

Panhellenic House Resident's Manual

**2770 Wesbrook Mall
Vancouver, B.C. V6T 2B7**

(UPDATED 2014)



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WELCOME TO PANHELLENIC HOUSE

Most students really like living in residence and we hope you will too. Panhellenic House is one of the newer buildings on campus. UBC's experience tells us that's largely up to you, but our assistance and knowledge is freely offered. We will do everything we can to make your stay here a good one. Please take some time and read this manual – it contains important information regarding your stay in Panhellenic House.

Like other residential facilities, we have rules and responsibilities. You are expected to be familiar with your rights and responsibilities, and abide by our regulations and standards of conduct. They are outlined in this Panhellenic House Resident's Manual and the Panhellenic House Residential Agreement. Just like in real life, ignorance is no excuse. For further information about residence standards, see the Residence Advisor, or check the Individual Tenant Code of Conduct section that is attached to your Panhellenic House Agreement. If you are not sure whether something is allowed, our advice is to ask first.

Residence Advisors

The Residence Advisors (RA) are residents who are employed by the Vancouver Alumnae Panhellenic Association (VAPA). Their job is to make sure people enjoy living in Panhellenic House. There are many people here, with many different agendas. It is a 'create the greatest good for the greatest number' kind of job. The advisors' names and contact phone numbers will be made available as soon as the selection process is complete. The advisors will try to help make your residence enjoyable, relaxing and conducive to learning. And not too noisy. They will also:

- Try to make sure that everyone respects our community standards. Without these standards, no one would enjoy living here. Your advisor should be the ***first*** person you contact with questions and concerns.
- Lend an ear. They probably have more experience in residence life than you. They can help you sort out problems.
- Sign out temporary keys for access to rooms.
- Assist with roommate conflict. Getting along with your roommate will go a long way to making your life enjoyable. Please don't wait until conflict has deteriorated so that is beyond resolution.
- Represent residents' views to the VAPA. If you have a suggestion for us, let your advisor know.

Housekeeping and Maintenance Staff

Our Property Manager, Dorset Realty Group Canada Ltd., is the contact for the housekeeping staff who are responsible for keeping the buildings and grounds clean and comfortable. The Property Manager, Mr. Kim Schuss can be reached at:

604-270-1711 ext. 103

or at

kimschuss@dorsetrealty.com

Even though there is staff for cleaning Panhellenic House, it is still your responsibility to help keep it clean. So, if you have used one of the common areas, please pick up after yourself, and follow the old backpackers rule – “if you pack it in, please pack it out”!

They also have trade contractors who make repairs. If something in your room needs repair, call Dorset Realty and they will arrange to have a repair person contact you to set up a time to enter your room and make the repair.

MOVING IN TO RESIDENCE

Check In

Your check in will be coordinated through our Property Manager, Dorset Realty.

What to bring and what not to bring

You will probably notice that your room is not gymnasium sized. If you live close enough to residence to go home on the weekend it may be smart to meet with your roommates and decide to share major items such as stereos, computers and televisions before bringing them in. Leave skis and other winter items at home until you need them.

Your room as a personal statement

Panhellenic House is a residence so; of course you may personalize your room. Posters, wall hangings (see pages 10-11 for details), and plants in your room are all fine. (The UBC Botanical Gardens have a great plant sale every September).

Your bedroom is furnished with a single bed, desk and chair, four drawer dresser, and small closet. You can also bring an extra piece of furniture for your room, if you want. But please don't bring your own bed or desk, as we don't have space to store the ones supplied.

Your kitchen is equipped with a shared refrigerator, stove, oven and microwave. You may add other kitchen appliances to your unit if you and your roommates wish. Other items to bring should include:

- A flashlight, it gets dark if the power goes out.
- Bed linens, you'll need a mattress cover, pillow and pillowcases, sheets, blanket, and bedspread for a twin bed.
- Dishes, cutlery, cookware and kitchen utensils if you plan to cook.
- Iron (and ironing board if you don't want to go down to the laundry room).

