

Community

Standards





Community

Standards

Effective July 1, 2018

Table of Contents

- Statement of Community Living Principles..... 1
- Residential Life Community Standards2
- Community Living.....6
- Residence Hall and Room Access Information.....8
- Safety and Security.....9
- Your Room at UMass Amherst.....11
- Residence Hall Room Safety.....12
- Fire Safety.....14
- Procedures Regarding Conflict Resolution in the Residence Halls17

Statement of Community Living Principles

Welcome to the University of Massachusetts Amherst Residential Community! You are now a member of a community dedicated to academic achievement, learning, and personal growth.

At UMass Amherst, you have an opportunity to enjoy and benefit from a vibrant learning environment and a responsibility to contribute positively to keeping it safe, healthy, and enjoyable for all. As a residential community, we are committed to inclusive, fair, and just residence halls. We expect all members of our community to understand their rights and responsibilities and to aspire to uphold these for themselves and their fellow community members. As a community, we dedicate ourselves to the following principles, rights, responsibilities, and community standards:

Safety The personal safety of every member of the community is of primary importance. Safety for people and property depends on a personal commitment from each individual. We hold one another accountable for acts that threaten safety and security because any such act affects the community as a whole.

Inclusion Our sense of community is heightened by remembering our commonalities and respecting our differences. Connecting with people with different cultures, beliefs, and values is an integral part of the educational experience. Standing up against bias is an act of personal and community integrity.

Civility Communities function best when we recognize our shared needs and resources. Civility does not mean we must always agree, but it does require tolerance and courteous communication. The development and use of communication, compromise, and problem solving skills ensure that everyone has equal access to the living and learning opportunities at UMass.

Engagement Engaging in campus life enriches an individual's educational experience and strengthens the fabric of the community. Engagement can be accomplished in many ways in this opportunity-rich environment. The rewards of supporting your floor, hall, and University community are immeasurable.



Please think about the importance of these principles and standards as you live, study, and socialize in residence halls, and consider the impact of your behavior on others before you act.

The skills needed to live successfully on campus are the same skills you will use for the rest of your life.



Residential Life Community Standards

Behaviors that are counter to the Community Living Principles and Residential Life Community Standards will likely result in meeting with a member of the Community Standards and/or Residence Education staff to discuss those behaviors, their impact on the community, and other consequences, including sanctions.

For more information please see [Procedures Regarding Conduct Resolution in the Residence Halls](#).

CS-1: Noise

Residential Life promotes environments within residence halls and apartment communities in which the right to study and sleep takes precedence over noise that disturbs the community. Be aware of the noise you are making and consider how it may be impacting others in the community.

- At times other than designated Quiet Hours, all residents are expected to observe Courtesy Hours (24 hours a day) by showing consideration for your neighbors and responding positively to requests to reduce or minimize any noise.

Quiet Hours:

- Sunday through Thursday: 9:00pm - 9:00am
- Friday and Saturday: Midnight - Noon
- During final exam periods: 23-hour Quiet Hours are in effect. Courtesy Hours are in effect daily from 7:00pm - 8:00pm
- Individual voices, social gatherings and/or events, as well as among other noise-inducing activities, should be maintained at low volumes. The noise should not be audible beyond personal living areas or common spaces (such as lounges, recreational areas, bathrooms, etc.).
- Devices such as stereos, radios, televisions, computers, amplifiers, or musical instruments should be used at a volume that does not interfere with a resident's ability to pursue academic interests. At no time should any amplified sound be directed out of resident windows.
- Members of the community are encouraged to respectfully address noise concerns with their peers, and to report excessive noise to their Resident Assistant and/or Resident Assistant on duty.

CS-2: Alcohol

Residential Life encourages residents to make responsible and informed choices related to alcohol and its consumption. Residents are subject to the following Residential Life and University regulations related to alcohol.

- No person under 21 years of age may possess, use, be under the influence, or be in the presence of alcohol.

When any student assigned to a shared room (double, triple, quad, double within a suite apartment) is under 21 years of age, no student (including 21+ year old resident(s) assigned to that space) may possess, use, or store alcohol within that student room

- Providing alcohol beverages to a person under age 21, whether gratuitously or for sale is not allowed.
- A resident of legal age living in a University residence hall or floor where alcohol is permitted may possess or store a maximum of twelve (12oz) bottles/cans of beer, or two (750ml) bottles of wine, or one (750ml) bottle of hard liquor.
- No guest is allowed to transport alcohol into any residence hall buildings regardless of his/her age. Only a resident, at least 21 years old, may bring alcohol into a hall in which alcohol is permitted.

