



Residence Hall Handbook

2024-2025

WELCOME TO THE RESIDENCE HALL

One of the most exciting experiences a college student may have is living in a Residence Hall. Our vision for the dorm is to create a community with meaningful relationships; where residents can be challenged to grow and develop a sense of responsibility for their neighbor that stays with them after they leave our Kettering walls.

Kettering College recognizes the need for students to have as much freedom as possible while seeking their educational goals. The following information and suggestions are aimed at ensuring support, security, and protecting the rights and privileges of all residents.

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RESIDENCE HALL ADMINISTRATION & STAFF

RESIDENCE HALL ADMINISTRATION

The Director of Student Housing and Campus Chaplain has oversight of the Kettering College Residence Hall. The Director of Student Housing reports to the Associate Dean of Students who then reports directly to the Dean of Student Success. These leaders are available for support and residence life concerns. You may first contact Judith Mendoza– Director of Student Housing– at judith.mendoza@my.kc.edu (via email or Google Chat) or her cell at 503-209-2216.

RESIDENT ADVISORS

Kettering College hires students to serve as RAs during the school year. They live in the halls and are involved in coordinating programs to meet the academic, physical, social, and spiritual needs of their residents (you). They try to get to know their residents and work to create a sense of community as they invite others to be involved with projects, co-curricular programs, seminars, etc. If you have questions or concerns, your RA is the best place to start.

As your RA strives to keep this environment conducive to sleep, study, and growth, they may sometimes ask you to make less noise, stop talking during programs, etc. Please respect their authority on these matters. If you have concerns with your RA, please share these with the Director of Student Housing.

This year's team includes:

Victor Decano– 2nd West Wing Male RA
Matthew Gaulia-2nd West Wing Male RA
Zoey Brenes– 2nd South Wing Female RA
Liliia (Lily) Matviichuk– 3rd West Wing Female RA
Amanda Mathey- 3rd Floor Administrative RA

DORM STAFF AVAILABILITY

There is always a staff member on duty in the event of an emergency. The Director of Student Housing has two offices - the dorm office and downstairs in Student Affairs. You can always reach the Director of Student Housing via email, text, or google chat.

An RA is available 7-10pm in the RA office on the second floor each night and they are on call until 7am. If in the event of an emergency, you cannot reach the RA on duty, you can call their back up-the Director or the Kettering Hospital Police Department.

COVID-19 EXPECTATIONS AND GUIDELINES

Policies

The Kettering College Residence Hall will adhere to the Kettering College Institutional policies that are set in place by our governing bodies, executive committee, and local ordinances.

Expectations

- Mail will be delivered by your RA each night between 7-8pm
- If you begin to feel symptoms or were exposed to someone who tested positive for COVID, alert your RA and the Student Health Coordinator to find out what the next steps are

***Please note, that at any given time COVID-19 guidelines can change, thank you so much for helping us keep everyone safe and healthy during these times.**

EVERYTHING YOU NEED TO KNOW

AIR CONDITIONING/HEAT

Please keep windows shut when the air conditioning or heat is on in your room. Open windows overload the air/heat units, causing possible breakdowns of the system. If at any point your unit breaks, alert your RA and they will help you fill out a maintenance report for you.

BUNK BEDS

Each room comes with two beds, regardless of the number of occupants. Please keep all bed parts in your room as we do not have additional storage. You and your roommate can arrange your beds in whatever way you both agree to. If you need any help or bed parts, please let your RA know.

COOKING

Each of our lobbies are equipped with a fully functioning kitchen. We request that you only cook meals in these areas – due to Ohio Fire Code. We request that you discard all perishable food and items stored in the lobbies when you leave for break.

Cooking appliances that have a red coil may not be used in the Residence Hall rooms, that includes but is not limited to toaster ovens, grills, hot plates, ect. If an RA finds something in your room that is not allowed, you'll be given 24 hrs to take it elsewhere before it gets impounded.

The lobby kitchens are for Residence Hall students only. Food, dishes, cookware, and food may NOT be left in the kitchenettes after the student leaves the area. Dishes and cookware must be stored in student rooms, and not in the kitchen cupboards or shelves or left in sinks to dry. If your dishes or cookware are left in the sink at the end of the day, the RAs will collect them and you will have to pick them up from the Associate Director's office.

Food may be stored in the kitchen and laundry-room refrigerators if the student's name and date are written on each item. The RA on duty will clean out the refrigerator each Sunday, please make sure your name and date are on it or it might get thrown out or donated to hungry college students.

All dishes, cookware (clean or dirty) and food left in the kitchens after the student moves out may be discarded by the college staff. Each summer, everything will be thrown out or donated to a local thrift store. Please take your things home when you move out.

