Act, Fair Housing Administration, and all other applicable laws and regulations. Accommodation requests that are not subject to state or federal law are considered on a space-available basis. In such cases, requests for specific housing arrangements will be considered as options are available, but specific housing cannot be guaranteed. While each request will be considered, specific areas and types of rooms are not guaranteed. Specific roommate requests may or may not be accommodated.

All requests for accommodations should be made to Jennifer Fogerty, Director of Student Support and Development, by contacting her at either jennifer.fogerty@jefferson.edu or (215)503-2787. Jennifer oversees all accommodations for the university and will contact the Director of Housing and Residence Life with any accommodations for the residence halls.

College and University Vaccination Act
Effective August 27, 2002, this law requires all full-time college students who live in university housing show proof that they have been vaccinated against meningococcal disease (bacterial meningitis).

Housing Eligibility
Applications will be accepted from the following University constituencies: prospective fully matriculated students, House Staff, and fellowship applicants of Thomas Jefferson University and affiliates on file. Post-doctoral fellows and house staff applicants must verify their eligibility status by providing a letter from their department confirming that the fellowship will continue for at least one calendar year.

Priority
Applicants are assigned by date and time of receipt of application and priority status in effect. First and second priority status is assigned to applicants on the basis of their home address (which will be the address of record in the Registrar/House Staff/Department office). First priority applicants are: 1) those who have a permanent home address outside the Philadelphia city limits, 2) those within Philadelphia zip codes 19114, 19115, 19116, 19154, and, 3) current residents of Barringer, Martin or Orlowitz residences. Second priority applicants are those whose permanent home address is within the Philadelphia city limits except for the zip codes 19114, 19115, 19116, and 19154.
Placement of Second Priority Applicants:
After all first priority applicants have been placed, and if there is remaining housing, second priority applicants will be assigned.

Guaranteed Housing for First Year Students
First year students in Sidney Kimmel Medical College, Jefferson College of Health Professions, Jefferson College of Nursing, Jefferson College of Pharmacy, Jefferson College of Population Health, or Jefferson College of Biomedical Sciences are guaranteed University housing if: 1) applications are received in the Housing Office by May 31, 2) official acceptance to TJU for a fall or pre-fall term is received by May 31 and, 3) applicants have first priority status. Guaranteed housing does not guarantee that an applicant will receive his/her preference of building, size, number of roommates, and/or occupancy date. However, every effort will be made to meet an applicant’s first choice. If the guaranteed assignment is rejected for any reason, the guaranteed space will be offered to the next applicant. This will insure that each applicant receives one assignment before any applicant receives a second assignment. To meet the guarantee, students may be assigned to overflow space (i.e. three people in a two bedroom unit, two people in a one bedroom unit, etc.).

Assignments
Apartments are assigned by the Housing Coordinator with special efforts to accommodate needs and requests. Questions regarding assignments and billing should be made at the DHRL Office. A $500 Security Deposit is required to secure all on-campus housing assignments.

Co-Educational Housing
The Department of Housing and Residence Life (DHRL) allows men and women to share an apartment in the Orlowitz and Barringer buildings. Co-ed groups must mutually select to live together and they must completely fill an apartment for the entire housing agreement period.

Students who select a co-ed housing assignment should understand that they will be held financially responsible for any vacancies that open up within the apartment during the course of the year. Students will be given the option of paying for the vacancies (the cost will be split among the remaining residents), pulling in a new roommate of their choosing, or converting the room back to a single gender apartment, based on the gender of the remaining resident(s). If a male and a female remain in the apartment following a cancellation, those remaining roommates must either pull-in a new roommate of their choosing, coordinate a room change with the DHRL staff for one of the two residents, or accept the financial responsibility for the cost of the vacancy.

Random roommates will NOT be assigned to any co-ed apartments under any circumstances.

Occupancy
Apartments must be occupied as assigned. On-campus housing spaces may only be occupied by the applicant, the applicant’s legal spouse (marriage license required), minor dependents, or domestic partners who meet eligibility requirements (Contact the Housing Office, 215-955-1756, for eligibility requirements). Family housing is available in the Barringer and Orlowitz Residences only. In the case of siblings, both must be affiliated with TJU per eligibility requirements. Minimum/maximum occupancy is listed on the next page.
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*Totals include minor dependents*

**Minimum Occupancy:**
One, two, three or four roommates may share an accommodation up to the maximum occupancy. For example, up to two residents may share a one bedroom. When the maximum number of occupants is assigned to an apartment, and a roommate situation changes, the remaining roommates will be required to reapportion monthly housing fees to include the minimum occupancy housing fees. Alternatively, roommate consolidation may occur if there are any other persons in an on-campus space that are below the minimum occupancy. When roommate consolidation is not an available option, reapportioning the rent is the only alternative.

**Requirement for Occupancy:**
Failure to maintain eligibility status as defined in the Housing Eligibility Requirements will be cause for termination of the agreement.

**Family Housing Options**
On-campus family housing is available in the Barringer and Orlowitz apartment-style residence halls. Family housing is reserved for individuals who are, at the time of move-in, full-time TJU undergraduate students, graduate students, or postdoctoral appointees, and their spouses, domestic partners, and minor children. Applicants should provide a certificate of marriage or civil union, declaration of domestic partnership from a municipality or government entity and/or a birth certificate of each minor dependent. Students are required to inform the Department of Housing and Residence Life if their student status changes. All residents must abide by the terms of the Housing Agreement.

**Domestic Partners:**
If you are in a domestic partnership and are unable to provide a certificate of marriage, civil union, or a declaration of domestic partnership, you and your domestic partner must provide supporting documentation to attest to your eligibility. Please contact the Department of Housing and Residence Life for more information.

**Minor Dependents:**
Applicants with minor dependents, regardless of priority status and/or date and time of receipt of application, are given preference for apartments. However, within the group of applicants with minor dependents, assignments are made by date and time of receipt of application.

**Pets and Service Animals**
The Department of Housing and Residence Life does not permit pets in the residence halls. Pets include, but are not limited to, animals, fish, birds, insects, reptiles and/or lab specimens. Failure to abide by this policy can result in the loss of a student’s housing security deposit, additional fines and/or disciplinary action.

Exceptions to this policy may be made in circumstances in which a student requires a service animal or assistance animal as a reasonable accommodation of his or her disability. Students requiring such an
accommodation should contact Jennifer Fogerty, Director of Student Support and Development, at either (215) 503-2787 or jennifer.fogerty@jefferson.edu to address whether such an accommodation is appropriate, and to discuss specific needs and services prior to the animal arriving on campus. The need for an assistance or service animal may be discussed on a case-by-case basis with the Department of Housing and Residence Life, which, if appropriate, will address procedures and appropriate management of the animal for living on campus. No animal will be permitted in the residence halls without formal approval by the Director of Housing and Residence Life.

**Deposits**
A five hundred dollar ($500.00) Security Deposit is held against damages, non-payment of fees, and non-compliance with termination procedures. This amount is payable upon acceptance of the housing assignment and before the first day of occupancy. The deposit is non-refundable in the event that the Housing Agreement is not fulfilled.

**Housing Agreement**
Applicants offered apartment housing will enter into an agreement with the University and its agent, the Philadelphia Management Company (PMC) by signing a Housing Agreement. Apartments are offered as they become available for occupancy (generally between June 1 and September 1) and terminate June 30. Renewal Agreements are offered for a twelve-month term. The first month’s housing fees are due when an agreement is signed. All contractual obligations, including the incurring of housing fees, begin on the date given in the assignment letter. Fees are payable on the first of each month thereafter. All Housing Agreements and current student housing paperwork (Renewal and Transfer Applications) are considered binding contracts once signed and submitted to the Department of Housing and Residence Life.

**Housing Fees**
Residents will be able to pay housing fees online via www.rentcafe.com. Students are able to pay their rent monthly or setup reoccurring payments for the time they live in the apartment. **Students must first register with PMC to be able to log onto Rent Café.** Residents can also pay their rent via check or money order at the Orlowitz front desk 24 hours/day, 7 days/week, each day of the month. Checks should be payable to: Philadelphia Management Company (PMC). In addition, please write (1) resident number (2) resident name, (3) building/room number and (4) resident telephone number on the check.

**Housing Fee Deferment**
In the beginning of each semester, rent deferment is an option when student loan checks have not yet been dispersed. Stop by the Housing Office for more information. The Office of Financial Aid will verify all student loan reimbursement information. Applications for Deferment of Housing Fees are available at the Housing Office and on the Housing webpage, www.jefferson.edu/housing.

**Rent Extensions**
Residents are advised to meet with a representative of the PMC (103 Orlowitz). Rent extension requests must be received by the Housing Office on or before the 10th day of the month to avoid late fees. The Department of Housing and Residence Life will provide written confirmation or denial of requests for rent extensions. Confirmations are granted based on information provided by the Office of Financial Aid, date of graduation, and general payment record.
Housing Fees without Invoices
DHRL does not distribute monthly invoices in resident mailboxes. Fees are due on the first of the month with a ten (10) day grace period. As defined in the Housing contract (Item 4), residents failing to make payment by the 10th of the month are subject to a $2.00 per day late fine (beginning on the eleventh day of the month) which will be accrued to their account. Please keep copies of your deposited checks as proof of payment.

