



Topics for Residence Halls & Campus Orientation for Youth and Pre-College Programs

Program organizers should arrange to have an orientation session for residential participants. The following are suggested topics and information to include in your residential orientation program. These are designed to assist you in highlighting areas that your participants should be aware of while on the UW-Madison campus.

COMMUNITY LIVING

Alcohol Policy- Only conference participants who are 21 years old or older may consume or possess alcohol.

Behavior in the Residence Halls- Appropriate behavior is required at all times. This includes, but is not limited to:

- Abiding by established curfews.
- Staying within designated residence hall space.
- Using designated entrances and exits to all buildings.
- Listening to and following University Housing staff's instructions.
- Avoiding harassment, which includes threat or damage to any person or another's property.

Crimes Against Persons- Police are called in all instances. These include any form of assault.

Discrimination or Discriminatory Harassment- Harassing behavior, regardless of the method of harassment (written, verbal, oral, via email, other information technology resources, postings, etc.), is prohibited. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender, group affiliation, HIV status, personal values, race, religious affiliation, sexual orientation, and size is not tolerated in University housing.

Elevators- Tampering with elevators is not permitted. This includes, but is not limited to:

- Tampering with the control panels/key access.
- Forcing elevator doors open or preventing them from closing.
- Tampering with the alarm system.
- Engaging in behavior which damages the proper functioning of the elevators, including dumping water or other liquids in an elevator.

In the event of an elevator malfunction when you are in it, ring the emergency bell and wait for assistance.

Floor Lounges/Dens- Common area activities should be monitored by an adult supervisor. Common area space should not be used for sleeping. Housing provided furniture may not be removed. Appropriate behavior is expected at all times.

Illegal Substances- The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana, is prohibited. This policy applies to University buildings and adjacent grounds.

Personal Property- The University of Wisconsin-Madison assumes no responsibility for any personal belongings. Rooms should be secured/locked throughout your stay and checked thoroughly before departure. Each dresser in the guest rooms has a lockable drawer, so please bring a padlock if you would like to make use of this feature.

Room Cleanliness- Residents are responsible for cleaning their own rooms. All food that is not refrigerated should be properly covered. All garbage and recycling should be disposed of promptly and placed in the receptacles provided on each floor.

Smoking- Smoking is not permitted in any University building, including guest rooms. Smoking is not allowed within 25 feet of any University Residence Hall. Smoking is not allowed within 25 feet of entrances and exits of any other University building.

Tampering with Fire Equipment- Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and smoke detectors is prohibited. Violations to this policy include, but are not limited to:

- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Activating false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems or smoke detectors.

Tampering with Windows and Screens- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this rule include: throwing objects out of windows and throwing, dropping, or disposing of liquid through the window. Removal of windows and screens is prohibited. Hanging items, such as birdfeeders, outside of your window is prohibited. Climbing out of a window onto the roof or window ledge is prohibited.

Telephones- Each guest room is equipped with a telephone. Campus and local calls can be made at no charge. Long-distance calls can to be made with a calling card or credit card. Prank calling or random dialing is not permitted; police will be notified.

Vandalism and Damages- All guest room contents have been inventoried. Theft or damage to University or participants' personal property will be included on the final program invoice from the Conference Services Office. The conference program coordinator is responsible for charging the person/people deemed responsible for the damage.

Video Camera Surveillance- Security cameras are in operation in many of our entrances and stairwells.

EXPECTATIONS

University Housing provides residence hall accommodations, meals and catered events for summer youth and pre-college programs sponsored by the University of Wisconsin and State of Wisconsin. Specific arrangements are defined in each group's contract. To ensure the safety and security of the participants, and to provide high-quality support for each program, here is a summary of our guidelines and expectations for all youth and pre-college programs.

We expect that every program will:

Provide a safe environment, to include but not be limited to:

- Having adult supervision within the required campus license adult-to-participant ratio to monitor living areas on all occupied floors of the halls.
- Enforcing University and Housing policies.
- Establishing and enforcing curfews and visitation policies.
- Ensuring proper check-in and check-out of keys and within guest rooms. (including checking for damages and lost and found items).
- Complying with campus licensing and codes, including proper management of health forms and incident reports.
- Implementing emergency plans.
- Monitoring and assisting participants with health-related situations.
- Working closely with University Police and other campus resources.

Plan and communicate adequately with University Housing Conference Services (CS) staff regarding:

- Timelines and policies within the room and board contracts.
- Room and roommate changes.
- Participant dismissals from the program.
- Revocation of program participants from the residence halls by University Housing and promptly finding alternative housing if staying for the duration of the program.
- Policy infractions, incidents and emergencies within Housing facilities.
- The program's policies, procedures and emergency contact information.

Train/orient their counselors and program supervisors on policies and best practices, including:

- Being on-site and actively monitoring participants at all meals and programs within Housing facilities.
- Setting clear expectations and being proactive managing behaviors.
- Role modeling and providing positive leadership.
- Risk management and emergency training.
- Housing policies and procedures (CS staff has written materials and is available to assist the program with training.).