COMMON AREAS

The Second-Floor Lobby/Kitchenette that is located by the main elevator is available for Residence Hall Students only. All residents should feel comfortable using this kitchenette and lobby at any time.

The Second-Floor Lobby/Kitchenette (WEST) that is located at the end of the male wing is for male residence hall students only.

The Third-Floor Lobby/Kitchenette is for female residence hall students only.

DECORATIONS

Do not apply tape, glue, nails, stick-ups or anything permanent on any surface, including the door, furniture and walls. Command Strips are an acceptable option to hang items throughout your room.

Posters with nudity and/or risqué messages or images, alcoholic or tobacco advertisements and/or alcoholic beverage containers may not be displayed. Please leave the room in good shape.

Only artificial fireproof-Christmas trees are allowed in Student Housing. Lights for trees must be the small-bulb variety with UL approved labels attached. Door decorations may not extend more than six inches into the hallway. Fire regulations prohibit lights on the doors in Student Housing. Strings of lights must not be attached to sprinkler pipes and must be battery operated.

DINING OPTIONS

The Kettering Health Cafeteria - is located on the ground floor of the Hospital. The cafeteria offers a selection of vegetarian and meat items. Registered students are eligible for a discount in the cafeteria when using a valid Student ID.

Fresco, the hospital coffee shop, is located around the corner from the gift shop, near the hospital main entrance. Both shops offer specialty coffee drinks, smoothies, gelato, sandwiches, wraps, salads, and other food items to go.

Anna May's Café – is a grab and go style dining option located in the lower Boonshoft lobby.

Food and drink vending machines are by the elevator on the ground floor of the college:

1. If you lose change in the pop machines, please contact the Volunteer Office (Ext. 55438) for refunds.
2. If you lose change in the other machines, please contact the cashier in the cafeteria for refunds.

GUESTS

If you wish to have a (same-gender) guest stay in your room, arrangements must be made with the Director of Student Housing. If you have a roommate, your roommate must feel comfortable with your guest spending the night. You must submit the overnight guest form at least 24 hrs in advance and wait for approval before your guest is allowed to spend the night. Approved guests may stay for up to four nights at no charge if properly registered. No more than two guests per room will be allowed. Please inform guests of the college regulations, we reserve the right to ask any guest to leave if they are not respectful of our rules and regulations. *Guests may not stay or use college facilities if the host is not present.*

Please note, students will be billed \$25 per night for guests that overstay their approved visit.

HAZARDOUS MATERIALS

Candles and candle warmers, incense, fireworks, lanterns, toaster ovens, electric blankets (sheets or pads), sun lamps, electric skillets, hotplates, popcorn poppers and any similar heated electrical devices may not be used or stored on the college property. Heating pads used for medical purposes are accepted. First offense generates a \$25 fine; the second offense may forfeit the students' privilege to live in the Residence Hall.

KEYS

Keys are assigned to you at the beginning of every semester. If you change rooms, we will provide you with a new key. If you lose your keys, please let your RA know and we will work to replace your key. While Kettering College is a safe place – we still encourage you to always lock your room for security reasons. There is a \$25 charge for any lost room or mailbox keys.

LAUNDRY

We offer free laundry for all students, there are laundry machines located on each floor. We request that you treat each other's belongings as you wish others would treat yours. We also request that you place your room number magnet on the machines while you are using it, so we know whose belongings are in the machines. If you leave your clothes unattended in the machines, RAs may be asked to move your clothes into the dryer or move it to a folding table so that the other residents may use the machines. *Non-dorm residents may not use the washer and dryers provided for dorm residents.*

LOST AND FOUND

Found items at the College should be taken to the Reception Desk. Found items at the Hospital may be taken to the Police Department, located next to the Emergency Department.

MAIL & POSTAGE

Your mailing address should be listed as:

First Name Last Name
Kettering College Residence Hall #(room number)
3737 Southern Blvd.
Kettering, OH 45429

Mail is distributed nightly by your RA. A mail drop-off is also available at the mailbox located outside the Hospital Front Entrance that faces Southern Boulevard.

The gift shop located within Kettering Health – Kettering is a great place to find stamps if they are needed.

MEDICATIONS

Students with prescription medication should keep their medication in their room in the original pharmacy packaging for easy identification and verification.

MICROWAVES

Microwaves are allowed in the Residence Hall rooms, please make sure to plug directly into a wall outlet. Plugging into a power strip is prohibited.

REPAIR REQUESTS

If something in your room needs repair, please scan the QR code to fill-out the Residence Hall Work Order form and the RAs will fill out a work order on your behalf.

ROOM FURNITURE

Please do not remove furniture or beds from the room. The College will charge to replace or return furniture or beds removed from the rooms. Any items left in the room after a student moves out will be disposed of and disposal fees will be charged to the student's account.