- Housing fees cannot be withheld because of needed repairs, damages or other inconvenience experienced by the resident.
- If there are any questions about the amount due, the resident is responsible for visiting the Housing Office, to settle the account question. Questions should be directed to the Property Manager, (215) 955-4346.

Roommate Consolidation
One, two, three or four roommates may share an accommodation. Depending on the occupancy standard for the apartment and/or current assignment lists, when a roommate situation changes, the remaining roommates will be offered the option to reapportion monthly housing fees to include the amount previously paid by the ex-roommate. If that option is not chosen, roommate consolidation will occur.

- Barringer and Orlowitz consolidation will usually occur in late summer or early fall as first year students move in. The second consolidation period may take place in December and/or January. Roommate consolidation may be required at any time.
- The Department of Housing and Residence Life staff will facilitate consolidation and will assist residents during the consolidation periods. The DHRL Office will assist residents in connecting with potential roommates who are also in units with minimum occupancy. A “Roommate Book” located in the DHRL Office, 103 Orlowitz, lists residents in need of a roommate.
- Please call a Resident Assistant or the Assistant Director of Residence Life at (215)955-1755 if you have questions regarding roommate issues. A Resident Assistant (RA) can be contacted by speaking to someone at the front desk.

Transfers
Requests for changes in room assignments may be made during the year. However, transfers are dependent, in part, on availability. The Department of Housing and Residence Life cannot guarantee a transfer. Since housing administration records are used to locate residents and to establish responsibility for possession of room keys, access cards and room conditions over the year, it is necessary for all transfers to be formally processed through the Department of Housing and Residence Life before any moves occur. To initiate a room transfer, contact the Department of Housing and Residence Life at (215) 955-8913 to discuss your situation. The Housing Coordinator will attempt to equitably resolve transfer requests. If the resident is not satisfied or if there are no options available, the resident may file an appeal with the Director of Housing and Residence Life.

Inspections
A member of the Property Management staff inspects the apartment before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage that takes place during their occupancy. Upon move-in, each resident receives a move-in survey. Residents are required to complete the form and return it to the Front Desk or the DHRL Office (103 Orlowitz) within 48 hours after move-in. In order to avoid being charged for damages upon move-out, it is important that each resident note anything needing repairs on this form. Additional Property Management inspections will take place during occupancy to insure fire safety and adherence to University and/or departmental policies.
Leave of Absence
Students who take a “leave of absence” or a “medical leave of absence” need to notify the Department of Housing and Residence Life prior to leaving the residence halls. Students must fill out a termination form and speak with the Director of Housing and Residence Life to verify the student’s change of status prior to moving out. After the student’s termination form has been received and processed, the student’s housing agreement will be terminated. Since the housing agreement terms were not fulfilled, the student may forfeit their $500.00 housing deposit depending on the circumstances of the leave of absence.

If a student moves out of the residence halls without completing the steps outlined above, the student is still responsible for the terms in their housing agreement including monthly or term payments.

Terminating a Housing Agreement
After an applicant or current student has signed a Housing Agreement, it is a binding contract between the applicant/student and the University and its agent, the Philadelphia Management Company (PMC). The applicant/student is responsible for honoring this agreement for the full contract period.

In Barringer and Orlowitz, contracts terminate on June 30th. The option to terminate on May 15, May 31 or June 15 may be offered to graduating residents in March of every year.

- Housing Agreements are terminated if a resident withdraws or is dismissed from Thomas Jefferson University, or if the resident resigns or is terminated from a Post-Doc Fellowship or a house staff position. Residents with a change of status must visit the Department of Housing and Residence Life to complete termination paperwork. There are no other conditions under which the University will terminate the housing contract earlier than June 30th.
- In the apartments, a resident wishing to terminate the contract early may: 1) locate an eligible resident to assume the contract; or 2) sub-lease the housing contract to an eligible affiliate of the University.
Barringer and Orlowitz Overview

Building Descriptions

The Barringer Building:
The Barringer Building, which was constructed in 1976 and remodeled in 2003, is a 10-story facility located at 950 Walnut Street. The residence has 138 apartments, of which 12 are efficiency units (two of these are wheelchair accessible,) 54 are one-bedroom units, 63 are two-bedroom units, and 9 are three-bedroom units (all apartments are unfurnished.) The Barringer Building offers street level retail stores, which include a convenience store (WAWA), organic salad restaurant (Sweet Greens), cellular phone retail store (Verizon), and a dry cleaner. In 2015, renovations were completed to the basement, lobby, lounge and gym. In addition to the renovations is 2015, a rooftop deck was added just off the south side of the fifth floor.

Each apartment has wall-to-wall carpeting, air conditioning and kitchen appliances. There are storage lockers, a bike storage room, lounge and laundry facilities in the basement. On the first floor there is a large lounge with a large screen cable TV. The lounge is open 24 hours/day, 7 days/week and may be reserved by residents or small groups (up to approximately 50 people). The first floor also includes a small fitness room. There is 24-hour front desk coverage.

The Orlowitz Building:
The Orlowitz Building is a 20-story facility located at 1000 Walnut Street beside the Scott Library. The residence was constructed in 1967 and remodeled in 2003, and has 236 apartments, of which 170 are one-bedroom units (a limited number are furnished), 56 are two-bedroom units, and 10 are three-bedroom units. In addition to the 2003 renovations, the Orlowitz lobby, basement lounge and gym were all recently renovated in 2013.

Each apartment has wall-to-wall carpeting, air conditioning, and kitchen appliances. Storage lockers and a laundry room are located in the basement. Also in the basement, there is a social lounge and gym which was renovated in 2013. The lounge has a large screen cable TV and is adjacent to the laundry room. A small cardio room and gym are located downstairs, just off of the elevators. Adjacent to the cardio room and gym is a courtyard that can be reserved. There is 24-hour front desk coverage.

Apartment Features

Ovens/Ranges:
The ranges in Orlowitz and Barringer are electric. The burner elements do not cool immediately the way they do with gas ranges. Food will burn if left on the element. Please do not place hot pots and pans directly onto the kitchen countertops, as they will scorch.

Kitchen Sink:
The Orlowitz and Barringer sinks are not equipped with garbage disposals. Do not discard food in the drain. Drain filters can be requested through a work request at the Front Desk.

Exhaust fans:
In Barringer and Orlowitz the exhaust fans over the stove have are switch controlled fans. If the fans are not working, notify the Front Desk.
**Dishwasher:**
All units are equipped with dishwashers except for apartments on the 19th and 20th floors of Orlowitz.

**Microwave:**
All units are equipped with a microwave except for apartments on the 19th and 20th floors of Orlowitz.

**Smoke Detectors:**
Residents may report smoke detector malfunctions or replacement battery requests at the Front Desk. Residents are responsible for checking their smoke detector’s weekly. Tampering with equipment may result in a $500 fine.

**Fire Alarms:**
In addition to the smoke detectors, each unit is equipped with fire alarms that announce when there is a fire emergency in the building. These alarms also flash.

**Sprinklers:**
Each unit is equipped with sprinklers. Residents are not to tamper with any of the fire safety equipment. A $500 fine will be issued to residents in any apartment whose fire safety equipment has been tampered. **DO NOT HANG ITEMS FROM THE SPRINKLER HEADS.**

**Building Utilities**

**Included Utilities:**
The following utilities are covered in the monthly rent payments for Barringer and Orlowitz:
- Air Conditioning / Heating
- Water

**Electricity:**
Residents are responsible for payment/usage of electricity and will be billed directly by Energy Management Systems. Residents will receive electric bills on a monthly basis after moving into their apartment.

**Cable:**
Residents have the option to have cable TV service in their apartment. Each apartment has one cable ready room. Cable television service must be purchased through a subscription. Installation fees and monthly charges are billed to the subscriber. Arrangements are contractual between the resident and Comcast Cable. The University has no obligation or responsibility in these matters. Cable TV services can be obtained through an individual arrangement with Comcast Cable by calling either 1-800-XFINITY or going to [www.comcast.com](http://www.comcast.com).

**Telephone:**
Telephone service can be obtained through individual arrangement with a local telephone provider.

**Laundry:**
There is a laundry room in the basement of each apartment building with Coinmach card-operated washers and dryers for resident use. Residents must purchase a laundry card from one of the Coinmach machines in the laundry room. The laundry cards are then used on the washers and dryers. Laundry cards need to be “refilled” based on the amount of laundry being done.
Building Services

**Swipe Card System:**
To promote a secure environment for all residents, there is an access card system in the lobbies of Orlowitz and Barringer. Each resident who has signed a Housing Agreement is eligible to have his/her Jefferson Photo ID programmed to gain access to the building in which they reside. A representative of DHRL will coordinate your access with TJU Campus Security. Residents are advised to visit the DHRL Office during regular business hours if your ID access is compromised or malfunctioning.