Halogen lamps have been the cause of a number of residential fires. Some floor lamp models may be unstable and might fall and cause a fire. Floor model halogen lamps are permitted in residence provided they are CSA approved and bear the CSA label. When purchasing a lamp, ensure that the unit has a guard or lamp barrier covering the bulb and please use a low intensity bulb, of less than 300 watts. The lamp must be placed well away from areas where flammable materials such as posters, bedding, and curtains, plastic or stuffed toys could fall on top of the lamp. Nothing should ever be placed over the lamp to dry.

Mail

Canada Post delivers your mail to the box outside the building. From there it is brought in by the Residence Advisors or our Property Manager and placed in your Quad's mailbox.

For faster service, always quote your current address for correspondence.

- Your name
- Your unit and room number in Panhellenic House
- 2770 Wesbrook Mall
- Vancouver, B.C.
- V6T 2B7

Pets

Pets of any kind are not allowed in residence, with the exception of aid animals such as seeing-eye dogs. If you do have an aid animal, we ask that you notify Dorset Realty when you sign your lease agreement and pick up your keys and we will make sure that it is registered in our office. This is for the safety of you, your roommates and your aid animal, and also to avoid any potential problems with other residents who may have allergies or phobias.

RESIDENCE ETIQUETTE**Dealing with your new roommates**

Congratulations, you're a roommate! Almost everyone who arrives in residence is anxious about their new roommate. Funny enough, those people you were so nervous about often turn out to be good friends.

Most likely, you won't have shared close living quarters with anyone who was not family. This sudden change in lifestyle can be challenging. Here are some things you can do to be a good roommate:

1. Communicate.
2. Communicate.
3. Communicate some more.

The ability to talk effectively with a roommate is perhaps the single most important factor in avoiding conflicts.

Here are some things to think about before you move into Panhellenic House. They may be some of the things you would like to know about your roommates too.

1. What would you like other to know about you, your background and family?
2. Are you a morning person or a night owl?
3. What are your study habits?
4. What are your standards for cleanliness in your room or apartment:

5. How do you feel about your belongings? What is okay to be borrowed and what must never be borrowed? As a general rule of thumb, never borrow anything without asking the owner's permission first.
6. How do you deal with stress?
7. How do you handle situations when someone or something bothers you?

Communicating involves not only talking about your wants, needs and preferences, but listening to your roommates' as well. Some other crucial factors include:

- Mutual respect – for example, leaving your dirty dishes on the counter can lead to friction
- Compromise – maybe have your friends drop by every second night
- Understanding – their strange desire to study every evening may be a good thing
- Consideration – surprisingly, not everyone like waking up to “gangsta” rap

These are the key components for living in residence. Being a member of the residence community means thinking about “we” as well as “me”.

Once you have moved in, it's a good idea to have a discussion about sharing the closet, cupboard and refrigerator space, acceptable noise levels, frequency or number of guests and – one of the biggest causes of conflict – cleaning standards.

It is also very important to approach things positively. The odds are that your roommates are decent people. Just as you probably are. But people from Trail, Toronto or Tokyo have different values, beliefs and customs. Being open to those differences is the first step in getting along.

If you find that you are having a problem with a roommate and you have exhausted all avenues of one-to-one communication, then please contact your Resident Advisor, not the Property Manager! Your Resident Advisors have experience in dealing with conflict resolution.

Physical aggression, violence and self defense

Physical aggression, violence and sexual assault are not tolerated in the residence. Physically aggressive behavior may result in eviction. This includes such things as fighting, hitting, punching, slapping, kicking, pushing or pulling, or throwing things at another et cetera. Sexual assault includes any unwanted act of a sexual nature imposed by one person on another without consent, such a fondling or sexual intercourse. Aside from eviction, anyone engaging in these behaviors may be referred to the RCMP and/or the University Disciplinary Committee and/or Equity office.

We do recognize the need for self-defense, but this is self-protection, not retaliation. Using physical aggression as self-defense is acceptable only when you have no other means to escape another person's physical aggression. To lessen the possibility of having to resort to self-defense, instead to try:

1. Avoid (conflict) situations which escalate to a point where your physical safety is at risk.
2. Walk or run away. Get away from the unsafe situation, even if it means a loss of face or pride. Shout for help. Then immediately seek assistance from one of the Resident Advisors.