Using furniture in a manner that is not intended may result in an injury, or damages. The student assumes responsibility for injuries or damages if furniture is used improperly.

Do not put holes in walls, doors, or desk areas. When hanging items please use ONLY command hooks.

REFRIGERATORS

Personal dorm-size refrigerators are allowed (3ft-4ft) and should be cleaned out during breaks and vacations. They must be plugged directly into the wall outlet, use of power strip is prohibited. Never unplug room refrigerators for long periods of time unless the refrigerator door is fully open. Refrigerators and all other personal items may not be stored in the laundry rooms at any time.

Keep items you place in the lobby and laundry room refrigerators to a minimum. Mark each item with your name, room number, and the date. When leaving for vacation or break, clean out your items in the refrigerators. The RAs clean the refrigerators once a week, and discard items that are not identified or are past the expiration date.

SHARPS CONTAINERS

If you require needles as a pre-approved medical treatment to be kept in your room, please notify the Associate Dean of Students right away. These medical instruments should be kept in a locked container or in a safe. Sharps containers are required for the disposal of all needles.

Should you have a medical condition that requires the usage of needles, we ask that you supply your own container and dispose of it appropriately.

STUDENT BADGES

Students will receive a Student badge during orientation. Visit the front desk of Kettering College for replacements or lost cards. There is a fee for replacement cards. Your ID card may be used at the Cafeteria, Fresco, Pharmacy/Gift Shop, and Anna May Cafe. A discount is offered in the Cafeteria and Fresco when the Student ID Cards are used.

Please know the entire Residence Hall can only be accessed if you have a badge. The badge readers are located in each stairwell, elevators, and at the entrance of each hall. Kettering College requires that you wear your badge as you attend classes.

STORAGE

Student Housing has no storage facilities for storage outside of the space provided in each room. There are numerous self-storage units one can rent from local businesses. Please note, personal items may not be stored at KC outside of student rooms. Personal items found in other areas of the college become the property of the college and will be discarded.

TRASH

Trash cans are located in the hallway, laundry room and kitchen areas. If trash cans are full, please notify Housekeeping or a RA, do not overfill trash cans.

Pride in our campus home, courtesy regarding shared communal spaces, and a concern for the environment should mean that littering doesn't occur in or out of the building. Thanks for doing what you can to keep this campus clean.

VACUUM CLEANERS

Vacuums are provided if you need one, please contact your RA if you can't find one. They are typically stored in the laundry spaces and we request that if you use one – return it.

VEHICLES & PARKING

All students can park their vehicles across the street in the College and Church parking lots. All vehicles must have a KC vehicle decal. They are available at the Reception Desk weekdays from 9 a.m. to 5 p.m. and they are free. All guests should use the same parking lot.

Please do not park in handicapped spots unless you have a state handicapped permit displayed on your vehicle. The Kettering Health Police Department will issue \$500 tickets to violators, in addition to towing the car to a local compound.

Please do not park longer than 20 minutes in the 20-minute spaces in front of the college. These spaces are for our prospective students throughout the week and violators may be ticketed and/or towed if your car is found there longer than 20 minutes or overnight.

Kettering College Residence Hall Policies

AGE RESTRICTIONS

New residents moving into the dorm must be under the age of 30. Students above that age are encouraged to find other housing off-site.

ALCOHOL AND DRUG-FREE CAMPUS

Kettering College is an alcohol, drug, and tobacco-free campus. The use of alcohol, tobacco, and illicit drugs is strictly prohibited in Student Housing or anywhere on campus, which includes inside of vehicles in the parking lots. (See *Student Handbook* under "Alcohol and Drug-Free Campus.") Kettering Health Police will become involved with any occurrence of alcohol and illicit drugs in the residence hall or on campus.

ANTI-HAZING

Kettering College encourages participation in extracurricular activities to help enhance a student's college experience and provide opportunities for growth. All student activities, organizations, or any person or group affiliated with the school may not be involved with hazing.

Hazing in this case would be any act or behavior that causes or creates a substantial risk of physical or mental harm or humiliation to any person, regardless of their willingness to participate in order to join a group.

In accordance with Ohio Law SB 123. (also known as Collin's Law), anyone involved with hazing will be asked to leave the Residence Hall.

If a student is required to leave Student Housing because of hazing, the privilege of visiting the Residence Hall facilities will be forfeited. Violation of this policy may lead to expulsion from the college.

CAMPUS DRESS

Clothing appropriate for a Christian college is requested at all times. While in the main lobby, hospital, or classrooms, do not wear the following clothing styles: pajamas, house slippers, short-shorts, spaghetti-strap tank tops, bare midriffs, short shirts, bare feet, or tank tops for men. Instructors may have dress codes for their classrooms.