- No more than 10 people are allowed in a residence hall room in which alcohol is present. In suites and apartments (North Apartments, Elm, Linden, Birch, Maple, Cashin, McNamara, Brown) no more than 14 people are allowed in spaces within these halls.
- Quantity-dispensing containers including, but not limited to, kegs, beer balls, punch bowls, drinking funnels, taps, and ice luges are not permitted in residence halls.
- Drinking games (including the simulation of drinking games) or other activities involving rapid and/or excessive alcohol consumption are not allowed.
- Open alcoholic beverage containers (including cups, bottles, or cans) are not allowed in any common space, including common corridors, stairwells, bathrooms, kitchens, balconies and lounges.
- Possession of alcoholic containers for decorative purposes is not allowed.
- Alcohol is not allowed in alcohol-free halls or floors, such as wellness floors, regardless of one's age. Residential Life will determine areas designated as alcohol-free.

CS-3: Smoking

The University of Massachusetts Amherst adopted the UMass Amherst Policy for a Tobacco-Free Campus. The use of smoking and tobacco products is not permitted in or around any building, including residence halls and campus grounds. Please see the [UMass Tobacco-Free Policy](#) for more information.

- For purposes of this policy, "smoking" includes, but is not limited to inhaling, exhaling, burning, vaporizing, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, marijuana, hookah-smoked products, and any other lit tobacco products.

While marijuana is not a tobacco product, marijuana smoking and possession in the residence halls is not permitted. For information regarding marijuana use and possession see [the Code of Student Conduct](#).

- For purposes of this policy, "tobacco use" includes, but is not limited to, the personal use of any tobacco product, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking. Additionally, the use of smokeless tobacco including: chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco is not permitted. This policy applies to all faculty, staff, students, and visitors.

CS-4: Community Living Standards

To create a positive learning community, each resident must take an active role in the development of the living environment that adheres to our Community Standards. In doing so, residents and their guests:

- Will cooperate with University officials acting in the performance of their duties.
- Will not participate in, nor condone, actions that interfere with a roommate's rights to occupy the room,
- Will not violate the rights of others, or prevent others from having a safe and respectful community living experience.



CS-5: Guests

Guests are defined as any person who is not a resident of the hall. Guests must be accompanied by the host resident at all times. Residents are responsible for their guest's behavior and may be held accountable for their behavior. If guests violate the Code of Student Conduct or Residence Hall Community Standards, residents may ask residence hall staff or University Police to mediate with the violators or remove unauthorized visitors from the premises. Residence Hall Security and/or hall staff also have the right to refuse entry to guests.

Before inviting guests, check with your roommate(s). Roommates have the right to refuse their roommate's guest(s) or to ask the guest(s) to leave if the guest is being disruptive or their presence is in violation of an established **Roommate Agreement**.

Interference with a roommate's right to occupy a room violates the Residence Hall Community Standards.

- Each resident may sign in a maximum of four (4) guests for an evening.
- A maximum of ten (10) persons (including residents) may be in a room at any given time.
- Suites and apartments (Sylvan Residential Area, North Apartments, Birch, Maple, Elm, & Linden Hall) may have a maximum of fourteen (14) persons (including residents) in a suite or apartment at any given time.
- Guests must be at least 16 years of age, and possess a valid ID. Special permission for guests under the age of 16 can only be obtained from Residence Hall Security Staff.
- The guest policy may be adjusted in unusual circumstances for the safety and security of residents. Students will be notified of changes.

For more information regarding guests please see the detailed Safety and Security section.

CS-6: Safety and Security

Each resident shares responsibility for maintaining a safe and secure residence hall environment. Students are expected to follow the stated policies regarding residence hall security, guests, entrance/exit doors, and maximum room capacity.

- Residence halls are private dwellings for students assigned to live in them; they are not public buildings. Access to each residence hall is restricted to students assigned to that hall and to their authorized guests. Access is also authorized for students, staff, and faculty who are registered for and attending classes, as well as those assigned to work in that given building. Access can be revoked for failure to abide by Residence Hall policies and community standards.
- Residents are expected to produce their identification to Residence Hall Security during security hours. Security hours are subject to change at the discretion of Residential Life. Security hours are:
Sunday through Wednesday 8:00pm - midnight
Thursday 8:00pm - 2:00am
Friday and Saturday 8:00pm - 3:00am

For more information regarding security please see the detailed Safety and Security section.

CS-7: Fire Safety

Fire prevention is a critical factor in keeping you safe in our residence hall communities. Abusing or tampering with fire safety equipment such as fire alarms, smoke detectors, fire extinguishers, emergency exit systems, and/or fire alarm systems is not permitted. Additionally, candles and/or incense are not permitted for use in residence halls.

For more information regarding fire safety policies, please see the detailed Fire Safety section.