**Intercom System:**
Barringer and Orlowitz have intercom systems between individual apartments and the inner lobby doors. The intercoms are for announcing visitors and gaining authorized access into the building. For campus security reasons, residents are advised to verify their visitor before allowing them access to the building. (See Residence Life Policies and Procedures for more information about using the intercom system)

**Front Desk:**
The Barringer and Orlowitz Front Desks are staffed 24/7 and monitor the entrance of each building by checking ID’s and signing in visitors. The Front Desk Staff also sort and distribute mail (U.S. and University), provide information about the University and Philadelphia, and tend to various building operations. If you are in need of a RA or assistance from the Residence Life staff, the front desk clerk can call the appropriate staff member.

- **Barringer Front Desk:**
  (215) 955-8967

- **Orlowitz Front Desk:**
  (215) 955-6726

**Wireless Internet:**
Access to the university wireless internet service is available in each residence hall for full time students. For more information, contact the Jefferson Information Services & Technology Department at (215) 955-7975. Student IT support services are available on Pulse under the link, Student IT Support or by visiting:

- **Customer Support Center and Student Wireless Support**
  Scott Memorial Library
  Jeff IS&T Desk, 2nd floor
  1020 Walnut Street
  Philadelphia, PA 19107

**Custodial Service:**
Philadelphia Management Company custodians clean building common areas each weekday. However, each resident is responsible for cleaning up after using common areas (i.e. lounge, laundry room, etc.) and his/her apartment. If you see something that needs attention, please make sure to alert the front desk clerk.

**Exterminator Service:**
If you detect pests or vermin in your apartment or in the building, place a work order at www.rentcafe.com. This work order will go to the PMC Maintenance staff who will arrange extermination. Residents should be prepared to empty cabinets and cupboards for proper service. A Philadelphia Management staff member accompanies an exterminator through the units. If the issue persists or is not addressed quickly, please speak to the Property Manager or a DHRL staff member about the issue to have it resolved. **Students must first register with PMC to be able to log onto Rent Café.**
**Maintenance Service:**
The apartment buildings are serviced by Philadelphia Management Company Maintenance. Please report all requests for maintenance by logging into www.rentcafe.com. Once a work request is logged, please make sure to allow workers access to your apartment and access to the particular problem reported (i.e. move furniture, remove breakable items from the area.) Philadelphia Management Company staff will leave a doorknob tag stating they were in the unit and the status of the work request (completed, parts needed, etc.). If the issue persists or is not addressed quickly, please speak to the Property Manager or a DHRL staff member about the issue to have it resolved. *Students must first register with PMC to be able to log onto Rent Café.*

**Trash/Garbage:**
In both apartment buildings, on each floor near the freight elevator, there is a trash room. This room contains a chute into which small parcels of trash may be emptied. For disposal of items that do not fit into the chute, leave the items on the floor by the chute for pickup (large items will obstruct the chute). Please do not leave garbage in the corridors or by the chute. Discarded furniture should not be left in the hallways. Instead, contact the Property Manager for disposal information.

**Recycling:**
Thomas Jefferson University is a recycling community. Bins for collecting recyclables are in the basements of the apartment buildings. Residents are requested to recycle. Plastic, glass, and cans can be commingled. Cardboard should remain separate. All recyclable items should be brought to the basement. In the basement area where there are labeled trashcans for your convenience. In the Orlowitz Residence hall trash rooms, residents can find additional recycling bins for the residents on each floor. Please do your best to help preserve our precious resources.

**Laundry:**
There is a laundry room in the basement of each apartment building with Coinmach card-operated washers and dryers for resident use. Please help keep the laundry rooms clean by wiping off washers and dryers after use. For maximum efficiency, clean the dryer lint traps before and after each use. Please do not overload the machines. Overloading stresses the machines and may damage your clothing. Do not launder rugs, comforters, or quilts in these units.

To obtain a refund of lost money due to machine malfunction, residents may call Coinmach directly for reimbursement (1-800-232-WASH.) Coinmach, the laundry room vendor will then process refunds. If a machine is not working properly, please post an “Out of Order” sign on it and notify the Front Desk so a service request can be placed with Coinmach representatives, or place the work order yourself at: [http://www.coinmach.com](http://www.coinmach.com)

**Storage:**
Storage rooms with cage lockers are located in the basements of both buildings and are available on a first come-first serve basis. Residents may use the facility in their building by selecting an empty locker and registering the locker number at the Front Desk. You will be given a tag to leave on your registered locker with your name and apartment number. (See Residence Life Policies and Procedures for more information)

**Lost and Found:**
Items found in the buildings should be turned in to the Front Desk of the building where the item is found. Items will be tagged and kept for 30 days. Valuable items will be kept in the DHRL Office for safekeeping. Inquiries about lost articles should be directed to the Front Desk. Be prepared to give a written statement with a detailed description of the item.
Piano:
The piano is available for student recreational use in the Barringer Lounge. The piano is available to students seven days a week between the hours of 9:00am – 10:00pm.

Bike Room: Added in 2015 on the basement floor of the Orlowitz and Barringer Residence Halls, residents of Orlowitz and Barringer can store and lock their bikes up in this room.

Keys
Each resident listed on the Housing Agreement is given one apartment key, which also opens the mailbox and the storage room in Orlowitz. For safety reasons, additional keys cannot be dispensed (except in cases of documented loss.) It is unlawful to make duplicate keys from the original.

- Report lost keys immediately to the Front desk (if during business hours, please visit the Housing Office, Orlowitz 103.) Appropriate measures will be taken to supply you with a replacement key and minimize any potential Campus Security risks.
- Residents will be charged $25 for replacing a key or a door lock when a room key has been lost.
- There is a copy of each room key (for both Barringer and Orlowitz) at the Front Desk of Orlowitz. These keys are for maintenance, Campus Security or custodial emergencies. They can also be used when a resident locks himself/herself out of his/her apartment. To obtain a lockout key, go to the Orlowitz front desk. Keys must be returned within 15 minutes. Lock-out keys are very important. Residents will incur a $100 fee for misplaced lock out keys.
- The apartment door should be double locked. It is advisable to keep the apartment door locked at all times. Place the key, from the outside, into the lock and turn it two revolutions. This will engage the bolt. When inside the apartment, the chain latch should be used for safety purposes.

Mail
A key lock mailbox is assigned to each apartment. Your apartment key will open your assigned mailbox or you will receive a separate mailbox key.

1. Use the address below for efficient incoming mail service:
   - Orlowitz:
     - Resident Name
     - Orlowitz Building, Apt. #___
     - 1000 Walnut Street
     - Philadelphia, PA 19107-5518
   - Barringer:
     - Resident Name
     - Barringer Building, Apt. #___
     - 950 Walnut Street
     - Philadelphia, PA 19107-5596

2. Do not leave keys or valuables in mailboxes.

Lounges
Barringer and Orlowitz contain social lounges for residents of University Housing who wish to hold private gatherings or simply have a place to relax outside of their apartment. Barringer has two social lounges located on the ground floor and on the first floor, just off the lobby. The Orlowitz Lounge is located on the ground floor next to the laundry room. All lounges have a large flat screen TV with cable with couches or seating. (For more information regarding reserving the lounges, see Residence Life Policies and Procedures)

Rooftop Deck
Barringer Residence Hall has a rooftop deck available for all residents to use. If you are not a Barringer resident,
you must either be escorted by a Barringer resident or sign in at the front desk to use the deck. The rooftop deck is located just off the south hallway of the fifth floor. The rooftop deck is available for students to use during the following days and times:

- Sunday – Thursday, 6:00am – 9:00pm
- Friday – Saturday, 6:00am – 10:00pm

The rooftop deck can be reserved for private events just like the lounges. (For more information regarding reserving the rooftop deck, see Residence Life Policies and Procedures)

**Fitness Rooms**

Barringer and Orlowitz contain fitness rooms for their residents to utilize. The Barringer fitness room is located off the lobby and is open 24 hours/day. The Orlowitz fitness room is located on the ground floor and is open 24 hours/day. Residents are expected to use all equipment properly and clean equipment after each use. Thomas Jefferson University, the Department of Housing and Residence Life, and/or Philadelphia Management Company are not responsible for injuries resulting from use of the fitness room. Residents use the fitness room at their own risk. Any broken equipment should be reported to the front desk to be repaired or replaced.