CHILD CARE

Childcare is not allowed in the College or Residence Hall, because of insurance mandates. Children under 16 may not visit student rooms or lobbies without a parent or legal guardian present.

CLUTTER FREE ZONES

In an effort to keep clutter under control and make the dorm a nicer place for all, we have “Clutter Free Zones” in the common areas of the residence hall. These areas are:

- All Hallways
- All Kitchenettes
- All Laundry Rooms
- All Lobbies
- All Restrooms

Personal items left in these areas will be discarded or given to a charity serving the community. This includes dishes and cookware left in sinks or tables (clean or not cleaned), clothing left in laundry rooms.

CONDUCT

Behavior that is disruptive to Residence Hall Students and disrupts the operation of the Residence Hall will not be tolerated. The Director of Student Housing and RAs are available to assist students. Verbal or physical abuse is not acceptable for any reason. All persons are expected to cooperate fully in the operation of the Residence Hall. Uncooperative behavior is subject to disciplinary action. Students creating disruption may be asked to leave the Residence Hall. The Director of Student Housing has the right to ask a student to move out of Student Housing. If you believe an RA or staff has displayed unacceptable behavior towards you or others, please contact the Associate Dean of Students.

If a student is required to leave Student Housing because of behavioral problems, the privilege of visiting the Residence Hall facilities will be forfeited. Violation of this policy may lead to expulsion from the college.

DISCIPLINE AND APPEALS PROCESS

In the event that a resident fails to abide by the policies outlined in this manual, they may be subject to disciplinary action, which may include probation or dismissal from the Residence Hall. Discipline will be determined by the Director of Student Housing and may involve input from RAs who have information on the situation.

In the event of dismissal from the Residence Hall, the student may appeal the decision by submitting a letter of appeal to the Associate Dean of Students. This appeal needs to be

submitted within 48 hours of the event. The Associate Dean of Students will review the situation and decision, asking for information from all parties, and will make a final decision.

EMOTIONAL SUPPORT ANIMAL

If a student has an Emotional Support Animal (ESA), they must follow the proper guidelines and policies established by Kettering College for having an ESA in the Residence Hall. See the Director of Accommodations and Disability Services for proper paperwork.

LEASE AGREEMENT

All KC Residence Hall Students must sign the *KC STUDENT HOUSING LEASE* before moving into Student Housing. This lease is for the current academic year and terminates at the end of Summer Semester or when one of the following conditions is met:

- student's course or clinical work is completed before the end of Summer Semester
- student withdraws from the college
- student is dismissed from KC
- student drops to below 6 credit hours.

Returning Students, please note: Residence Hall students taking summer classes must move out of student housing at the end of the Summer Semester if they have not completed registration as students for the following Fall Semester. Registration for current students returning for fall classes usually takes place during the month of June. Students who have not completed registration for Fall Semester before the end of Summer Semester must move out of Student Housing by the end of Summer Semester. Non-registered students will lose their spot in the dorm. They may reapply for Student Housing at any time thereafter, if housing is available.

First time Housing Students have a one-academic week grace period to void the Housing Lease if a student moves out of Student Housing within this period. A \$20.00 per night fee will be added to the student's account during this period. First-time Housing Students moving out of the Residence Hall after this grace period are responsible for the remaining terms of the Housing Lease as indicated under "Housing Students".

New students must be enrolled in classes at KC before a room in Student Housing can be assigned to them.

Housing Students

Students moving out of the Residence Hall before the semester ends will be responsible for paying through the month they choose to move out. The final housing amount will be calculated by the Director of Student Housing and conveyed to the student and financial aid office.

Returning students must be enrolled in classes at KC before a room in Student Housing can be assigned to them.

Dismissed from the Residence Hall Students are responsible for the same fees as noted under "Housing Students". The date of dismissal will determine the fee category for expelled dorm students.

The fees for breaking the Student Housing Lease or for Dismissed Students shall not exceed the full lease amount, excluding the Housing Deposit.

Room Inspections: Because this is a residence hall setting, it is necessary to enter student rooms for repairs, inspections, student-room checks, summer cleaning, etc. Rooms should be locked always and will be locked after a room is entered by college or hospital employees. The Director of Student Housing and RAs have the right to go into your room as needed.

MOVING OUT

When moving out of the Residence Hall, the following procedures must be followed:

- Fill out your forwarding address information and residence hall survey
- Move all your things out of your room and clean it, top to bottom
- You must have an RA or the Director of Student Housing check you out from your room. They will fill out the check-out form, while checking the cleanliness and general state of repair of your room. Upon completion, please leave your room key and mailbox key with the staff member.
- FAILURE TO COMPLETE THIS PROCEDURE, OR NOT RETURNING THE ROOM KEYS, WILL CREATE ADDITIONAL CHARGES, INCLUDING A \$150 CLEANING FEE.