Meals and Catered Events

- Stay within designated dining room space.
- Attend meals at assigned times.
- Display assigned meal card, ticket or wristband at each meal.

- Adult supervisors should be on-site and actively supervising participants at all meals and catered events.
- Boxed meals should be planned a minimum of three weeks prior to the date and picked up at the designated time and location.
- Avoid excess consumption or waste of food and beverages. Additional charges may be incurred by the conference program coordinator for excessive waste or consumption (i.e. intentional overeating, beverage chugging or taking extra food from the dining room).
- Shirts and shoes must be worn in the serving and dining areas.
- Multiple entrees may be taken on the "all you can eat" meal plan. However, excessive waste is discouraged. Residents may go back through the serving line when they desire additional servings.
- Meals may be eaten outdoors. Trays, dishes and silverware should be returned to the dining tray return area.
- Meals should not be taken back to the resident's room. Supervisors/counselors may make arrangements with the dining room staff for a participant who is ill to have a meal taken to the room.
- Due to state and federal guidelines, food from sources other than University Housing Food Service may not be brought into the dining rooms.
- Catered events should be planned in advance with the University Housing Conference Services staff. Guaranteed numbers are required as stated in the contract.
- Weather-related decisions for outdoor catered events will be made by mutual agreement of University Housing Conference Services staff and conference program coordinators by the designated timeline.

SAFETY AND SECURITY TOPICS

Campus Construction Areas- For your safety all campus construction areas are off limits.

Crimes Against Property- Any theft or malicious destruction of property should be reported to the UW-Madison Police Department.

Electrical Storms- During electrical storms, participants should remain indoors and away from windows.

Campus Emergency Telephones- Emergency phones are located throughout campus and are identified by a blue light on the top of the booth. This telephone will put the caller directly in contact with the UW-Madison Police Department.

Yellow paging phones located in the entrances or on the outside of the residence halls may be used to call the police for emergencies by dialing 9-1-1.

Fire- In the event of a fire, pull the alarm and leave the building immediately through the nearest stairwell and exit. Building evacuation is required when the fire alarm is sounding. Youth programs should have a designated meeting place outside the building in the event of a fire alarm to ensure that you can account for all your participants.

Keys- Keys are to be in the possession of and/or only used by the participant to whom they were issued. University keys may not be duplicated or altered. Participants should be able to show guest room keys upon request. Lost guest keys should be reported to the residence hall desk. There will be a charge for lost or unreturned room keys.

Locking Exterior Doors- Establish a plan with the University Housing Conference Services Office for designated locking times and guest room key access limitations.

Locking Guest Rooms- Room doors should be locked at all times. This includes when leaving it empty momentarily or for extended periods and while it is occupied. Protect yourself and your participants from potential thefts.

Never open your door to someone who does not carry the proper identification. All University Housing custodial and maintenance staff wear identification tags with their photo and name.

Power Outages- In the event of a power outage, proceed to an area that has windows. Do not light any candles. Have a procedure to ensure that you can account for all your participants.

Propped Doors- Propping open exterior doors that are locked may put your conference group at risk for unapproved access. Never prop open a door without monitoring access.

Strangers in the Building- Anytime you observe someone who you believe does not belong in the residence hall or dining hall, is behaving in a suspicious manner, or if you ever feel that your or another's safety is in jeopardy, dial 9-1-1. You should also report suspicious persons to the conference program coordinator and residence hall desk or dining hall staff.

Tornado Warning- When a tornado warning has been issued, the emergency sirens will sound a steady tone for three or more minutes. During a tornado warning you should:

- Seek shelter at the lowest possible level away from glass windows, partitions, doors and outside walls.
- Not use the elevator.
- Remain in the shelter location until the all clear signal has been given.
- Remain calm- do not obstruct emergency personnel.

Traffic- Many campus streets are very busy. Cross in designated crosswalks and use intersections with traffic lights whenever possible. Extreme caution should be used when crossing streets.

PROGRAM SPECIFIC TOPICS

Each program should have rules and procedures established for the safety, security and an overall positive experience for participants. A copy of your policies and procedures should be kept on file in the Conference Services Office. The following are some suggestions for discussion:

- Boundaries for free time.
- Circumstances of when to call for assistance.
- Counselor/chaperone/program assistant – contact information.
- Curfew and quiet hours.
- Disciplinary actions.

- Illness.
- Leaving the program/camp early.
- Mail and message distribution.
- Medication distribution.
- Parking (there is no parking available at the residence halls).
- Special needs (i.e. physical, medical, dietary).
- Vehicle use by participants.
- Visitor/guest policy.

University Housing Conference Services will work with conference program coordinators to assist in answering your planning questions. We appreciate receiving communication regarding concerns and disciplinary actions you are taking in your program.

University Housing reserves the right to take disciplinary action and to require dismissal from our facilities for instances where we believe a participant's behavior adversely affects other community members and/or the University.

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