CS-8: Health and Safety

Your room at UMass is your home on campus. It is important that you keep your living space healthy and safe by:

- Keeping standard issued room furnishings in your living space
- Leaving common space/lounge furniture in common spaces and lounges
- Keeping your living space clean and free of trash
- Keeping your window screen properly secured
- Decorating your living space such that it doesn't obstruct or touch fire safety equipment or cause a fire hazard
- Possessing and/or using only those appliances that are permitted in the residence halls

For more information regarding health and safety policies please see Your Room at UMass.

CS-9: Bathrooms

Students and their guests must use bathroom facilities designated for their gender identity, or utilize bathrooms that are designated gender-neutral or gender inclusive.

CS-10: Pets

For the health and safety of residents, pets (other than fish in a 10 gallon or less tank) are not permitted in the residence halls. Information about Service Animals, Service Animals in Training, and Assistance Animals [is available here](#).

CS-11: Solicitation

Residents and guests (accompanied by a resident) may solicit information related to their University organization, group, or event in authorized spaces within the residence hall. Commercial solicitation of any kind is not allowed. Please see your residence hall staff for the authorized solicitation spaces in your hall.

For more information regarding solicitation please see Community Living.



Community Living

Solicitation

Definitions

1. Solicitation is defined as a planned, in-person sharing of information with and/or requesting of information from students living in a University residence.
2. Commercial Solicitation is defined to mean requests for payment or pledges of payment for goods, services, charities, or other financial contributions.
3. Resident is defined as a student assigned by the University to live in a University residence.

What kinds of solicitation are permissible?

1. Solicitation
 - Residents of a given residence hall may solicit in that residence hall.
 - Guests accompanied by residents of a given residence hall may solicit in that residence hall.
 - Commercial solicitation of any kind is not allowed.
2. Posting of Information
 - Each residence hall will have two authorized spaces in which residents may post information.
 - Only residents of a given residence hall may post information in that residence hall.
 - Postings are limited to University and University Community events only; other types of postings are permitted elsewhere on campus.
 - Maximum posting size is limited to 8.5" x 11" size paper.
 - Residence hall staff will routinely clear these spaces of out-of-date information, materials not pertaining to the University, and/or materials that cover other postings.

Notes:

- A. As a service to assist recognized student organizations (RSOs) and University Departments, Residential Life will centrally accept postings meeting the above-stated criteria for distribution to residence halls and posting by Residential Life staff. Residential Life will make no determination about these postings other than regarding these limited criteria.
- B. University-recognized student-run businesses, having an educationally-based mission recognized by the University, may advertise their services by placing information in "vendor information" racks that will be installed in each residence hall by Residential Life.
- C. When required, professional services may be provided in a resident's room by scheduled appointment (scheduled by the student) when the student is unable to travel to the provider's official place of business. Examples include professional services provided by a medical doctor, attorney, speech therapist, or similar licensed professional.

3. Tabling in Residence Hall Common Areas

"Tabling" is defined as the staffing of information tables by UMass Amherst students or Departments.

- Each residence hall shall permit tabling to promote opportunities for residents to share/gather information with/from fellow residents.

- Tabling reservations will be managed by the respective Residence Director of each residence hall.
 - a. This approval is limited to assuring tabling space is available, not as to content.
- The number of tables provided for tabling events will be informed by relevant fire safety codes and may differ among residence halls.
- Requestor must be a UMass Amherst student, program, or department.
- When submitting a tabling request, the requestor must provide the following information:
 - a. Name of requestor(s) and affiliated organization (if applicable)
 - b. Advisor of organization or office contact (if applicable)
 - c. Date(s) requested
 - d. Building(s) requested
 - e. Name, phone number, and email address of contact in case of problems
- 4. End-of-Semester and End-of-Year Clothing, Reusable Products, and Food Drives

In support of University and Residential Life sustainability initiatives, residence halls will participate in clothing and food drives at the end of the fall and spring semesters.

- Participation by student residents will be strictly voluntary.
- All collected items are donated to local charitable organizations. The Residence Hall Association and House Councils will coordinate these drives, with logistical support as needed from Residential Life.





Residence Hall and Room Access Information

Room/Apartment Entry and Inspection

- Authorized UMass Amherst staff may enter your room/suite/apartment without notice for maintenance or reasons of health and safety. Whenever practical, you will be given prior notice. Customarily, you will receive 48 hours notice before room/suite/apartment entry for routine maintenance or inspections. UMass Amherst personnel will not move your personal property or search your room/suite/apartment except with your permission or by appropriate legal authority with a search warrant, or when required to perform necessary repairs.
- During break periods, Residential Life and Environmental Health and Safety staff conduct visual inspections of all student rooms/suites/apartments for maintenance, safety, and security reasons after the residence halls close for official break periods (Thanksgiving, Wintersession, Spring Break). Personal belongings are not tampered with during visual inspections.