Housing rent is not prorated. If you are staying during any part of a month, you will be charged for the entire month, except during summer semesters.

NIGHT ROOM CHECK

Resident Assistants (RA) do nightly room checks. This is a way for RAs to get to know the students and facilitate communication between the students and the dorm staff.

NOISE CONTROL

Here at Kettering College, there is no designated study period. However, we are privileged enough to live in a place where all our residents understand the importance of clinicals. With many of you having clinicals at different hours, it's important to maintain a place where everyone can study or sleep whenever they need to. Excessive noise will not be permitted in common

areas or your room. If stereo speakers, TV or voices can be heard outside of the room or in the room next door, then the volume is too loud.

Please be respectful of one another at all times of the day, not only during our quiet hours of 10pm-8am. If someone is interrupting your sleep or study schedule by being too loud, please follow these steps:

1. Approach them and ask them to lower their voices, TV, music, or whatever it may be.
2. If the problem remains unresolved after your conversation, find an RA.
3. The RA will talk to the person being too loud and give them their official first warning.
4. Our dorm staff will keep track of how many warnings you receive and after the second one, the resident will have to see the Director of Student Housing in an effort to come up with a plan to keep the noise to a minimum. This will be the third and final warning. They will receive a letter to be put in their file and will be out of warnings.
5. If there is still an issue of volume, the student will be asked to move out of the dorm and given a timeline (to be agreed upon between the Director and the student) to find a new residence.

OVERNIGHT LEAVES

Students leaving the dorm overnight, whether during the week or for the weekend, are asked to let your RA know you will be gone. The RA will have a form for you to fill out and turn in. This is for security reasons, so that in the event of an emergency, dorm staff know who should be accounted for.

OFF-SITE HOUSING

All Residence Hall policies that apply to those living in the Residence Hall also apply to those living in any off-site housing, such as the Big Hill House, and any apartments the college may rent. This includes quiet time restrictions after 10:00, open-dorm policies, visitors of opposite gender, drug, alcohol and smoking restrictions, and includes not only the house, but the property around the house owned by Kettering Health Network.

OPPOSITE GENDER

For the security and privacy of all students, no one is permitted in the living and common areas of the opposite gender without first obtaining immediate permission from the Associate Director of Residential Life or the RA on duty, if the Associate Director is not available. (See exceptions below.) Students violating this policy will be asked to leave the dorm upon first offense, no questions asked. If you are required to leave the Residence Hall because of behavioral problems, the privilege of visiting the Residence Hall facilities will be forfeited.

Intimate Partners:

Intimate partners of opposite or same gender may not use Student Housing for intimate relationships.

Exceptions:

- Men and women residence hall students may visit on the second-floor lobby and kitchenette by the main elevator at any time.
- Men and women may visit during times posted in Student Housing as “Open Dorm”, with doors opened, room lights on, and sitting, not laying on bed.

PETS

Pets (other than fish, frogs, or turtles) are not allowed in Residence Hall rooms. No pet mammals or birds are allowed. The animals must fit in a small aquarium (no more than 12 gallons) and/or fishbowl and are subject to removal if not properly cared for. Wire cages are not allowed – cages/tanks must be solid plastic or glass. Any pet must be approved by the Director of Student Housing and you must sign the Pet Agreement. Any student with an unapproved pet will be asked to remove it immediately. If a student has a pet snake, the cage must be securely closed. If the pet escapes its home, the student will be asked to remove it from the residence hall upon finding it.

PROPERTY DAMAGE

Students are held financially responsible for all damages to their rooms.

RENTER'S INSURANCE

It is the responsibility of students to obtain insurance that covers personal belongings. Check to see if your parents' insurance covers your belongings while at school. The College is not responsible for personal belongings in the rooms or on the property.

ROOM CONDITION

Any damage done to the room will be charged to the student's account. A fee will be incurred for the following reasons: damage to room or furniture, failure to check out after moving out, and room keys not returned.

If a student's room creates sanitary problems for the College and/or other students, the student may be asked to move out of the Residence Hall and charged for room cleaning.

Students will be asked to fill out a move-in/move-out form upon arrival and when vacating.

SMOKING

Absolutely NO SMOKING is allowed by Employees, Students, Residence Hall Occupants and their Guests anywhere on the College/Hospital facilities or on the grounds. This includes the walkways/street in front of the College/Hospital, and parking lots. Violation of this policy may result in expulsion from Student Housing and/or the College.

The Hospital offers FREE Smoking Cessation Classes to students and employees through Community Health Services. They may be reached by calling (937)395-8162.