**Parking**

There are no designated parking areas for students living in the Barringer or Orlowitz buildings. Students are responsible for finding their own short-term or long-term parking. There are several parking lots surrounding Thomas Jefferson University and discounts available through the Office of Commuter Services. For more information regarding parking around Thomas Jefferson University, please go to: [http://www.tju.edu/customer_service/commuter_services/parking.cfm](http://www.tju.edu/customer_service/commuter_services/parking.cfm)

**Apartment Policies**

- Each resident is responsible for the upkeep of his or her apartment. Residents are expected to leave the apartment in good condition upon move-out.
- Pets and living lab specimens are not permitted in the building.
- Residents will be charged for the repair of any excessive damage to their apartments or to the common areas (if deemed responsible). If damages cannot be determined to be the responsibility of an individual resident, all residents of the apartment will share financial responsibility.
- Residents are not permitted to use or store in the apartments (or in the building) explosive or highly flammable materials, fireworks, firearms or weapons (Policy 119.05).
- Residents are not permitted to make structural alterations or installations of any kind. If room dividers or bookcases are desired, they must be free standing and not fastened to the wall, ceiling, etc.
- Apartments may be painted; residents are responsible to repaint the unit prior to moving out. The unit must be painted back to the original colors: Bone White, Flat for the walls and Bone White, Semi-Gloss for the baseboards and trim. PMC uses Sherwin Williams paint. Please do not use scotch tape, decals, stickers, or adhesive picture hangers on the doors, walls or ceiling. Picture framing nails are encouraged for hanging personal items.
- Only removable shelf paper is permitted on cabinet and closet shelving. Additional charges will be incurred upon move-out for adhesive shelf paper which must be removed by Philadelphia Management service personnel.
- Halogen lamps, candles, and incense are not permitted in the apartments, as they constitute a fire hazard. Be sure to use the proper light bulb (correct wattage) in all lamps.

Additional information can be found in the Housing Agreement for the Orlowitz/Barringer Buildings.
Move-in and Move-outs

Move-in Procedure
Students can begin moving into their apartment as of 5:00pm on the day before their actual move-in date. Students are advised to visit the front desk of the building which they are planning to move into initially. Temporary loading zone permits can be reserved at the front desk on an hourly basis to assist with unloading. Move in packets can also be retrieved at the applicable front desk. During heavy move-in dates, apartment keys will be attached to the move-in packets. New residents of the Barringer Residence, who are moving on campus on a “light” move in day, may be required to visit the Orlowitz Residence front desk to retrieve their apartment key. The Barringer front desk clerk is available to advise each resident as to whether this is required. Please bring a photo ID for move in day.

Loading Zones
Only Barringer and Orlowitz residents, or pre-approved building service personnel, can gain access to the loading zones on the south end of the buildings. Residents can gain access to their building driveway by obtaining a temporary permit from the appropriate Front Desk. A valid picture ID must be provided at the desk. Residents may only use this area for a limited time (up to one hour) while they are loading or unloading their vehicles. During move-in and move-out this time may be extended, on an hourly basis, with Front Desk Staff approval. The loading area is not for parking. Any person exceeding the time period or using the area for parking may be ticketed or towed at the owner’s expense. Abuse of the loading zone may result in termination of privileges and/or other disciplinary action.

“Passenger Loading” Zone is available on 10th street next to Orlowitz. Per city ordinance, and at the risk of being ticketed and/or towed, use of this space may not exceed 20 minutes. Hazard lights must be on for the duration of use. It is recommended that someone stay with the vehicle. For more information about the use of this area, contact the Assistant Director for Housing Operations. The DHRL staff and Philadelphia Management are not responsible if a resident receives a ticket in this space. Parking is at the resident’s own risk.

Carts
To facilitate moving, carts are available through the Front Desk on a first come, first serve basis. During periods of heavy demand, a time limit may be imposed by the Front Desk Staff. Photo ID must be provided at the desk when using a cart. Do not leave carts in corridors, where they may be an obstruction in a fire or emergency. Carts must be returned to the Front Desk area in order to have the I.D. returned. Residents are financially responsible for any unreturned carts.

Freight Elevators
In addition to the passenger elevators, there are freight elevators in Barringer and Orlowitz for transporting larger items to the apartments. These elevators are located right by the loading zones for both buildings. Please go to the Front Desk for more information regarding proper use of the freight elevators. Residents must not compromise building Campus Security when using these elevators and/or doors. Never prop open or leave doors or freight elevators unattended.
Move-out Procedure

The following information will help you prepare to move out of University housing.

- The U.S. Postal Service will not honor individual mail forwarding requests when mail is distributed by another entity, such as the Department of Housing and Residence Life. Therefore, it is important to leave your forwarding address with the building Front Desk. All first class mail will be forwarded for one (1) year. Second class mail will not be forwarded. Most professional journals are classified second-class mail, so please contact the publishers directly with your change of address.

- Be sure to return all keys to the Front Desk on or before your approved termination date or the refund of your Campus Security deposit will be jeopardized.

- Be sure to remove food from the refrigerator and leave the setting on number 1.

- It is the responsibility of the resident to possess all furnishings and appliances originally assigned to the room. Replacement costs for missing furnishings, including blinds, will be billed to the resident account. Do not leave furniture in the hallways or common areas.

- Remember to remove any items from the basement storage room upon termination of your Housing Agreement. Items found in storage after a resident’s move-out will be considered abandoned and discarded. Thomas Jefferson University and the Department of Housing and Residence Life and are not responsible for items lost, stolen, damaged or discarded.

- Please do not attempt to patch any holes in the walls or to remove pictures or mirrors that are fastened to the walls by adhesives. Notify the Front Desk or the Property Manager at (215) 955-4346 to arrange removal so that damages or possible charges can be minimized.

- Elevators and moving carts cannot be reserved. They are available on a first come, first served basis when you leave a photo ID at the front desk. Do not pass the cart to another resident for use. It must be returned before it is logged out again or the cart remains your responsibility as the last “official” user.
Emergency Procedures

Fire Safety
To prevent fires and minimize injury and damage, residents are to follow the following fire procedures calmly and swiftly. Do not call the Front Desk with questions. The phone lines must be available for emergency purposes.

During a Fire Alarm:
1. Go immediately into the closest fire exit stairway and exit the building. All stairwells in the Orlowitz and Barringer building are fire exit stairways, which are specially designed to retard smoke and fire. At the bottom of each fire exit stairwell is a fire exit leading outside.

2. Do not attempt to use the elevators. Elevators are programmed to go to the first floor during an alarm. Residents who come to the lobby will be instructed to evacuate the building and will not be permitted access until Philadelphia Management; TJU Campus Security and/or city authorities give permission. Evacuate and proceed immediately to the building’s designated rally point (a rally point is a location where residents must go in emergency situations to hear further directives.
   1. Barringer Residence Hall: Bluemle Life Sciences Building Courtyard
   2. Orlowitz Residence Hall: Lubert Plaza
   3. Martin Residence Hall: Lubert Plaza

3. Remain outside the residence hall until a representative from the Department of Housing and Residence Life gives permission to re-enter the building. This would mean that the cause of the alarm has been investigated, the problem has been resolved and residents have been informed that they may return to their apartments.

If you detect a fire:
1. Activate a fire alarm box to alert others to the danger. Fire alarm boxes are located throughout the corridors. Within 10 feet of each fire exit there is a fire alarm pull box.

2. Go to the front desk to report the fire. Close your apartment door and take your key (but don't waste time looking for it.)

3. Evacuate the building and proceed to the rally point. Stay clear of the building to allow the Philadelphia Fire Department clear access and to avoid falling glass or debris from upper floors.

4. Do not re-enter the building until Philadelphia management, TJU Campus Security or the Philadelphia Fire Department officials give permission.

Fire Doors:
The fire exit doors at the bottom of each stairwell set off an alarm when they are opened. They are to be opened only during a fire alarm or emergency. The fire doors automatically release when the fire alarm sounds. During other emergencies, the fire exit doors may be used by applying continuous pressure on the crash bar for 15 seconds. While applying pressure, a high-pitched noise will sound. Continue to apply pressure until the door opens.
**Evacuation:**
Residents must evacuate the building upon order by the Philadelphia Fire Department, housing management, or its designee.

**Shelter in Place**
The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard residents during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building.

Residents may shelter-in-place by closing windows and doors and shutting off air handling/HVAC systems, and by moving occupants away from perimeter windows and doors to safer locations in the building. At least once each year a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

**During a Shelter-In-Place Emergency:**
University and/or City Officials will determine when buildings residents are advised to shelter-in-place. When an emergency is announced and shelter-in-place is recommended occupants should immediately go to their designated shelter location.

- Shelter Location: Apartment residents are advised to stay inside their apartment, close windows and turn off the HVAC units in each room. Resident should prepare disaster kit that includes plastic sheeting and duct tape. During an emergency that requires shelter-in-place, residents are advised to seal windows, door frames, and HVAC vents with plastic sheeting and duct tape. Building management and desk staff will ensure that air-handling systems are shut down.
- Residents are advised to become familiar with each campus building’s Shelter-in-Place plan. Visit the TJU Campus Security website [http://www.jefferson.edu/Campus Security/preparedness.cfm#sip](http://www.jefferson.edu/Campus Security/preparedness.cfm#sip)

If you have any questions about a building’s shelter-in-place plan, please call the Assistant Director of Residence Life at (215) 955-1755.

**Lock Down**
A procedure used when there is an immediate threat to building occupants. Students, faculty and staff would be instructed to secure themselves in the rooms they are in and no one should leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any innocent bystanders from immediate danger to an area of safe refuge. This procedure is most commonly used to secure areas not directly impacted by an incident occurring inside a building. During a lock down cell phones should be silenced. Other electronic devices should be shut off (TV, video games, etc.)
Active Shooter
Quickly determine the most reasonable way to protect your own life.