3. If those strategies fail, you are expected to use only the amount of force required to create the opportunity for escape, and immediately seek assistance from one of the Resident Advisors.

Noise and designated quiet hours

Quiet Hours

Sunday, Monday, Tuesday, Thursday	11:00 pm – 7:00 am
Wednesday, Friday, Saturday	midnight – 7:00 am

Exam Quiet Hours:

During exam periods, starting no later than the first Saturday following the last day of classes and through to the last day of exams, quiet hours are from 7:00 pm – 7:00 am daily.

Please try to minimize your noise, even during times, which are not “quiet hours”. Even talking in the courtyard during quiet hours can disturb others. If you make noise that disturbs others during the quiet hours noted above, you are at risk of disciplinary action. If you are bothered by another resident’s noise, please take the following steps:

1. Approach the individual(s) making the noise. Ask them to close their door or windows and minimize their noise.
2. If you are not able to do that, or if that doesn’t work, contact the Resident Advisor and explain the situation.

Alcohol

If you decide to have a party and alcohol is going to be served, remember you must clear it with your roommates, the other residents on your floor and also get permission from the Resident Advisor in advance of the date of the party. Failure to do so will result in disciplinary action. Only private parties held within your quad are permitted. Licensed events are prohibited (i.e. functions open to the entire floor or building and/or those which require a Special Occasion Permit or “Liquor License”).

This building is considered to be similar to a regular apartment building and we are not subject to the Provincial Laws regarding the possession and consumption of alcohol. It is not like a private home – we have areas which are for the common use of a fairly large number of individuals who are not related (which is the main difference between an apartment building and a private residence). What you can do at home is far different than what you can do in Panhellenic House! So, here is the legal stuff and please be aware that:

- a) Drinking alcohol beverages or carrying unsealed liquor is permitted only in residents’ rooms or in your own quad.
- b) Drinking alcoholic beverages or carrying unsealed liquor is not permitted in any other areas including, but not limited to, patios, courtyards, elevators, washrooms, laundry rooms, building

hallways, stairwells, main floor foyers, Chapter Rooms, and areas outside the residence building itself.

- c) Drinking games including 'funneling' and 'floor crawls', etc... are not permitted. Possession and/or consumption of 'common source' alcohol (e.g. keg cans, large containers of premixed alcohol, etc...) within this residence is also prohibited.

Failure to adhere to the regulations and policies governing the use of alcohol in this residence will result in the function being terminated at once, the withdrawal of future party privileges, and/or standards action and eviction from residence.

GUESTS, VISITORS AND PARTIES

Please be aware that you are responsible for your guest(s) and that they must abide by the rules and regulations of Panhellenic House while visiting you. For the safety of all residents, walk them to the front door after their visit. You will be responsible for damages, lost property or extraordinary service or administrative costs that your guests may cause to Panhellenic facilities whether accidentally or on purpose.

Managing The Social Whirl

Friends and socializing are an important part of life on campus. But, in residence as in life, it is important that your social agenda does not disrupt others. So, we have some basic rules about parties and partying. Believe it or not, it's possible to follow these rules and still have a pretty good time. First, we consider it a party if:

- There are seven or more people present
- Alcohol is being consumed
- You are noisy enough to attract attention or distract others

If you wish to have a party, you must register it with the Residence Advisor at least three days prior to holding the event. If you're not sure your event qualifies as a party, ask. Trust their judgment, as they have considerable experience in these matters.

All parties in residence must be registered with the Resident Advisors and through the VAPA House Management Committee office. To register a party, obtain the Function Responsibility Form from your floor's Resident Advisor and complete and return it before organizing the party. Policies specific to hosting a party are printed on the Function Responsibility Form.

If your event is considered a party, you are welcome to host it in your unit any Friday or Saturday night, except during exam periods, when extended quiet hours are in effect. A maximum of three social gatherings will be allowed to be registered in Panhellenic House on any given Friday or Saturday evening, and they will be booked on a first-come-first-served basis. Also be aware that these events will be limited to a maximum of 25 people.