SPACE HEATERS

Please see Appendix 1 at the back of handbook

STANDARDS OF CONDUCT

KC subscribes to Christian and professional standards of conduct. Students are responsible for upholding these standards while on campus, in clinical settings, or when participating in any college-related activity. Misconduct may be cause for disciplinary action, ranging from oral reprimand to dismissal. Misconduct includes, but is not limited to:

- Violating college/departmental policies or regulations
- Using profane language
- Possessing or displaying obscene literature
- Accessing, downloading or trafficking pornographic material using college or personal computers
- Gambling
- Vandalism
- Using alcohol, tobacco or illegal drugs on campus
- Cheating, theft or any form of dishonesty
- Possessing or using firearms or other weapons
- Physical injury or intimidation of others
- Physical or verbal harassment of anyone based on sex, race, age, disability, ethnicity or religious belief
- Harassment or bullying on social media sites

WEAPONS

Students may carry or have “pocket knives.” However, any knife with a blade 3 inches or larger is considered a dangerous weapon and is not permitted on campus.

The Ohio Concealed Carry Law: The law allows for private businesses and schools to prohibit firearms on their property. Please note:

All employees, students, visitors, patients, physicians, volunteers, contract employees, and all others should know that firearms and dangerous weapons of any kind are prohibited on the hospital and college properties, which includes Residence Hall rooms. Any person seen with a

firearm or dangerous weapon will be asked to leave the premises. Employees and students should know they are subject to discipline if they are found with a firearm or other dangerous weapon.

The only exception to carrying a firearm on the hospital or college properties will be our Police Officers and on-duty Police Officers. Report any violations of this policy to the Associate Director or Police Department. Please contact the Associate Director or Hospital Police if there are questions about this policy.

WITHDRAWING FROM KETTERING COLLEGE

Students withdrawing from KC classes automatically withdraw from the Residence Hall unless other arrangements have been made with the Associate Director of Residential Life. When a student withdraws from KC they have 48 hours to move completely out of the Residence Hall.

WINDOWS

Please be very careful when you open a window. Shades need to be fully open before opening the window. Damage to room shades and hardware is billed to the residents occupying the room. For security purposes, windows should be closed and locked when residents are not in the room.

Students entering or exiting the building through a window may be asked to leave the Residence Hall. This is hazardous and violates the security of other students.

Please close lobby windows when leaving lobbies if the lobby is then empty.

VACCINATION

KC requires all students living in Student Housing to be vaccinated for meningococcal meningitis. The reasons for this requirement are as follows:

- Meningococcal disease is transmitted from person to person through the air or by contact saliva (like sharing a glass or kissing).
- About 10 to 15% of young adults getting the disease will die, and another 10% will suffer serious permanent damage to their health.
- College students living in Residence Hall have a higher risk of getting this contagious disease. Freshmen living in Residence Hall are up to 6 times more likely to get the disease than other people.
- Immunization can prevent up to 80% of meningococcal meningitis cases in young adults.

- The vaccine is safe and effective against 4 out of 5 types of the bacteria responsible for meningococcal meningitis in the United States, as well as for the majority of cases in the college-age population.
- Protection lasts approximately 3 to 5 years.
- The Centers for Disease Control and Prevention, American College Health Association, and American Academy of Pediatrics recommends that young adults living in dormitories be vaccinated for meningococcal meningitis.

Residence Hall Safety and Security

BOMB SCARE (Code Black):

Report to Security, call 55095. ALL bomb threats MUST BE TAKEN SERIOUSLY, and all threats must result in immediate action.

BUILDING SPRINKLER SYSTEM

The sprinkler system is designed to activate when temperatures reach 155 degrees. If that happens, the sprinkler heads measuring 155 degrees will activate. The other sprinklers will remain off.

Hitting or bumping a sprinkler head can also activate that head. As a result, balls and other items may not be thrown anywhere in the residence hall. Absolutely NOTHING may be hung from the sprinkler pipes! *Any student that causes a sprinkler to go off because of mistreatment will be asked to leave the residence hall, and be responsible for damages to the building and contents.*

EARTHQUAKE:

Do not go outdoors. Protect yourself by crawling under a sturdy item. Stay away from windows and breakable items.

FIRE:

1. Pull any Fire Alarm located by any exit door.
2. Evacuate and wait for the "All Clear" announcement.

If the fire is confined to a room, close all doors around it.

If smoke or fire is present in the hall, close the door(s), page or call Security (55095), put wet towels along cracks and vents, open windows, and watch for rescue. If necessary, open or break the room window.

If you touch a door and it is hot, do not open it! Go to a window.