Room Keys

- Student room keys are to only be used and possessed by the students assigned to that residential space. Since guests are not permitted to be un-escorted at any time during their visit, any use of student room keys other than by the assigned student is not permitted. Students are encouraged to keep their room door locked at all times as a safety precaution for all residents of the room.
- Duplication of keys issued by the University of Massachusetts Amherst is not permitted.
- If your key is lost or stolen, notify your Residential Service Desk immediately; you will be charged for the cost to recore your lock.
- Backup keys are available at the Residential Service Desk for temporary emergency-use only. This key may be kept for 24 hours from the time you sign it out. Failure to return a backup key to the RSD within the 24 hour period will result in a recore to your door at your cost.

Your UCard

- Your UCard is your personal University ID. Do not loan your UCard to anyone.
- Your UCard is also your meal card, debit card, and the key to the main entrances of your residence hall, your Residential Service Desk, and other halls where you take classes or work.
- As a resident student, you are required to have a working UCard at all times. Carry it with you and be ready to present your UCard to campus staff when asked for identification.
- **Report a lost or stolen UCard immediately.** You are responsible for the replacement cost of your UCard.
- If the loss or theft of your UCard occurs when the UCard Office is closed, you may sign out a temporary access card at your Residential Service Desk. You may use the temporary access card for 48 business hours or until the UCard Office is open again. Failure to return the temporary access card to your Residential Service Desk will result in you being billed for the cost of replacing the temporary card.
- If you are having issues with your UCard (e.g. can't access your residence hall) please contact your Residential Service Desk for assistance.



Safety and Security

Overnight guests

- Overnight guests are limited to two (2) per room
- Overnight guests may stay no longer than three days and two nights.
- Overnight guests must wait at least 14 days before visiting the same room or residence hall as an overnight guest.
- Overnight guests must be accommodated in host resident's room. Common space (including apartment common living room area or suite lounge) may not be used for guest accommodations

Hosts are responsible for:

- Meeting, registering, and escorting guests in and out of the residence hall.
- Presenting proper identification when you enter your building, and ensuring that your guests carry photo identification. Security monitors will not admit guests into the residence halls without photo identification.
- Accepting responsibility and accountability for the behavior and policy violations of visitors and guests, including children.
- Abiding by the laws of Massachusetts and the regulations of UMass Amherst. You and your guest(s) may be subject to prosecution and/or the UMass Amherst conduct process if violations occur.

Guests are responsible for:

- Waiting outside the building or in the lobby of a building for their host to come and get them, regardless of the time of day.
- Presenting photo identification to security staff each time they enter or leave the hall. Guests without photo identification will not be admitted to the residence halls. The police may also be notified, and action may be taken against the resident who invited the guest to the residence hall.
- Registering with security staff each time they enter or leave the hall. Guests who enter a residence hall before security hours must register at the security desk as soon as security staff goes on duty.
- Abiding by the Code of Student Conduct and Residence Hall Community Standards. Guests who engage in disruptive, endangering or destructive behaviors are subject to restriction or revocation of visitation privileges.

Residence Hall Personal Safety Guidelines

You are responsible for assisting with hall security by:

- assuring your room door is locked at all times;
- not propping doors open;
- accounting for your key and UCard/temporary access card at all times
- not giving/loaning your keys, UCard, or temporary access card to anyone;
- closing and securing unattended entrance/exit doors;
- using main entrances only, except during a fire alarm;
- notifying residence hall staff of any broken or missing door hardware or security equipment;
- reporting a lost or stolen UCard to your Residential Service Desk and the UCard Office immediately so the card can be deactivated;
- having a valid hall sticker on your UCard to present to security personnel (multi-year halls only; first year halls will manage hall access electronically)
- not carrying your room key and UCard on the same key ring;
- not signing in people you do not know/have no intention of hosting;
- never allowing any person not known to them as a resident of that building to follow you into your residence hall.
- reporting anyone tampering with the building access system or otherwise attempting to bypass the security in place.
- reporting suspicious activity to the University Police at 413-545-2121.

Entrance/Exit Doors

- Residents and guests are expected to enter and exit through the main entrance door only. All other exterior doors are for emergency use or for use by authorized personnel.
- Doors must NOT be propped open or made so as to not latch or lock.
- It is the responsibility of members of a residential community to only “swipe” in themselves at all card access entrances. Students should not allow any person not known to them as a resident of that building to follow them into the residence hall or sign in guests that they don’t know or have no intention of hosting.