All the roommates who will be home and participating in the event must sign the function responsibility form, indicating they will be in attendance and readily available for the duration of the party; that they

will remain sober and be responsible, and ensure the residence noise and alcohol guidelines are not violated by anyone who is in attendance.

If you fail to book ahead and a 'spontaneous' social gathering occurs, you will be asked to end it immediately and be at risk of disciplinary action.

Overnight Guests

Overnight guests are welcome in your room for a maximum of four nights per month. If you want to have an overnight guest in your room for more than one night in succession, please discuss it with your roommates before your guest arrives.

Short-Term Guest Accommodation

Visitors, who require more comfortable accommodation than the floor, can stay at West Coast Suites. It is located next to the Gage Commons Block. Each suite can accommodate up to five people and offers a complete kitchenette, telephone, television and private washroom. For rates and reservations, call (604) 822-1000.

CARING FOR YOUR HOME AWAY FROM HOME

Insurance

The most important rule – carry insurance.

Neither the university nor VAPA are responsible for lost, damaged or stolen articles regardless of cause. We recommend that all personal effects in the individual residence rooms, quads, storage areas or elsewhere on residence property be covered by private insurance. The Panhellenic House Residential Agreement has more details.

When determining the insurance coverage you require, please consider the following:

- Type of coverage (e.g. damage or loss due to theft, fire, flood, earthquake, etc....)
- Is your coverage right for your needs (e.g. depreciated or replacement value)?
- How much insurance do you need to fully protect your belongings?
- Ask your insurance agent about any policy terminology that you don't fully understand.

No Major Construction, please.

We ask that you do not paint or wallpaper the walls, nor alter the structural or service facilities in any permanent way. You are expected to leave your room in good condition and are liable for any damages which may occur.

Show your walls, ceiling and safety equipment the respect they deserve.

- Do not hang things from or disturb the fire safety sprinkler heads in your room, shared common space or corridors. If they are accidentally activated, the resulting damage will be extensive and expensive for you.

- Never cover or disconnect the smoke or heat detector in your room. If it malfunctions, call the Property Manager immediately. They will advise you what to do. If a smoke or heat detector is found disconnected or disabled (without permission), all the residents of that room will be at risk of disciplinary action. They will also be assessed for the repair or reconnection.
- Do not use nails, screws, hooks, glue-on hangars, scotch tape, masking tape or the sticky poster mount “gum” on your walls (we have found that this also damages the drywall). You will be at risk of receiving an assessment for damage. Instead, please use a poster frame and hang your posters, pictures or other decorative hanging with proper picture hooks. These are inexpensive and are available at grocery stores, drug stores, hardware stores and picture shops.

Protecting your electrical equipment

Computers, digital clocks, VCR's, answering machines and stereo systems are a part of our lives, but, they are extremely sensitive to electrical disturbances. These can happen fairly frequently, and any electrical disturbance has the potential of disrupting or damaging your sensitive electronic equipment. There are things you can do to reduce the risk of electrical problems. Some are easy and inexpensive; others involve more cost and effort. Simple steps to take to avoid electrical problems include:

- Limit the number of devices or appliances plugged into any one outlet.
- Use three-pronged plugs for equipment that requires them. Never remove the grounding pin (the longer round one) from the plug.
- Unplug sensitive equipment when it's not in use and during electrical storms.
- Purchase a good quality “surge suppressor”. (They differ from a power bar as they contain a small fuse and a reset or power switch).

Some electronic equipment now includes built-in surge or overload protection. Be aware, though, that built-in protection can become damaged, too. The most common type of electronic protection is the surge suppressor, or box a multi-outlet bar that intercepts and removes most power surges. The quality of these devices varies, so be careful to purchase a good one.

Housekeeping, or ‘the maid’s not here’

Please keep your quad area clean!

We’re not fanatical, but Panhellenic House needs to stay clean. It is a year-round residence, so the unit you move into may already have been occupied by one or more roommates who have been living there for several weeks, months or even years. While your private bedroom should have been cleaned prior to you taking possession, the shared common areas will reflect the housekeeping standards and practices of your roommates. Cleaning your room is your responsibility. The cleaning of all common areas, furniture, appliances and fixtures is the responsibility of all the residents in each unit.