Whenever the fire alarm sounds:

- STOP whatever you are doing, wherever you are, and prepare to leave immediately by the nearest and safest exit.
- FEEL THE DOOR BEFORE OPENING IT. If it doesn't feel hot, open it slightly. Hold your head away, brace the door with your foot, test the heat of air with your hand across the opening. If the door is hot, the hallway is not safe--remain in the room,

stop any opening or cracks where smoke may enter using wet towels, sheets, blankets, etc. In rooms with windows that open, open the window slightly and stay near it.

- KEEP CALM. Avoid hysteria.
- DO NOT JUMP OUT. Many lives have been saved by closing doors, sealing all openings against hot air and gasses from the hallway, calling for help, and calmly awaiting rescue.
- IF THE HALLWAY SEEMS SAFE, leave the room, closing the door behind you, and go immediately to the nearest exit. Once you are outside the building,
- HEAD TO THE designated spot, check in with your Resident Advisor and then wait quietly till the alarm stops & you are motioned back in by fire personnel. You may then re-enter the building in an orderly manner.

FIRE DRILL

Fire drills are held in accordance with the Ohio Fire Code laws, and will take place before 9 p.m. Refusing to evacuate the building during a fire drill is against the law.

Never assume that a fire alarm is only a drill. When the alarm sounds, close doors, windows, and leave the building immediately. DO NOT USE THE ELEVATOR. Vacate to the front sidewalk of the College. Do not re-enter the building until the "All Clear" signal is given.

FIRE MANUAL

The Fire and Safety Manual is located in the Reception Desk. The Hazardous Material Manual is located in the College Chemistry Office.

OUTSIDE DOORS

For security reasons, some doors to the College are locked from the outside all of the time and others lock at posted times. If for any reason these doors are tampered with in any way, the student or students responsible may be asked to leave the Residence Hall. Security doors must be locked and remain closed at all times.

POLICE

The hospital Police are responsible for maintaining order and security at the Kettering Health Main as well as KC. Residents should keep their doors locked at all times. In the event of theft, vandalism, assault, or personal injury it is the responsibility of the student to notify the Associate Director of Residential Life and Police. The Police will notify the local police for major violations. Police are on-call 24 hours a day. Police can be reached by calling 395-5095. They can also be reached from the lobby phones by dialing 55095.

KC does not insure student's personal property against loss or damage resulting from any cause including, but not limited to, fire, theft, water, etc. It is each student's responsibility to obtain insurance for his or her property. It is the responsibility of the student to lock their doors and secure valuables at all times.

Student ID cards are provided to all students at KC. Students should carry their ID cards with them while on campus. Security may require identification from students or guests.

Campus crime statistics are available through Hospital Police in compliance with the "Students Right to Know Act" of the U.S. Congress. The Campus crime statistics are also available in the *Student Handbook*. For your safety, Security is available to assist with escort services, mechanical failures, etc.

- Always carry your keys and keep your room locked.
- Never let someone into a residence hall if they do not have a key or do not live there.
- Holding the door may be polite but it can also lead to increased criminal activity or increased theft.
- Propping of exterior doors is equally dangerous and many doors are equipped with alarms to prevent them from being propped.
- Do not allow someone entry into your facilities unless they are accompanied by a fellow resident.
- Do not lend your room key to anyone.
- Report lost or stolen key/ID immediately to your RA or Hospital Security.
- If the lock on your door is broken, call your RA or Security.
- All students who have a car on campus MUST register their car and place a parking tag in your car. This is helpful, particularly for instances of theft.
- Lock your door while you are in your room, particularly when you're not able to observe someone entering through an unlocked door such as when you take a nap or are sleeping at night.
- To thwart identity thieves who may pick through your trash or piles of unread mail stacked in a corner, always shred or tear up items with personal information.
- Record the serial numbers on your valuable items and have valuables engraved with identifying information (e.g., computers, bicycles). Should items be stolen, this aids in their return.
- All Kettering College students and employees are required to carry their identification. It is your right to identify who may be requesting access to your room, and for what reason. If they refuse to show their ID card, note their physical characteristics and clothing and immediately call security 937-395-8695 or 911.

Help your friends! Be a good neighbor and immediately call Hospital Police if you observe suspicious persons or activity.

SEVERE WEATHER ALERTS - ALERTUS

Any type of watch means that the weather conditions are favorable for the formation of an extreme weather event. A warning is issued when a storm is imminent, and/or a tornado has been spotted in the surrounding area. If a tornado warning has been issued and you are inside of a residence hall, please walk immediately to the Tunnel area. Stay inside and move to the lowest area away from exterior walls and windows

Note: do NOT go to a lobby area, or any other location with windows.

- If possible close room windows and doors as you exit
- Do not use elevators
- Do not leave the shelter area until after the storm is over
- Remain as calm as possible
- Check in with your RA.
- Once you are given the ALL Clear you are clear to return

TORNADO ALERT (Code Gray):

Walk immediately to the Tunnel area. Stay away from windows. Remain until "All Clear" signal is given.