Sports

Sporting activities, such as hockey, football, soccer, handball, racquetball, frisbee, hackey sack, lacrosse, or other such activities, are not permitted in students’ rooms/ suites/apartments or common areas of the residence halls.

Roofs, Balconies and Ledges

- When permitted access to balconies that are connected to student rooms or common area lounges, students are expected to use these areas in a safe manner.
- Students may not place objects on, or suspend objects from, the railings or balconies or throw objects from balconies.
- Students are restricted from roofs, ledges, and restricted balconies.
- All university and residence hall policies apply to balcony areas.

Elevators

- Elevators are available in some of our residence halls, and are available for everyday use where designated. In some halls, service elevators are reserved for facilities staff only. Elevator access for students with disabilities should be requested through Disability Services.
- Responsible use of the elevators is required of all residents. Misuse, vandalism, or removal of any part of the elevators is not permitted.

Your Room at UMass Amherst

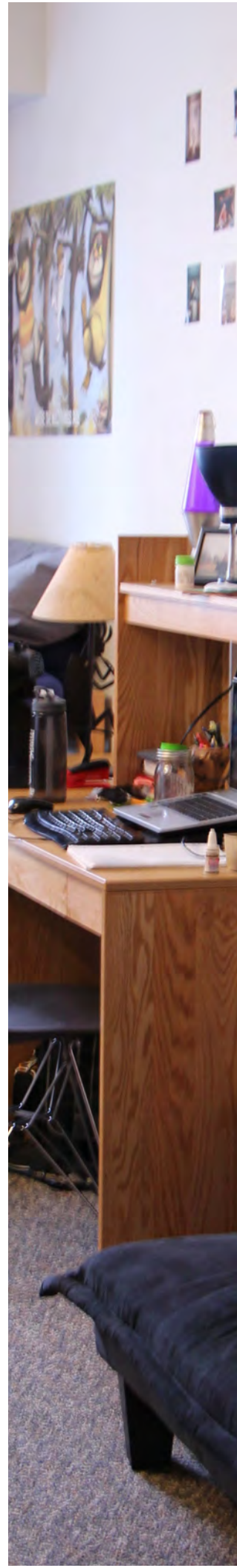
Decorating your room

Students are encouraged to decorate and personalize their rooms and doors as long as they follow these guidelines:

- Tapestries, pictures, posters, and other decorations may be hung on the walls and doors (no more than 50% of these surfaces) with rubber cement, commercial hanging putty and/or mounting strips. Nails, tacks, screws, and tape (scotch, masking, duct, etc.) may damage walls and should not be used.
Students in CHCRC may only use push pins to hang items on the walls. Using rubber cement, hanging putty and/or mounting strips will cause the paint to come off the walls.
- Decorations should not touch/obstruct smoke detectors or other fire safety system (pipes, sprinkler heads, etc.). Items may not be posted on or suspended from the ceiling, cover light fixtures, or cover the exit path from a room. All materials must be removed from the walls when you check out.
- Applying wallpaper, borders, or stickers, and/or painting or drawing on walls, doors, windows, shades, furnishings, or other UMass Amherst property is not permitted.
- Metal tracks on the walls in Southwest residence hall rooms can be used for lightweight wall hangings and bulletin boards only.
- Furnishings and personal items should be arranged so that egress from the room is not blocked or hindered.
- Decorative lights may be used for decoration if they are UL approved and do not touch or hang on any fire safety system components. Lights should be unplugged when residents are not in the room and during vacation periods.
- Holiday decorations must be flame-proof, fire-resistant, or fire-proof. Live trees, wreaths, corn stalks, hay, or other live decorations are fire hazards and are not permitted in rooms or on doors.
- You will be charged repair costs for any damage to the walls.

Room Furnishings

- Students are issued a standard set of university furnishings for their room including extra-long twin bed and mattress, desk and chair, wardrobe/closet, set of drawers, bookcase, and trash/recycling bins. You are responsible for the furniture assigned to your room, suite, or apartment. Please do not remove furniture from your room as you may be subject to conduct action and/or billing for damages.
- Beds may be lofted or bunked using University-issued lofting equipment and as instructed in [Lofting Kit Information and Instructions](#).
- Water beds and wood furniture/construction of any other kind including lofts and book shelves are not permitted. Each room may have one small fiberboard table/shelf unit.
- Plastic storage bins or trunks are permitted for the storing of personal items in student rooms.
- Residents may possess upholstered or molded plastic furnishings that carry a label of California Test TB 117 or TB 133. Students with furniture that presents a fire or safety risk will be asked to remove it by Residential Life and/or Environmental Health and Safety staff.
- Furnishings and personal items must be arranged as not to block heating units or egress from the room.
- Furnishings are assigned to common areas for the use of all residents of the hall. Students are expected to leave all common area furnishings in the area to which they are assigned. Common area furnishings may not be moved to student rooms or apartments. If students rearrange furnishings in common areas, they are expected to return the furnishings to the original arrangement.