Inspections will be scheduled by the Property Manager at regular intervals during the year. Advance notification of inspection will be given where possible, along with cleaning procedure guidelines. If your apartment is found unacceptable, it needs to be rectified within a specified time period. Otherwise all the residents of the unit will be issued an assessment for the cost of cleaning required to bring the unit's condition up to standard, and you may also risk some form of disciplinary action.

Assessments

Assessments are bills issued to you for damage (other than normal wear and tear), missing articles, keys lost or not returned, or for any extraordinary cleaning.

Upon receiving a notice for assessments other than keys, you may choose one of the two options:

1. Pay the assessment to the Drop Box in the office by the due date, or request an extension from the Property Manager before the due date. Reasonable requests will be accommodated.
2. Appeal the assessment by writing a letter of appeal, and give it to the Residence Advisor before the due date. You have to pay the assessment when you submit your appeal.

If you fail to either pay or appeal your assessment by the due date, you risk being evicted from residence and/or facing legal action in small claims court.

PANHELLENIC HOUSE FACILITIES**Laundry**

Coin-operated washer and dryers are available in the laundry room located in the basement. Your unit key will unlock this room. An ironing board is not provided so you will need to bring your own plus a 110 volt iron.

Bicycle Storage

Bicycle racks are provided in the basement of the Panhellenic House. They are available on a first-come-first-serve basis. Residents who use the bicycle storage are required to provide and use their own bicycle lock when the bicycle is in the facility and to ensure that it is secured at all times.

General Storage

Currently, there is no storage space outside of your unit in Panhellenic House.

Entry Phones

Each resident will be issued a distinct number for the entry phone system. This number is required for anyone trying to ring up to your quad.

To open the front door via the entry phone, punch in 9 on the telephone keypad. Do not open the door for anyone that you don't know or are not expecting. You will need to meet your guest in the lobby to escort them to the residential floors.

Recycling and Garbage Facilities

Recycling and garbage depots are located outside and at the back of the building. Access is via the basement level bicycle area. You are asked to please sort your recyclables into the following categories:

- Glass, metal and plastic containers
- Newsprint, mixed paper products (but nothing contaminated with food or beverages, please)

No, that's no your roommate! Dealing with local wildlife

As you live close to an urban forest, there are skunks, raccoons and coyotes around as well as the ubiquitous rat. Please do not leave garbage or materials for recycling outside the designated containers, and please do not feed any animals which may visit, as this will only serve to encourage them. The local wildlife may enjoy the all-you-can-eat buffet you have laid out for them, but your neighbors may not welcome the sight of these animals. Some of the animals can be quite large and menacing – as well as untidy, and you will be left with a mess to pick up in the morning! In addition, feeding wild animals your table scraps may be killing them with kindness; in general, human food is not particularly healthy for them, Mother Nature has given most animals certain specific nutritional requirements to ensure their survival. Feeding them table scraps will cause them to abandon their natural food sources and become dependent on you.

Parking

Is it absolutely necessary to bring your car to campus? Classrooms and other facilities are within walking distance of Panhellenic House, and parking is at a premium.

If you really do need a car, you will need to contact UBC Parking.

Visitor Parking

There is meter parking available on Wesbrook Mall. There is further parking available in the small visitor parking lot adjacent to the Panhellenic House.

UTILITIES**Gas and Electricity**

Your heat and electricity are included in your rent, but please be energy conscious and try to conserve when using these utilities. If you are leaving your room for an extended period of time, turn the lights off and if you feel cold, try a sweater first, before you turn up the heat. The extra layer just might be enough.

Telephone service

All bedrooms in the residence are wired for telephone service, but it is up to each individual to obtain service from TELUS directly if they so wish.

Residents sharing a phone line may all have their names listed with TELUS directory assistance for a small service fee.

The Panhellenic House – VAPA office will not have your private number and is unable to provide this information to others. It is your responsibility to ensure that friends and family know how to contact you. As we do not have a permanent office staff, there is also no one available to take messages for you.

Internet service

Is also included in your rent and is provided by Shaw High Speed internet service.

Television and cable service

Each living room and bedroom has a cablevision outlet. To get connected, contact Shaw Cable Systems. You are required to supply your own television and cable wire.