Evacuate if there is an accessible escape path.
Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, including patients, students, visitors, and other staff if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 811 (on-campus) or 911 (off campus or non-Jefferson building) when you are safe

Hide out if evacuation is not possible.
Find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the active shooter’s view, should provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), and it should not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture.

If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible
- Remain calm
- Dial 811 (on-campus) or 911 (off-campus or non-Jefferson building), if possible, to alert police to the active shooter’s location if you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling, and committing to your actions.

How to respond when Law Enforcement Arrives:
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers usually arrive in teams of four (4). Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with rifles, shotguns, handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands, and may push individuals to the ground for their safety. When law enforcement arrives:
- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers. Keep hands visible at all times
Avoid making quick movements toward officers such as holding on to them for safety
Avoid pointing, screaming and/or yelling
Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Code, RRT, or other Jefferson medical teams should not enter until cleared to do so by the officers. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Lock Out
A Lock Out situation allows no unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by Jefferson Security or Administrators. This procedure allows the occupants of a building to continue as normal, but curtails outside activity. This procedure is most commonly used when an incident is occurring outside a building.

Jeff Alert
The University can send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. TJU Campus Security, University Officials, and DHRL urge each resident to register (i.e. update cellular phone numbers, office numbers and landlines) so that Campus Security officials can effectively notify building residents during an emergency situations.

Students:
JeffALERT will use the information you provide in Banner Web for cellular phones and land lines. Information provided in Banner Web updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. You do not need to take any action for this.

Faculty & Staff:
JeffALERT will use information that faculty and staff provide in the PeopleSoft system. Residents are advised to keep all emergency contact information up to date. Information provided in PeopleSoft updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. Residents need not take additional action for this.

Affiliates including Wills Eye
Rothman Institute and Will Eye Post-Doctoral fellows should contact their department supervisors to learn more about how to obtain JeffALERT messages.
Dining and Food

On-Campus Dining

There are a couple different options for dining on campus.

**Hospital Atrium**
The hospital atrium is located on the 2\textsuperscript{nd} floor of the Gibbon building. Breakfast is served between 7:00am - 10:00am, Lunch at 11:00am - 2:30pm, and Dinner between 4:30 pm-7:00 pm. There is a limited menu available between the hours of 2:30 pm-4:30 pm. Various discounts and events occur throughout the year. For more information about the automatic debit card system contact the Department of Nutrition and Dietetics at (215) 955-7140. You can also access the menu and more information on pulse under dining services.

**Additional Food Courts**
The Atrium operates several satellite food carts on the Jefferson Campus – at the Hospital of Neuroscience as well as Jefferson Alumni Hall. Breakfast hours are 7:00 a.m. (depending on location) until 10:45 am, Lunch 11-2:00 pm, Monday through Friday, excluding University holidays. Breakfast includes hot and cold cereals, yogurts, fresh fruit, muffins, bagels, donuts and breakfast pastries. Lunch includes a selection of sandwiches, salads and pretzels. Hot and cold canned and bottled beverages are available at both meals. A soup, hot entree and hot sandwich are featured daily.

**Outside Food Deliveries**
Outside Food may be delivered to the lobby of the building for residents to pick up. Food cannot be delivered to individual residential rooms.

Off-Campus Groceries

There are two main grocery stores and one large market located within walking distance to campus and the residence halls.

**Super Fresh**
Located on 10\textsuperscript{th} and South Street, Super Fresh is just a couple blocks from the university. Super Fresh has a wide variety of food and other goods.

**Whole Foods**
Also located on 10\textsuperscript{th} and South Street is Whole Foods. Whole Foods specializes in organic and all-natural foods.

**Reading Terminal Market**
Located on 12\textsuperscript{th} and Arch Street, the Reading Terminal Market is a huge market specializing in several different types of foods and goods. The market offers locally grown and exotic produce, fresh meats and seafood, and a variety of baked goods. Besides market vendors there are also several restaurants located within the market.
Off-Campus Dining
There are a variety of restaurants surrounding the campus and residence halls which feature many different ethnic and traditional styles of food. Many of the restaurants are within a short walking distance from the residence halls. Some of the closest restaurants include:

- Wawa
- Sweet Greens
- Bella Rossa
- Dunkin Donuts
- Wendy’s
- Top Tomato
- Subway
- Moriarty’s
- Mumbai Bistro
- Jimmy John’s
- Hummus Grill

Jefferson Fast Pass
The Department of Nutrition and Dietetics offers the Jefferson FastPass program. This program is a cashless system that allows you to purchase food and other services quickly and conveniently at specific locations on the campus as well as participating merchants around campus by using your Jefferson ID card. When making a purchase, you simply swipe your Jefferson ID at the cash register, and the system instantly prints a receipt for you. If you are interested in signing up for the FastPass program, contact the Department of Nutrition and Dietetics at (215) 955-7140.
Residence Life Policies and Procedures

These policies relate to contractual relationships and to fire, safety and maintenance standards. Residents and their guests must comply, at all times, with the terms and conditions of their Housing Agreement as well as the following policies. Failure to comply will result in disciplinary action via the Residential Intervention Process.

Alcohol
In accordance with Pennsylvania State Law, no individual under 21 years of age may possess or consume alcoholic beverages in or on University property. Residents 21 and over may possess and consume alcohol responsibly in residential rooms. Alcohol possession or consumption in any public or common area (hallways, lounges, outside lawns, patios and student apartments with the doors open) is prohibited. Non-residents are not permitted to bring alcohol into the building. Neither kegs nor “party-balls” are permitted in the residence halls.

- Individuals under 21 years of age who are found possessing or consuming alcohol in the building will be asked to dispose of the alcohol immediately and will be subject to disciplinary action.
- Approval for serving alcoholic beverages will be dependent on the nature of the scheduled event, expected attendance and adherence to DHRL procedures. There will be no alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents.) The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event. The resident sponsor must adhere to the policies and procedures contained in the Student Alcohol Policy (117.03). No alcohol is permitted in the Martin Solarium. To receive approval to serve alcohol at an event in the residence halls, simply make an appointment with the Assistant Director of Residence Life at (215) 955-1755.
- The University or the Department of Housing and Residence Life staff reserve the right to disband any approved event if problems arise during the activity that indicate it would be in the participants’ or University's best interest. Any unapproved group gatherings in the lounge where alcohol is present will be immediately disbanded and residents will be subject to disciplinary action.

Attire
Residents should wear proper attire when in public areas to avoid any indecent exposure situations, etc.

Bulletin Boards
All on campus bulletin boards are for residential information notices. Signs or flyers must be approved and stamped by the Office of Residence Life. Approval for student organized petitions may be authorized on a case-by-case basis. Unauthorized postings will be removed and discarded. Do not post items in the elevators, on glass or on painted wall areas. All postings must uphold university policy no 102.3, Posting Policy. Postings are prohibited in elevators which are exclusively reserved for Residence Life/DHRL/PMC postings.

The Office of Residence Life reserves the right to deny the posting of material, which is deemed offensive or inappropriate. The Office of Residence Life also reserves the right to remove items deemed offensive or inappropriate from residents’ doors, windows, or other communal areas.
Drugs
In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, Jefferson maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, use or possession of illicit drugs or alcohol on its campuses or as part of any university activity.

A prohibited drug is any drug made illegal as a matter of federal, state, or local law, which is not legally obtainable as a matter of federal, state, or local law; or one which is legally obtainable but has not been legally obtained. The term includes prescription drugs not legally obtained, prescription drugs that were prescribed for someone else, and other drugs that have been knowingly misused.

- Any employee reporting to work or student attending class or a clinical assignment under the influence of prohibited drugs or who has a positive drug screen will be subject to disciplinary action, up to and including dismissal.
- Any employee or student, who uses, possesses, manufactures, sells, or distributes prohibited drugs while on Jefferson property or at an off campus clinical site will be subject to disciplinary action, up to and including dismissal.
- Any employee or student, who diverts medication for personal or other use, will be subject to dismissal or disciplinary action, up to and including dismissal.
- In appropriate cases, the employee or student may be referred to law enforcement authorities for prosecution.
- Marijuana is a prohibited drug under this policy, regardless of how it is obtained.

Guests
All efforts to register guests in the apartment buildings are done for the general safety and protection of residents. They are not meant to infringe upon privacy. **For students who have roommates, guests should be discussed with other roommates prior to the arrival of guest(s), especially if the guest is staying overnight or staying more than a day.** This communication will help to make sure that everyone living in the apartment is comfortable with guests being in the apartment.