Residence Hall Room Safety

To maintain the safety of the residence halls for all students, the following items that may be a fire hazard or other hazard are not permitted:

- Air conditioners
- Candles*
- Deep fryers
- Electric cooking grills**
- Explosive materials
- Facsimiles (replicas) of weapons
- Firearms or lethal weapons of any sort
- Fireworks or explosives
- Fog machines
- Gasoline and other flammable liquids
- Gas-powered equipment
- Halogen lamps
- Highly combustible materials
- Hot plates
- Hoverboards, self-balancing scooters, battery-operated scooters, and hands-free segways
- Incense
- Laser pointers
- Lighted smoking materials
- Noxious chemicals
- Octopus/spider lamps (with multiple plastic shades/covers)
- Pellet/BB guns
- Pets (Please see [Pets Policy and information on Service Animals, Service Animals in Training or Assistance Animals.](#))
- Pyrotechnic devices and smoke machines
- Space heaters of any kind (unless issued by Residential Life)
- Toasters/toaster oven**
- Waterbeds

**Please see the Fire Safety section for information on candles for religious purposes.*

***Items are allowed in kitchen area **only** at Lincoln Apartments, North Apartments and apartments located in Maple, Elm and Linden Halls.*

Cleanliness and Trash Removal

All residents and guests are expected to comply with basic health standards for sanitary conditions, hygiene, and appropriate use of bathrooms and common areas. Students are expected to keep kitchen areas, bathrooms, hallways, and their rooms clean. This includes, but is not limited to refrigerating perishable foods, closing containers to avoid attracting pests, washing dishes after use, and cleaning sinks after washing dishes. All community members are expected to dispose of trash and recycle appropriate items in the proper waste removal locations for their halls.

Window/Window Screens

Do not tamper with window/window screens. Screens must remain in place at all times. If a window/window screen is missing, loose, or damaged, please submit an online [iService Request](#).

Appliances

All electric cords, plugs, and appliances must be in good condition. All appliances should have an Underwriters' label or a seal of approval from another recognized testing laboratory. Whenever possible, purchase/use Energy Star appliances. Do not overload wiring by turning on too many electrical devices at the same time, or using multiple outlet plugs or extension cords. Appliances should be unplugged during residence hall break periods.

Students may possess and use the following appliances in their residence hall rooms:

- UL approved appliances including coffee makers, air popcorn poppers, irons, and electric kettles with auto shut off feature
- Microwave ovens of 700 watts or less and 0.7 cubic feet or less. Microwave ovens must be plugged directly into the wall.
- Portable Fan
- Portable hand-held hair dryer
- Heating Pad
- Lamps with incandescent, compact fluorescent, or LED bulbs. Halogen lamps and octopus/spider lamps are not permitted.
- Refrigerators must be UL approved, 36 inches in height or less with a three-prong grounded plug
- Electronic equipment such as televisions, DVD/Blu-ray players, electronic gaming systems, iPod docking stations, computers and tablets, and printers. Follow [campus use of technology policies](#).

Lincoln, North Apartments, & Apartments located within Birch, Maple, Elm, and Linden Halls:

Students may possess and use the following appliances **within the kitchen area only**:

- UL approved appliances such as toasters, toaster ovens, electric cooking grills/skillets, blenders, crock pots, rice cookers, and/or vegetable steamers plugged directly into the wall
- Use or possession of open flame appliances, deep fryers, hot plates, space heaters, personal air conditioning units or fog machines is not permitted in any residence hall. All electric cords, plugs, and appliances should have the Underwriter's label or seal of approval from another recognized testing laboratory.

Room painting

If your room/apartment needs painting, submit an [iService Request](#). Students are not permitted to paint rooms.

Medical Waste Disposal

You must properly dispose of medical wastes associated with any medical condition. Contact University Health Services, (413) 577-5000, to obtain a needle safe kit, in which to dispose of syringes and needles of the type prescribed for insulin or other injections.

If there are maintenance issues within your living space, including television service, submit an [iService Request](#).



Fire Safety

Our residence halls contain a large number of students living in close proximity. Residents play an important role in preventing fires and responding appropriately to emergencies. Additionally, residents are responsible for complying with fire safety policies, procedures, and guidelines as stated in the Residential Life Community Standards.

What to do in case of a fire/fire alarm

If you discover a fire:

- Close the door to the fire area (if possible).
- Activate the building fire alarm system.
- Call 413-545-2121 and report the exact fire location.
- Stay clear of the building and await further instructions.
- Use a portable fire extinguisher if the fire is small, you can use it safely, you have been trained, and only after the building fire alarm system has been activated.