Ham radio operations – Before you hoist your antennae...

There are many restrictions on campus covering installation of antennae of any kind. Ham operators must apply in writing to the Associate Director Facilities at the Department of Housing and Conferences for special consideration.

SAFETY AND SECURITY**An overview**

Campus is not exempt from the problems of the world. People have been robbed and assaulted here. But there is no reason to be paranoid about it, just be smart. If you are aware of these issues, you are better able to ensure a safe living place for yourself, your roommates and neighbors.

Any residence is a great hunting ground for thieves. There are many people coming and going, and the many computers, VCRs, microwaves, TVs, bikes, CDs, DVDs and other valuable items are very tempting to an unscrupulous individual. It is not unusual for unknown persons to enter unlocked units and bedrooms.

We can keep Panhellenic House as safe and private as possible by cooperating with each other. Residents and their families should realize that all residences are living areas, with no exceptional provision for safeguarding either women or men. VAPA and the University cannot assume responsibility for security beyond the normal provisions such as key and alarm systems. You have to assume part of the responsibility for everyone's security by closing and locking doors and windows, and by not lending or losing keys. Please do not open doors of your unit for persons you do not know. And, under no circumstances are doors to be propped open. Doors propped open or left unlocked for roommates, friends or deliveries, endangers not only the belongings of those who live in your unit, but possibly their lives as well.

Some other safety tips to consider:

- Do not walk home alone from campus after dark. There have been sexual assaults on our campus. Be careful where you walk, and avoid unlit areas. You can use the AMS SafeWalk program (**see page 16**).
- Always lock your room door and ground floor windows when you're sleeping, when you leave your room or when you're alone.
- Do not let strangers into your unit or room.
- Keep photocopies of all your identification, credit cards, anything that would have to be replaced if your wallet or purse were taken and keep them separately in a safe place. It may make your life much easier.

- Don't leave valuables or your wallet in plain view in your room or your car. And don't keep large amounts of cash in your room.
- Ensure your belongings are covered by private insurance and consider renting a safety deposit box to secure your more valuable items.
- Don't place yourself at risk. If you suspect a crime is occurring or if you observe anything suspicious, telephone the RCMP at 911 immediately. Also, please notify an advisor or the property manager after contacting the RCMP.

If you have a mobility or agility disability, or have guests with mobility disabilities, please be aware that all our accommodations are located above the ground floor. Also be aware, that the elevator, being a heavily used mechanical device, may suddenly break down, and could be out of order for lengthy periods. This really shouldn't be a problem in our building, but you should also know that this may also be taken out of commission on occasion, for short period of time for regular maintenance. Inconvenience may occur for those unable to negotiate stairs.

It's your health. And everyone else's

With this many people living so closely, health is an important issue. Communicable diseases do occur. Some will be as minor as the common cold; others may be more serious, such as Hepatitis B, HIV or meningitis. Please practice the following health precautions, so we can all stay healthy.

- The best way to prevent infection is to wash your hands; wash your hands; wash your hands... often and always before eating.
- If you choose to have sex, use a condom – always. “No glove, No Love!”
- Always treat blood and other bodily fluids as if they were contaminated. Wear disposable latex or vinyl gloves if you need to assist a bleeding or injured person, or when handling anything soiled with blood or body fluids.
- Don't share personal items that may be soiled with blood or body fluids (i.e. toothbrushes, bath towels, etc...)
- If you have a medical condition which requires the use of needles, you must obtain and use a sharps container for disposal.

Sharps and dangerous materials

In order to protect the cleaning staff from injuries when handling the garbage, please ensure that you dispose of articles such as broken glass, razor blades, or other objects with care. These items (commonly referred to as sharps) can cut people badly. If you do put such objects in the garbage, be sure to first place them in a sealed hard plastic container.

Needles or syringes require special attention. If you are required to use syringes for medical reasons, you must dispose of them in a responsible and safe manner. Personal sharps containers for hypodermic needle disposal must be used.