Student Support Services and Departments

SPIRITUAL LIFE/COUNSELING SERVICES

The purpose of the Spiritual Life department is to build a community at KC by helping to meet spiritual, emotional and social needs of students through: chapels, retreats, workshops, groups, individual and family counseling, individual spiritual guidance, social mixers, and community outreach.

CHURCHES

Churches in this area are listed in the phone book, and the Director is happy to assist students in finding the closest locations. The Seventh-day Adventist Church across the street meets on Saturday as follows:

The church office may have other programs, and special events, please call them at 298-2167, www.ketsda.org.

Everyone is welcome regardless of religious affiliation.

EMOTIONAL/BEHAVIORAL ISSUES

Students are responsible to report any health problem that prevents full participation in Residence Hall, classroom, and/or laboratory/clinical activities or significantly threatens the student's or another's health. (Refer to the "Restrictive Health Policy" in the *Academic Bulletin*.)

KC provides a confidential counseling and support program for students who might benefit from short-term counseling with a licensed professional. There is no charge to the student. The only requirement is that a teacher or staff member of the college makes a referral. If you are interested in this service, please see The Associate Dean of Students or contact a faculty or staff member. The program is confidential, and the referring member is not informed of follow-ups or the nature of the visits.

When the College becomes aware of students involved in life-threatening situations, those students will be required to receive psychiatric evaluation and/or counseling. Life-threatening situations include, but are not limited to, suicide attempts, clinical dependency, anorexia nervosa, bulimia nervosa, and psychotic behavior. The College and the student may enter into an agreement to establish conditions regarding required treatment. Students may choose to utilize the services offered by the College or may elect to receive treatment outside KC at their own expense. When treatment is received outside the College, periodic review by the College (refer to "Restrictive Health Policy" in the *Academic Bulletin*) will be required to confirm that agreed upon conditions are being met. For the welfare of the student, circumstances warranting treatment more intensive than can be offered through the College services may require a

temporary medical withdrawal from the College. Students may be readmitted to the College upon acceptable completion of agreed upon conditions. In a life-threatening situation, the College assumes the position that the parents/guardians/next-of-kin of the student should be notified and will initiate such notification if the student has not done so within a specified amount of time. Life-threatening situations involving minor students are cause for immediate notification to parents/guardians by the College.

LEARNING COMMONS

The Learning Commons hours are posted in the library. Library books should be returned to the checkout desk of the Learning Commons or their book drop after hours. Do not leave books or Learning Commons items at the College Reception Desk.

Appendix 1

Appendices are provided by the Kettering Health Network Policies

KC-KMC Space Heaters

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Kettering College

PURPOSE: This policy is to define the appropriate space heaters at Kettering College.

Definitions:

1. UL – Underwriters Laboratories
2. ETL – Edison Testing Laboratories

POLICY:

1. Supplementary heaters must be approved by UL 1278 or the ETL equivalent, “in compliance with UL 1278” label.
2. Supplementary heaters will be registered and labeled by the Kettering Hospital Plant Engineering department.
3. Supplementary heaters must be plugged into approved wall outlets, not into power strips or extension cords.
4. Supplementary heaters may not be operated within 3 feet of combustible materials.
5. The ampacity of the approved heater may not exceed the total amperage of the wall outlet circuit being used.

References:

Ohio Fire Code- Chapter 1301: 7-7-06

605.10 Portable, electric space heaters. Where not prohibited by other paragraphs of this code, portable electric space heaters shall be permitted to be used in all occupancies other than Group I-2 and in accordance with paragraphs (E)(10)(a)(605.10) to (E)(10)(d)(605.10.4) of this rule.

Exceptions: The use of portable, electric space heaters in which the heating element cannot exceed a temperature of 212 degrees F (100 degrees C) shall be permitted in nonsleeping staff and employee areas in Group I-2.

- (a) 605.10.1 Listed and labeled. Only listed and labeled portable, electric space heaters shall be used.
- (b) 605.10.2 Power supply. Portable, electric space heaters shall be plugged into an approved receptacle.
- (c) 605.10.3 Extension cords. Portable, electric space heaters shall not be plugged into extension cords.
- (d) 605.10.4 Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.

KC-KMC Space Heaters

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Kettering College

SPONSORING DEPT: Kettering
College

DEPARTMENTS AFFECTED:
Kettering College

DATE OF ORIGIN: July 2018

LAST REVIEWED: September
19, 2018

LAST REVISED: (New Policy
Fall 2018)

REPLACES: (No prior policy)

APPROVED BY: College Safety
Committee, Plant Engineering,
Security, Kettering Safety
Inspectors

EFFECTIVE DATE: 27 August,
2018