

Viking Woods Resident Guide

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Important Contact Information

Jefferson College Main Phone: (636) 481-3000

Office of Residential & Student Life

Viking Woods Student Housing

Mailing Address: 806 Mel Carnahan Drive, Hillsboro, MO 63050 Phone: (636) 481-3294

TDD: (636) 789-5772

Fax: (636) 797-2978

Email: vikingwoods@jeffco.edu Website: www.jeffco.edu/housing

*Business Hours:

(Academic year) Mon.-Thur. 8 am – 4 pm; Fri. 8 am – 3 pm; Sat. 10 am – 1 pm

(Summer schedule) Mon.-Thur. 7:30 am – 5 pm

**Subject to change throughout the year.*

The following numbers are answered 24-hours/day and should be used primarily for emergencies.

RA Cell Phone: (636) 212-1827

Jefferson College Campus Police Department: (636) 481-3500

Emergency: 911

Resident Address by Building:

First/Last Name

Amenities & Services

1. BBQ grills	4
2. Cable television ready apartments	4
3. Central air & heat	4
4. Computer lab	4
5. Events and programs	4
6. Fire safety equipment	4
7. Full year housing and access	4
8. Furnishings	4
9. Guests	5
10. Residential Life Office	5
11. Internet service	5
12. Landscaping service	5
13. Laundry room	5
14. Light bulbs	5
15. Mail service	5
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19. Pavilion & picnic tables	6
20. Pest control service	6
21. Recycling & waste removal service	6
22. Safety & security	6
23. Snow removal service	7
24. Vending & coin machines	7

1. BBQ grills

Community grills are available at the pavilion for resident use. After using the community grills, please leave the equipment

17. Notifications

Viking Woods uses @jeffco.edu email accounts to correspond with res

doors/windows/smoke detectors in need of repair, exterior lights in need of repair, blocked walkways, broken railings, etc.

23. Snow removal service

Viking Woods provides snow removal ser

Policies & Guidelines

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- 16. Occupancy limit 13
- 17. Painting & repairs 13
- 18. Patios, porches, & balconies 13
- 19. Personal appliances & electronics 1

1. Abuse - verbal, physical, and/or emotional

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secondary staff member and/or a JCCPD officer) will be present. A list of items confiscated will be provided to the resident. Residential Life staff reserve the right to confiscate any item(s) prohibited by the Resident Guide or College property. Confiscated items will be stored in the Director's office, unless the resident is otherwise notified, until arrangements can be made for the item to be removed from campus. Items related to alcohol, drugs, and weapon policies may be confiscated by the Jefferson College Campus Police Department.

Medical Amnesty

Because health and safety are of primary concern at Jefferson College, residents are encouraged to not only be aware of their own health and safety but also for that of others. In a case where an individual is significantly impaired by alcohol or drugs, the College encourages residents and guests to seek medical assistance for themselves and/or others. Residents who actively assist others will not be charged for an alcohol or drug policy violation through the Office of Residential Life. Actively assisting is defined as calling 911, the Jefferson College Police Department, or the RA cell phone and remaining present until a first responder arrives.

3.

Writing on surfaces such as refrigerators, walls and/or windows is also prohibited. Lewd, obscene, alcohol, drug, or illegal substance related decorations are prohibited in common areas. Residents shall not hang any items from the fire sprinkler heads. Nothing is to be affixed on walls or ceilings within 18" of any fire sprinkler head. Damage to the sprinkler heads could result in flooding and excessive water damage for which residents may be held financially responsible.

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15. Keys

22. Residency requirement

Residents must be enrolled as students in a minimum of 12 college-credit hour courses at Jefferson College to be eligible for housing. Residents enrolled in less than 12 credit hours must appeal this requirement from the Office of Residential Life. Any requests from applicants not enrolled will be reviewed by the Director of Residential & Student Life. Special

Restitution: Payment for

29. Trash & recycling

Community Standards: 2, 3, 4, 6, 7

Students are responsible for the proper disposal of trash. Public trash cans are located throughout the property; these receptacles should not be used for large trash bags as they are intended for individual use. Viking Woods provides waste removal only from public dumpsters located at the edge of the 400 and 800 park

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1. Conduct & appeals

Residents will be notified via their @jeffco.edu accounts abo

5. Emergencies

For emergencies that occur in Viking Woods, call 911 or 636-481-3500 to notify the Campus Police Department.

EARTHQUAKE

Inside:

STAY INSIDE. Do not run outside.

Take cover underneath a desk or table, protecting your head and neck.

Stay away from windows and objects that could fall on you.

Help direct persons with special needs, if safe to do so.

Persons with wheelchairs should lock brakes.

Outside:

Run to an area away from trees, buildings, walls, and power lines.

Drop to your knees and get into a fetal position.

Close your eyes and cross your arms over the back of your neck for protection.

Stay in a fetal position until the shaking stops.

After all shaking has subsided:

Do not use regular or cellular telephones **EXCEPT** to report serious injuries.

Assist in the building evacuation of persons with special needs, if safe to do so.

Be prepared to evacuate if instructed to do so. Residential Life staff and JCCPD will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, fire alarms, and/or bull-horns.

Do not enter any building until you have been instructed to do so by Residential Life staff or Campus Police.

FIRE

Discovery:

If it is safe to do so, use a fire extinguisher and remember P.A.S.S. (Residents that would like to have a demonstration or practice using a fire extinguisher should speak with the Residential Life Office.)

1. Pull safety pin from handle.
2. Aim at the base of the fire.
3. Squeeze the trigger.
4. Sweep from side to side at the base of the fire.

Activate the fire alarm by pulling a red "Fire Alarm" pull station located in the building breezeways

roommates have vacated the unit; (b) prior to the start of any maintenance alterations; or (c) prior to a new Tenant moving into the bed space. The final determination of damages will be made by the Director or designee. Fees for the Tenant's bed space are the Tenant's sole responsibility in a single or private bed space. Fees for the Tenant's bed space are the Tenant's shared responsibility in a double bed space. Fees for all Common Areas will be prorated according to the number of occupants within the unit.

Residents must report illnesses, communicable diseases, and any conditions which might affect the health of other residents or staff. Provide a written explanation to the Director immediately. Failure to report health issues that impact others d