**Guests Entering the Building**
- Guests may gain access by contacting the resident they wish to visit through the intercom system in the lobby.
- Guests must be escorted by their host at all times while in the building.
- Residents should not abuse their guest privileges.
- Contracts clearly indicate a minimum and maximum occupancy in each room and a visitor’s extended or long-term stay violates this.
- **Guests staying more than three consecutive nights should be registered officially with the Department of Housing and Residence Life.** Registering your guest with DHRL does allow the guest access to the building when the resident is not on-campus. (see below on how to register your guests)
  - Guest registration requests must be approved by all roommates of apartment (if applicable).
  - Guests staying longer than one week must seek approval from the Assistant Director of Residence Life.
- Guests do not receive mail or keys (unless approved by the Assistant Director of Residence Life on a case-by-case basis).
- Unregistered and unescorted guests will not be authorized to enter the building without verbal approval via the intercom system.
• Guests entering the building to deliver food must remain in the lobby of the building for residents to pick up. Food cannot be delivered directly to your apartment door.

Guest Registration
Students can register their guests online in one of two ways.
• Black Board: Log onto Black Board and go to the DHRL Community page. Once on the page, go to the left hand side menu and click on the “Guest Registration” link. Complete the online form and click ‘submit’.
• DHRL Website: Go to http://www.jefferson.edu/university/housing/resources/residence-life.html and look for the “Guest Registration” button on the right hand side of the page. Click on the button and complete the online form. Click ‘submit’.

Once the online form has been completed and submitted, it will be approved by the Assistant Director of Residence Life and sent to the front desk staff. If there is a roommate listed on the guest registration form, they will be contacted to ensure they are aware of the incoming guest and approve. All guest registrations should be submitted ahead of the guest’s arrival and submitted preferably during business hours so it can be approved and processed.

Host Responsibility
Residents are responsible for the conduct of their guests. Each resident will be held accountable, financially and judicially, for the actions of his/her guests.

Guest Eviction
The Department of Housing and Residence Life staff or its designee reserves the right to deny admittance to or evict any guest who is judged to be disruptive, potentially dangerous or violating campus policies.

Intercom Use
In order to utilize the intercom system in Barringer and Orlowitz, please review the following:
• An emergency contact card must be filled out at the front desk for an intercom code to be assigned.
• A touch-tone telephone is required to provide guest/visitor access from each resident’s apartment.
• When a guest arrives he/she can enter an intercom code (residents are advised to share their intercom code with trusted guests in advance).
  o All intercom codes will be available at the front desk of the Barringer/Orlowitz buildings approximately two weeks after each semester begins.
• The resident’s telephone will ring, giving the resident an opportunity to speak with, and identify, the visitor. If access is approved, the resident should press the number 6 (holding for 2 seconds) to unlock the inner lobby door.
• The guest enters after the door buzzer sounds.
• If access is denied, the resident simply hangs up.

It is expected residents will only provide access to a guest when the resident is in his/her apartment.

Jefferson Photo ID (See also University Photo ID Badge Policy 200.30)
In accordance with University Policy, all residents must carry a TJU/TJUH Photo Identification Badge to access on-campus buildings including the residence halls. Residence Hall clearances are managed by The Department of Housing and Residence Life. Requests to update, remove or change existing residence hall clearances can be made in the DHRL Office.

To protect your photo ID, do not place it on your key chain, your back pant pocket or anywhere where pressure
will be placed on your card. Jefferson photo IDs should not be stored or placed next to credit cards. If a card
malfunctions and does not release the door, please let the Front Desk staff know. Front Desk staff can assist in
verifying your identity and helping a resident gain access to the building.

New Students
Students will receive a photo identification badge on the first day of class. Resident students who move into the
Residence Halls prior to the first day of class will need to obtain a photo identification badge in advance. In order
to receive an ID card prior to the first day of class, please follow the items below:

- Stop by the DHRL Office to obtain a form verifying a student’s on-campus housing assignment.
- Upon receiving the verification form, bring the form to the Photo ID Center in the Bookstore to receive
  an ID card.

Resident ID Policy
Passing an ID to a friend or family member is a violation of the Jefferson Photo ID Policy. If a non-resident is
found with a resident’s ID, the ID will be confiscated until the resident can retrieve and sign for the Photo ID
with a representative of the Department of Housing and Residence Life (usually front desk staff.) Each resident is
responsible for maintaining a secure environment in the residences.

Non-Affiliate ID Cards
Spouses, Wills Eye Post-Doctoral Fellows and other eligible nonaffiliated persons who live on campus must
obtain a non-affiliate photo identification badge. These individuals are required to visit the DHRL Office upon
arrival and retrieve a signed non-affiliate endorsement form. This signed document can be presented to a
representative of the TJU Photo ID Center. Non-affiliate photo identification badges will expire at the end of
the lease agreement and are not renewable. The Photo Identification Center, under whose authority
identification badges are prepared and issued, manages all Photo ID printing and pricing.

Photo ID Center Jefferson Medical & Health Science Bookstore
1009 Chestnut Street
Philadelphia, PA 19107
(215) 955-7942
(215) 923.1844 (F)
Monday through Friday: 7:00 a.m. to 5:30 p.m.
Saturday: By Appointment Only
No Temporary ID Badges will be issued on Saturday.

Lounges
Reservations
Resident students can reserve these lounges, free of charge. To reserve one of these areas, click on the “Lounge
Reservations” link and fill out the online form on the DHRL BlackBoard Community page. Once a reservation has
been made, the resident host will be contacted regarding the status of their request. Reservations will be
granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five
business days prior to the date of the intended event. The resident host will receive an email regarding the
confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at
events when written approval and an alcohol permit have been received from Department of Housing and
Residence Life.

Alcohol
The resident sponsor of an event occurring in one of the residence halls must adhere to the policies and procedures contained in the Student Alcohol Policy, 117.03. No alcohol is permitted in the Martin Solarium. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life by calling (215) 955-1755 or stopping in to the DHRL office during business hours.

24-Hour Open Lounge Policy
The lounges are open for general resident use, 24 hours per day. Should a reservation time conflict with general resident occupancy of either lounge, the person with the reservation obtains priority use of the lounge. A schedule of lounge reservations is available online at each building’s Front Desk computer.

Regulations
Residents are expected to clean up after the event. Residents are to conduct themselves responsibly while using the lounges and terminate events by 11:00 p.m. With the written permission of the Assistant Director of Residence Life, exceptions can be made to the 11:00 p.m. time. Residents using the Barringer lounge for general purposes must register with the Front Desk. Abuse of the lounge may result in termination of reservation privileges and/or other disciplinary action.

Martin Pool Table Use
The Martin Basement Lounge contains a pool table for residents to enjoy. Martin, Barringer, and Orlowitz residents may use the pool table on a sign-in, first come, first served basis.

- Use of the pool table is for Martin, Barringer, and Orlowitz residents. This includes long-term residents and short-term residents. Guests of residents must be accompanied by the resident at all times. In Martin, Barringer and Orlowitz residents are not permitted beyond the basement and 1st floor lobby area unless escorted by a Martin resident and officially registered in the “Guest” Log.
- The use of the pool table is granted on a first come, first served basis. The lounges are open for general resident use, 24 hours/day. The pool tables can be used whenever there is not a reserved function in the lounge. Reserved functions have priority use of the lounge.
- Individuals may be asked to discontinue playing if a complaint is received from other lounge users.
- The resident must leave a Jefferson Photo ID or room key with the front desk clerk in exchange for the pool table equipment. The ID/room key will be returned to the resident when the equipment has been returned to the front desk.
- Individuals using the basement lounges must comply with all lounge policies and procedures established by the Department of Housing and Residence Life. The Department of Housing and Residence Life Staff reserve the right to disband any activity if problems arise during the activity that indicate it would be in the individuals’ or the University’s best interest to do so.
- Abuse of the pool table, equipment or lounge may result in termination of playing privileges and/or other action under the Residential Intervention Process.
- Barringer and Orlowitz residents may accompany a maximum of 3 non-resident guests to the Martin Basement Lounge.

Individuals using the lounges must comply with all building and lounge policies and procedures established by the Department of Housing and Residence Life.

Missing Person
In Compliance with FERPA, residents of Jefferson’s on-campus housing may elect to identify a specific person to be contacted by the institution within 24 hours of being reported missing. If a person is not specifically elected
for this purpose, employees of the Department of Housing and Residence Life or other University officials will contact the general “emergency contact” person designated by the resident on their DHRL emergency contact card and/or in Banner.

- If the resident is determined to be less than 18 years of age, the student’s parent or legal guardian will be contacted within 24 hours if the student is determined to be missing.
- Please be advised that the emergency contact person (or person the resident has elected to be notified) may be contacted by University officials to help determine a student’s whereabouts in cases where that student has been reported missing. In addition, appropriate law enforcement officials will be contacted after 24 hours if a student is determined to be missing.

Noise
The Department of Housing and Residence Life insists that all students exercise responsibility, thoughtfulness and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. Courtesy hours are in effect 24 hours a day in ALL residence halls. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also means showing courtesy for fellow residents by acknowledging requests made for sleep or study. Residents are encouraged to speak with their neighbors or people on their floor first before calling for the Resident Assistant On-Duty or the DHRL Office. Residents must comply with any request for reducing noise and volume. Noise must be limited to the confines of each apartment.

Piano Use
There are two pianos for resident students to use in the residence halls. One piano is located in the Barringer Lounge and another is in the Martin Basement Lounge.