Keys

Your house fob, keys and the locks on your doors are your most important security devices. Keep your room and unit locked and take care of your fob and keys. If you lose your fob or keys you should contact

a Resident Advisor as soon as possible. Keys to the quads and fobs for the building are available to, and for the exclusive use of registered Panhellenic House tenants or duly initiated sorority members (building fobs only in the latter case). Extra keys or fobs may not and cannot be obtained for use by guests or visitors. Guests and visitors are the responsibility of their hosts and under no circumstances may they have free access to the building.

SafeWalk

Just call SafeWalk at (604) 822-5355 or use a Blue Phone and ask for SafeWalk and two friendly student volunteers will escort you to your campus destination. Service is provided Sunday – Thursday 7:00 pm – 2:00 am and Friday – Saturday 7:00 pm – 4:00 am.

Fire Safety – know How to Protect Yourself!

In case of fire, pull the nearest fire alarm; get away from the fire, and telephone 911. Regrettably there are occasional false fire alarms in residence. However, we can't take chances.

To ensure your safety, vacate the building safely and quickly when the alarm sounds, closing the doors behind you. Closed doors are effective in keeping out smoke and fire, which both threaten lives and damage your property.

If a fire alarm sounds and you are in your room, check the door before opening. If it feels warm to the touch, **DO NOT** open it! This may mean that the fire has spread to the area outside the door. If you have access to a sink or shower, wet a towel and place it along the bottom of the door (if not, just stuff whatever you can find there) and cover any vents or other openings in the room. If you have a phone in your room call the fire department, let them know you are trapped and give them your exact location. Keeping low put a wet cloth over your nose; move to a window and wait. Make your presence known by yelling or waving a sheet or flashlight. **DO NOT** open or break the window. Stay in your room with the door shut until a member of the Fire Department escorts you safely out of the building.

If, however, the door does not feel warm, and you have determined that it is safe to exit your room, do so immediately. If you find that there is smoke in the corridor, get down on the floor where the air is fresher, and crawl out on your hands and knees. Smoke inhalation and panic are more frequently the cause of injury or death than the actual fire. A wet towel or cloth can be placed over the mouth and nose to help reduce the possibility of smoke inhalation and aid breathing.

In the event of a fire, do not use the elevators; use the stairs. When you enter the stairwell, stay calm, walk- do not run- down the stairs. Hang on to the handrails as you descend, it will help guide you down to safety, and prevent you from being knocked down by people who might be running. Persons with mobility or agility disabilities, who cannot safely negotiate stairs, should proceed to the nearest Area of Refuge and wait for a firefighter to attend to them. If you or your guests have mobility or agility disabilities make sure you learn where these areas are located in residence.

On your first day in residence, identify the location of the nearest fire exit. Think about how you would get to that exit if your unit were filled with thick black smoke. Count the number of door frames

between your room and the exit. Get a good mental picture of what everything looks like. Imagine having to get to that exit blindfolded.

Bicycles or anything that could possibly impede exit in the case of a fire, are not to be left in the common hallways, walkways, or stairwells of any building.

Approved extinguishers are located in the common areas and the quads as directed by the Fire Department. Please acquaint yourself with their location and use.

It should also be noted that the use of portable heaters is not allowed due to the potential fire hazard. If you have problems with the heat in your quad, please contact your Resident Advisor or Dorset Realty. Unfortunately, the use of cut, live trees at Christmas is also prohibited due to the danger of fire. Flameproof artificial trees or live potted trees may be used, provided that strings of interior mini lights are used for lighting. Please consider using the new LED light strings as they use far less power and do not produce the same amount of heat as regular light strings. As an added incentive, the LED light strings do not have filaments that burn out or glass bulbs that break, and in addition they last much longer! Under no circumstances may candles be used for decorating. The use of incense and incense burners or potpourri jars that use an open flame are also prohibited. Please use the plug-in air fresheners now available if you feel you must use them.

CLOSING NOTES

We hope that you find the information contained in this manual informative and helpful and that it contributes to a happy and worry free Panhellenic House experience. If you have any suggestions or additional information which may be useful to future residents of Panhellenic House, please let VAPA know and we will try to incorporate it, in a subsequent Panhellenic House Residents' Manual.

May you have an enjoyable experience while living in this facility and excel in all your studies!