If you are in a fire area:

- Stay as calm as you can.
- Feel closed doors from top to bottom for heat, using the back of your hand.
- Crouch low and open the door slowly.
- If safe, go into the hallway and close the door behind you. Leave the door unlocked so firefighters do not have to break down doors to search for trapped residents.
- Activate the building fire alarm system.
- Let others know they must evacuate the building.
- Go to the nearest stairway and leave the building in a prompt and orderly manner. If the stairway is full of smoke, go to another stairway.

If you are trapped by a fire:

- Do not panic.
- Pack the space under the door with wet towels, clothing, or other material.
- Dial 911 and report your location.
- Go to a window, open it, wave a white or brightly colored cloth from it, and call to any people below.
- Do not break windows unless smoke is pouring into your room and you need fresh air to breathe.
- Stay near the window where you can be seen. Do not hide under the bed or in the closet.
- If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway.

Fire Protection Information

The University of Massachusetts Amherst employs a full-time staff of fire prevention professionals within the Office of Environmental Health and Safety. Fire prevention staff inspect all campus buildings and test and maintain all sprinkler systems, standpipes, fire pumps, fire alarms, and fire extinguishers. They also provide educational programs on fire safety in the residence halls. Whenever you move to a new area, you should locate the fire alarm pull stations and the two exits nearest your room. For more information on fire safety, please go to the [Environmental Health and Safety](#) website.

Candles and Incense

Candles and incense, lit or unlit, are not permitted in students' rooms or any other areas of the residence halls. Use of candles for religious use is described as follows:

Candles may be used for religious purposes only in designated spaces of residence halls.

If you plan to light religious candles, contact your Residence Director or Apartment Complex Coordinator in advance for approval.

Cooking

- Never leave cooking food unattended.
- Keep the stove area free of combustible objects such as dishtowels, potholders, decorations or boxes.
- Keep pan handles turned inwards so they are not accidentally bumped.
- Should a stovetop fire occur, use an ABC fire extinguisher, baking soda, or a lid to extinguish the fire. If the fire has spread beyond the stovetop, get out immediately and call 911.
- Never use flour or water to extinguish a cooking fire. Flour is combustible and water can spread fire.
- A fire extinguisher is located in every residence hall/apartment kitchen. Do not relocate the fire extinguisher and only use it in the event of a fire. If the extinguisher is used to extinguish a kitchen fire, immediately notify the Residence Hall Staff or Residential Service Desk and it will be replaced. The University inspects fire extinguishers at least once a year, but you should periodically inspect the gauge to be certain the fire extinguisher is properly charged. If the needle indicates that it is undercharged or overcharged, call the Residential Service Desk for a replacement.

Emergency Exit Systems

The emergency exit systems in the residence halls include emergency lighting, emergency exit signage, exit stairways, and approved exit door hardware. As a resident, you should acquaint yourself with all of the nearest exit routes from your living area. Please do not tamper with any of the emergency exit systems.

Emergency Plans for Students with Disabilities

- Students with disabilities have unique abilities and limitations. To be effective, emergency plans must be designed to meet the needs of the individual. At the beginning of every semester, staff members from the Office of Environmental Health and Safety (EH&S), (413) 545-2682, will meet on site with each identified disabled student to review fire safety, fire protection, special needs, and personal emergency action plans.
- If you are on the ground floor, leave through the nearest clear exit.
- If you are not on the ground floor, do not try to use an elevator.
- If the fire is on the floor where you are, you will have to leave the building by the stairs. Follow the plan EH&S has designed for your emergency evacuation.
- If the fire is not on your floor or you are trapped on the same floor as the fire, close the door to

your room. Dial 911 and report your location in the building. Then, go to a window, open it, wave a cloth, and call out to any people below.

- Remain at the window until firefighters arrive.

Fire Alarms

The floors of all campus buildings are equipped with manual fire alarm systems consisting of pull stations and horns. Most are also equipped with automatic fire alarm systems consisting of heat and smoke detectors. Residence halls also have automatic sprinkler systems. For your safety, never tamper with these systems. False fire alarms are dangerous to residents and emergency personnel who must respond. False fire alarms are illegal and punishable by fines and/or imprisonment.

Fire Alarm Systems

Fire alarm systems, system components, sprinkler systems as well as individual detection devices shall not be tampered with in any manner. Nothing shall be hung on or near any fire alarm system component, detection device, sprinkler, or pipe. Fire alarm system components and detection devices include but are not limited to: smoke detectors (system or local), audio/visual devices, wiring or wire-mold, heat detectors, manual fire alarm pull stations and "stopper alarms", fire alarm control panels, sprinklers and pipes.