- The use of the piano, in either space, is on a first come, first serve basis. All students will need to sign in at the front desk of Martin or Barringer before using the respective piano. Individuals are held responsible for any damage that may occur to the piano during the time they are using the piano.
- Each of the pianos are available to be played are 9:00 a.m. - 10:00 p.m., 7 days/week, as long as the lounge is not reserved or being used for another event. There is a one (1) hour limit.
- Individuals or groups who have the lounge reserved for a meeting or event can utilize the piano throughout the duration of their reservation, beyond the normal one (1) hour limit.
- Individuals may be asked to discontinue playing if a noise complaint is received.
- Piano is owned and maintained by DHRL. DHRL Management may revoke playing privileges at any time.
- Report any issues with the piano to the Front Desk staff immediately.

Right of Entry
Thomas Jefferson University and Philadelphia Management Company retain the right of entry into individual apartments, with as much advance notice as possible, to maintain order as outlined in the Jefferson Student Handbook. The Department of Housing and Residence Life Staff also reserve the right to enter into any individual apartment in case of emergency or regarding a resident student’s well-being.

Rooftop Deck
Reservations
Resident students can reserve the Barringer Rooftop Deck, free of charge. To reserve the deck, click on the “Lounge Reservations” link and fill out the online form on the DHRL BlackBoard Community page. Once a reservation has been made, the resident host will be contacted regarding the status of their request.
Reservations will be granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five business days prior to the date of the intended event. The resident host will receive an email regarding the confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at events when written approval and an alcohol permit have been received from Department of Housing and Residence Life.

**Alcohol**
The resident sponsor of an event occurring on the Barringer Rooftop Deck must adhere to the policies and procedures contained in the Student Alcohol Policy, 117.03. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life by calling (215) 955-1755 or stopping in to the DHRL office during business hours.

**Solicitation**
Solicitation is forbidden in University residences. Students should report solicitors to the Front Desk immediately. This is to maintain privacy, safety, and an environment conducive to academic achievement.

**Storage**
Due to limited space, only one locker may be assigned per apartment. Residents must provide locks for their lockers. The following policies adhere to stored items:
- Lockers must be officially registered with the front desk and tagged with the resident’s name, apartment number, and date of storage.
- Residents must remove items when moving out of the building. Items found after a resident's departure will be considered abandoned and will be discarded.
- Due to Campus Security and fire codes, all items must be secured with a lock and in a locker. Items outside of lockers, or in unsecured lockers, are subject to disposal. Bicycles may only be stored if they fit in a locker.
- Due to fire codes, residents are not permitted to obstruct the halls, stairs, landings, communal areas, or sidewalks with any article of property. DHRL/PMC reserves the right to remove and dispose of any such obstructions without liability.
- Items are stored at the risk of the owner. Thomas Jefferson University, the Department of Housing and Residence Life and Philadelphia Management Company are not responsible for items lost, stolen, damaged or discarded.

**Unauthorized Areas**
Residents may not enter unauthorized areas of the building; this includes, but is not limited to:
- Mechanical rooms (basement, hallways)
- Roof tops
University Policies

All students living on campus are subject to all University policies. Below are a few major policies to be aware of while living on campus.

**Campus Violence Policy (Policy 200.86)**

**Sexual Misconduct Policy**

**Student Alcohol Policy (Policy 117.03)**

**Tobacco-Free Environment (Policy 200.88)**
The Residential Intervention Process

The Residential Intervention Process is designed to respond to resident needs; violations of university, departmental or building proprietary policies, and, behaviors that compromise the wellbeing of the resident and/or the residential community. Interactions that occur throughout the process will not be made available as public record.

The Residential Intervention Process consists of four successive tiers: 1) Resident Assistants, 2) Assistant Director of Residence Life, 3) Director of Housing and Residence Life, 4) Senior Vice President of Facilities and Campus Planning.

Tier One: Resident Assistants
The primary intervention is the initial action or response taken by the Department of Housing and Residence Life in responding to infractions and inappropriate behaviors.

- Primarily, Resident Assistants conduct the interventions. The Assistant Director of Residence Life, the Director of Housing and Residence Life, or other authorized departmental personnel may also conduct interventions.
- For minor infractions (i.e. initial noise complaints or smoking in common areas,) the intervention process may not go beyond the first tier. Instead, the incident will be responded to with limit setting, a verbal warning or (in the case of multiple party disputes) mediation.
- For all offenses and potentially serious misconduct (or behavior that compromises the well-being of the resident or the community,) the Resident Assistant is required to notify the Assistant Director of Residence Life to coordinate an appropriate primary intervention or refer the incident to the second tier. Regardless of the nature of the incident, or if the incident is resolved in the first tier, the Resident Assistant is required to complete an incident report. This will enable the Assistant Director of Residence Life to track repeated offenses and respond accordingly.

Tier Two: Assistant Director of Residence Life
The second tier of the Residential Intervention Process rests in the position of the Assistant Director of Residence Life. The Assistant Director of Residence Life or designee may adjudicate or intervene with cases at the primary response level (i.e. direct intervention or immediate referral from Tiers I or III) or secondary response level (i.e. repeated infractions.) A student who is dissatisfied with the response given by Tier I may also petition to the Assistant Director of Residence Life or designee.

- The Assistant Director of Residence Life or designee may use the following interventions: advising/limit setting, mediation, verbal warning, counseling or counseling referral, written reprimand, restriction of privilege, educational referral, monetary restitution, residential community service, residential probation and college/department head referral. If the violation warrants action on a more severe level, the Assistant Director of Residence Life will refer the case to Tier III, the Director of Housing and Residence Life. If appropriate (i.e. roommate conflicts, etc.) the case may be handled by mediation conducted by Residence Life staff and coordinated by the Assistant Director of Residence Life.
- The Assistant Director of Residence Life will maintain all intervention documentation. Information may be shared with college deans and/or department chairs when deemed appropriate by the Assistant Director of Residence Life. Residents’ behavior in the residence halls must comply with, University, Departmental building policies and regulations as stated in the Housing Agreement, the residential
building Handbook and the University Code of Conduct as the residence halls are deemed part of the University community.

Tier Three: Director of Housing and Residence Life
The third tier rests in the position of the Director of Housing and Residence Life. The Director of Housing and Residence Life is authorized to either adjudicate or intervene with cases as the primary response (i.e. direct intervention or immediate referral from Tier II) the secondary response (i.e. repeated infractions that have been previously adjudicated at Tier II) or through the process of Tier II appeal.

- The Director of Housing and Residence Life reserves the right to intervene at resident’s respective department does not preclude departmental interventions and actions.
- The Director of his or her discretion may use any of the interventions available to the Assistant Director of Residence Life plus the following: relocation, refusal to permit renewal of Housing Agreement and termination of university housing. The Director of Housing and Residence Life may refer cases for counseling to the Assistant Director of Residence Life if he or she deems it appropriate.
- If an individual disagrees with the decision of the Director of Housing and Residence Life, he or she has the right to petition for an appeal with the Senior Vice President of Facilities and Campus Planning.

Tier Four: Senior Vice President for Facilities and Campus Planning
The fourth tier of the Residential Intervention Process is used when a petitioner appeals the decision of the Director of Housing and Residence Life. A written petition must be submitted to the Senior Vice President of Facilities and Campus Planning within 10 business days of the decision of the Director of Housing and Residence Life. Upon such review, the Senior Vice President of Facilities and Campus Planning may:

- Affirm the decision of the Director of Housing and Residence Life
- Require the Director of Housing and Residence Life to reconsider the decision
- Reduce the severity of penalty imposed by the Director of Housing and Residence Life.

In reaching a decision, the Senior Vice President of Facilities and Campus Planning may discuss the case with any statement-providing witness, the petitioner and/or any member of the Department of Housing and Residence Life.

If the Senior Vice President of Facilities and Campus Planning affirms or reduces the penalty given by the Director of Housing and Residence Life, the student will be notified in writing of this decision.

If the Senior Vice President of Facilities and Campus Planning requires the Director of Housing and Residence Life to reconsider he or she may address the Director of Housing and Residence Life directly or in writing to present his or her concerns. The Director of Housing and Residence Life may reconsider and modify his or her decision or remain resolute. The resulting decision is then reported to the Senior Vice President of Facilities and Campus Planning for final review.

The review by the Senior Vice President of Facilities and Campus Planning must be completed within 10 business days from the date the Director of Housing and Residence Life resubmits his or her decision.