Fire Drills

A fire drill will be conducted in your residence hall every semester to help you become familiar with evacuation procedures. During a fire drill, please do the following:

- Take your room key and ID, close and lock the door to your room/suite/apartment.
- Exit immediately to the nearest emergency exit; do not use or attempt to use an elevator.
- Meet in the designated holding space outside of your residence hall and wait for further instructions.

Fire Extinguishers

Fire extinguishers are located on each floor in each campus building and in each apartment. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property. Misuse of a fire extinguisher will result in conduct action.

Smoke Detectors

A smoke detector is mounted on the ceiling or wall in your room. Some buildings also have heat detectors on the ceilings. Take the following precautions to ensure the safe operation of your smoke detector:

- If your smoke detector is working properly, the red light should be on. If the red light is not blinking, contact residence hall staff immediately.
- Do not cover or obstruct your smoke detector in any way.
- Report any power outages that occur to your hall staff.
- If a smoke detector activates and there is no fire or smoke, notify your hall staff.



Procedures Regarding Conduct Resolution in the Residence Halls

1. Education, Investigation and Charges.

- a. Upon request of any student, faculty or staff member, guest of the University, or independently, Residential Life may investigate an alleged violation of Community Standards in and around the residence halls. The review may include interviewing relevant students, witnesses, review of documents, or other steps that will assist Residential Life to determine if charges are warranted. If appropriate, Residential Life may file charges against the student(s).
- b. A complaint alleging a violation of Community Standards must be filed no later than one year after discovery of the alleged violation and include the identity of the student(s) involved.
- c. Residential Life may allege violations at any time. If a student has withdrawn or withdraws from the University after the filing of charges, a registration hold may be placed on the student's academic record and Residential Life may proceed to resolve an alleged Community Standards violation with an in absentia finding.
- d. If, in the judgment of the Director of Residence Education or her or his designee, grounds exist to believe that a student would benefit from education on a topic related to community behavior, Residential Life may assign a student to an educational process or program to address the concern. No conduct history will result from such an assignment, but failure to complete the assignment could result in subsequent charges. Repeated instances of such behavior may be the subject of subsequent charges.

2. Notice of Charge.

- a. Upon the filing of charges, the named student(s) will receive a Notice of Charge and will have two (2) business days to schedule a Conduct Conference as directed in the Notice. The Notice will contain a statement of the charges and a summary of the facts upon which the charges are based including the date and location of the incident. If a student does not respond to a Notice of Charge, the student may receive a finding in absence.

3. Conduct Conference.

- a. The student(s) will meet with a member of the Residential Life staff to discuss the nature of the conduct alleged in the Notice of Charge, the student's responsibility for the allegations, and the options to resolve the matter. The student(s) will also be advised of the range of possible sanctions.

4. Conduct Conference Outcomes.

At the end of the Conduct Conference, the student(s) may be found not responsible for the alleged violations, Residential Life staff may issue a warning letter, or the student(s) may be found responsible and assigned sanctions. There is no appeal process except as outlined in Section d. below.

- a. **Not Responsible:** The Conduct Conference may result in a finding that the student is not responsible for the alleged violations. Residential Life may assign an educational assignment at its discretion.
- b. **Warning Letter/Responsible:** Residential Life may provide notice to a student that her or his alleged behavior may have violated residence hall expectations and if repeated such behavior may be subject to the conduct process. Residential Life may make an educational assignment at its discretion. A warning is not a formal residence hall conduct record.
- c. **Responsible:** The Conduct Conference may result in a finding that the student is responsible for some or all of the alleged violations and Residential Life will assign appropriate sanctions. If the sanction is less severe than housing removal, imposed or deferred, Residential Life may impose the sanction and there is no appeal.
 1. In Conduct Conferences that may result in removal from housing, imposed or deferred, and the student agrees with the facts, charges, and the sanction, s/he may sign a written Agreement and accept the sanction. If the student is not in agreement and does not sign, then the procedure in section d. below will be followed.
- d. In cases that may result in removal from housing, imposed or deferred, Residential Life staff may be designated as Dean of Students Office Conduct Officers and will follow Dean of Students Office procedures as outlined in the [Code of Student Conduct](#), section IIB.4.iv, IIB.4.v, IIB.4.vi, and III.

The logo consists of two overlapping rectangular boxes. The top box is black with the word "Community" in white, sans-serif font. The bottom box is maroon with the word "Standards" in white, sans-serif font. The boxes overlap such that the maroon box is in front of the black box.

Community

Standards

Community Standards Office
University of Massachusetts Amherst
Thoreau Hall 124
Monday - Friday 9:00am - 5:00pm
413-577-7374