Procedure for Effecting the Decision: The Tier IV decision shall be communicated to the resident by the Senior Vice President of Facilities and Campus Planning. The Director of Housing and Residence Life will receive a copy of the decision.
The Four Tiers of the Residential Intervention Process Overview

Tier I: Resident Assistants
- **Primary Response**
- **Interventions and Sanctions:**
  -- Advising/Limit Setting
  -- Mediation
  -- Verbal Warning
  -- Referral to Tier II

Tier II: The Assistant Director of Residence Life
- **Primary or Secondary Response**
- **Interventions and Sanctions:**
  -- All Tier I Sanctions
  -- Counseling or Counseling Referral
  -- Written Reprimand
  -- Restriction of Privileges
  -- Educational Referral
  -- Monetary Restitution
  -- Residential Community Service
  -- Residential Probation
  -- College/Department Head Referral
  -- Referral to Tier III

Tier III: The Director of Housing and Residence Life
- **Primary, Secondary, or Tertiary Response**
- **Interventions and Sanctions**
  -- All of Tier II Sanctions
  -- Relocation
  -- Termination of University Housing
  -- Refusal to permit *Housing Agreement* renewal
  -- Referral to Tier IV

Tier IV: Senior Vice President of Facilities and Campus Planning
- **Appeal of Tier III Decisions**
- **Interventions and Sanctions**
  -- Affirmation of all or part of Tier III decisions
  -- Dismissal of all or part of Tier III decisions
  -- Reduction of all or part of Tier III decisions
**Interventions / Sanctions**

The following interventions and/or sanctions may be applied (any level intervention/sanction may be applied at any time; they do not have to be applied in a sequential order)

**Advising/Limit Setting:**
Advising/Limit setting is reminding a resident of the policy violated and of the University’s expectations for policy adherence. Advising when community standards are compromised. Advising/Limit setting is applicable to minor infractions and inappropriate behaviors that do not compromise the direct wellbeing of the individual, the community or University property.

**Mediation:**
Mediation is cooperative problem solving with the assistance of a neutral third party. The neutral third party acts as a facilitator to help disputants reach their own agreement about the issues without forcing solutions. The mediator provides a forum within which disputants can construct their own mutual agreement. Mediation can be used successfully as an alternative to other interventions for cases that involve relationship conflicts, roommate disputes, neighbor issues (e.g., chronic noise complaints, etc.), interpersonal conflicts and any other situation that involves two or more parties that cannot agree. Mediation must be a voluntary process (for all parties involved) to be effective. Mediation may be administered by Tiers I, II, III, IV.

**Verbal Warning:**
A verbal warning may be used for first-time infractions that do not compromise the direct wellbeing of the individual, the community or University property. Staff members are required to document verbal warning with the Assistant Director of Residence Life (e.g. incident report or direct report). A verbal warning may be administered by Tiers I, II, III, or IV.

**Counseling and Counseling Referral:**
Counseling is an intervention that addresses the personal, emotional or social needs of a person. Counseling may be an alternative to, or used in conjunction with, other interventions. It is recommended for community standard violations.

A counseling referral is a recommendation for counseling to be conducted by a therapist or counselor outside of the Department of Housing and Residence Life. A referral may be to a resource inside or outside of the University, and may be used in conjunction with other interventions.

Counseling may be administered by Tier II with referral from Tiers I, II, or IV. A Counseling referral may be administered by Tiers II, II, or IV.

**Written Reprimand:**
A written reprimand is a written warning. The written reprimand is kept on file by the Department of Housing and Residence Life. Successive violations may result in residential probation or more severe sanctions. A written reprimand should clearly state the potential result of future violations (of similar or dissimilar nature). A written reprimand may be administered by Tiers II, III, or IV.
**Restriction of Privileges:**
A Restriction of Privilege is the denial of access to a specific community privilege. Examples of privileges that might be restricted include (but are not limited to) reservation of building lounges for parties and usage of communal appliances. A Restriction of Privilege may be administered by Tiers II, III, or IV.

**Educational Referral:**
An educational referral is the utilization of internal or external educational resources designed to increase an individual’s awareness and understanding of an issue. Examples of resources include (but are not limited to) alcohol awareness programs, stress management programs, safety and Campus Security seminar, etc. Educational referrals may be combined with a written reprimand or residential probation. An educational referral may be administered by Tiers II, III, or IV.

**Monetary Restitution:**
Monetary restitution is used in incidents involving damages to University property. Monetary restitution may be used in conjunction with other interventions. Monetary restitution should cover the cost of replacement, repair, and/or cleaning under University guidelines. It does not include fines or punitive charges. Monetary restitution may be administered by Tiers II, III, or IV.

**Residential Community Service:**
Residential Community Service is the utilization of internal or external vocational resources designated to increase an individual’s awareness and understanding of an issue. Examples of resources and appropriate services include (but are not limited to) checking fire equipment under the direction of the Fire Marshall, and coordinating a safety and Campus Security seminar. Residential Community service may be used with residential probation, relocation, or college referral. Residential Community service may be administered by Tiers II, III, or IV.

**Residential Probation:**
A resident may be placed on Residential Probation for a specified period of time (including the duration of university housing affiliation) during which any further violations may result in removal from university housing. Residential Probation may be administered by Tiers II, III, or IV.

**College/Department Head Referral:**
A college/department head referral is the process of notifying the appropriate student affairs officer of the individual’s respective college/school or supervisor within the department of employment of the violation(s) and the actions taken to date. Violations will be communicated to these noted representatives on a regular basis. College referral may be administered by Tiers II, III, or IV.

**Relocation:**
Relocation is the process of transferring a resident from one room or apartment to alternate on-campus accommodations. Relocation may serve as a permanent resolution to a violation or as a temporary measure to alleviate tensions. Relocation may be administered by Tiers III or IV.

**Termination of University Housing:**
Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community or University property; violations of federal, state or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.
Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Senior Vice President of Facilities and Campus Planning (Tier IV).

**Refusal to Permit Housing Agreement Renewal:**
Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community, or University property; violations of federal, state, or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Senior Vice President of Facilities and Campus Planning (Tier IV).
Liquid Oxygen Facility

A Liquid Oxygen storage facility is located at the northwest corner of the Bluemle Life Sciences Building, behind the Barringer Building. The liquid oxygen is supplied as gaseous oxygen to many inpatient and outpatient areas throughout the hospital. It is a necessary item, especially in areas of critical care.

Oxygen is not flammable or explosive. Its association with flammability stems from the fact that when we introduce oxygen into an already existing flame, the oxygen allows the flame to burn vigorously until the material (not the oxygen) is used up.

The oxygen found in the storage facility is used as a gas, but stored as a liquid. This is necessary because in order to store oxygen in the gaseous state a larger tank is required due to the expanded volume of gas. Also, liquid oxygen is at a significantly lower pressure than oxygen gas, which reduces the chance that the vessel could rupture from pressure fractures.

The gaseous oxygen is super cooled to a lower temperature thereby reducing its volume and lowering its pressure. Prior to use, it is allowed to warm and convert back to its gaseous state through a process at the base of the storage vessel.

The tanks are inspected twice a year and each time they are filled. There are low level alarms which sound in the Department of Respiratory Care.

Parking is prohibited on the concrete slab surrounding the tank. In the event that any oxygen leaks during the filling process, contact with automobile oil could result the spontaneous combustion of the oil on the slab. To avoid this, field service technicians inspect the concrete slab for gasoline, diesel fuel, and oil.

Center City tractor trailer restrictions (7am-6pm), traffic or track repair delays, and low oxygen levels all dictate delivery times. The optimum delivery scenario is arrival between 7 pm and 8 pm with the departure before 10 pm.

If you have questions about this information, contact the Department of Environmental Health and Safety at (215) 503-6260 or the Assistant Director of Housing Operations at (215) 955-2890
### Important Contact Information

Listed below are some phone numbers for important office and services at both the university and hospital.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Barringer Front Desk</td>
<td>955-8967</td>
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<tr>
<td>Orlowitz Front Desk</td>
<td>955-6726</td>
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<tr>
<td>Martin Front Desk</td>
<td>503-8511</td>
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<tr>
<td>Housing Assignments and Billing</td>
<td>955-8913</td>
</tr>
<tr>
<td>Short-Term Housing</td>
<td>955-6479</td>
</tr>
<tr>
<td>PMC Property Management (Bar/Orl)</td>
<td>955-4346</td>
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<tr>
<td>Residence Life</td>
<td>955-1755</td>
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<tr>
<td>Campus Security Department (from a campus phone)</td>
<td>955-8888</td>
</tr>
<tr>
<td>Activities Office/Wellness Center</td>
<td>503-7743</td>
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<tr>
<td>Bookstore (TJU)</td>
<td>955-7922</td>
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<tr>
<td>Financial Aid</td>
<td>955-2867</td>
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<tr>
<td>Jeff IS&amp;T</td>
<td>503-7600</td>
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<tr>
<td>Photo Identification Center</td>
<td>955-7942</td>
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<tr>
<td>Scott Library</td>
<td>503-6384</td>
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<tr>
<td>Student Personal Counseling Center</td>
<td>503-2817</td>
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<tr>
<td>Student Personal Counseling Center</td>
<td>955-HELP; 955-4357</td>
</tr>
<tr>
<td>University Health Services</td>
<td>955-6835</td>
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<tr>
<td>Emergency and Trauma Center</td>
<td>955-6840</td>
</tr>
<tr>
<td>University/Hospital Phone Directory Info</td>
<td>955-6000</td>
</tr>
<tr>
<td>University/Hospital Page Operator</td>
<td>955-6060</td>
</tr>
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