

EMERGENCY/MAINTENANCE PROCEDURES

Maintenance Request Procedures

If a student has a maintenance request or other concerns regarding the physical upkeep of their room (plumbing problem, broken heater, etc.) they can complete an on-line work request. Students can submit their concern by going to the ResLife web-page at, <http://reslife.atu.edu> and click on the “**Maintenance Request**” link. If a serious maintenance concern arises after 5:00 p.m. or during the weekend, the student should submit a work request and contact their Resident Assistant, Resident Director or the front desk staff.

It is important that you report problems before they become an emergency.

For example:

1. Please report your bathtub draining slowly vs. your bathtub has standing water and won't drain at all.
2. Please report the pipe under the sink dripping vs. the pipe has been leaking for a month and now has a steady stream of water.

Little problems can be avoided with preventative measures.

On-Duty Personnel

A member of the Office of Residential Life Staff is on duty at all times. If you have a security, maintenance or other concern from 8:00 a.m. until 5:00 p.m., Monday thru Friday, please call the Office of Residential Life at 968-0376 or 356-2060.

After 5:00 p.m. and on weekends, there is a Resident Assistant on duty in each facility; signs posted outside the hall office will inform you how to contact them. Additionally, you may call the Resident Director on-duty for security and related concerns, please dial (479) 264-9871.

In case of any emergency please dial 911.

Public Safety

The Arkansas Tech University Department of Public Safety is charged with maintaining order and enforcing the rules and regulations of the University. The responsibilities of the office include such duties as patrolling the campus, enforcing parking and traffic regulations, investigating accidents and reported incidents and providing security for the University.

The Department of Public Safety has the same enforcement powers as other state law enforcement agencies. At least one officer is on duty 24 hours a day. Should an emergency situation arise, please contact emergency personnel immediately by dialing 911. To report a non-emergency situation to Public Safety, you may reach them by dialing (479) 968-0222.

Traffic Regulations

A revised brochure listing traffic regulations is distributed at the time of hangtag purchase. Additional copies are available at the Department of Public Safety. Information regarding ticket appeals may be obtained from the Office of Student Services. It is the responsibility of any student moving from one living unit to another living unit to exchange their hangtag to match their new parking zone.

Insurance

Many homeowners' insurance policies cover students' belongings while away at college. We recommend that you check with your family and insurance agent to verify that coverage exists for your personal belongings while living on campus.

If you do not have coverage, information on a low cost insurance program can be obtained through the Office of Residential Life or by calling The National Student Services Inc. at 1-800-256-6774.

Arkansas Tech University is **not** responsible for personal property that is lost, stolen, or damaged in any Residential Life facility.

Fire

Should the fire alarm in your residence hall be activated, every resident is required to evacuate the building immediately using the nearest stairwell or exit, do not use elevators. Upon moving into your residence hall, please review all emergency evacuation plans posted throughout the building. In the event of a fire, please keep the following tips in mind while evacuating the building:

- Feel the door from top to bottom
- If the door is cool, crouch low and open the door slowly
- If visibility permits, exit by using the stairwells
- Remember to stay as low as possible, crawling if necessary when smoky conditions exist
- If you encounter heavy smoke in a stairwell, go back and use another set of stairs
- If trapped in a room take the following steps:
 - If possible, call 911 and report your situation
 - Wedge wet towels or clothing under the door jam to keep smoke out
 - Keep a soaked towel over your head
 - Stay low, try to breathe fresh air near the window
 - Open window and signal fireman with a sheet or blanket

Failure to evacuate the building will result in disciplinary action.

Tornadoes

In Arkansas, tornadoes generally occur during the months of March through September, but can occur anytime. Be alert for these danger signs: severe thunderstorms with frequent lightning, hail, roaring noise, funnel clouds, heavy rain, strong winds, and loss of electricity. A tornado watch indicates that conditions are conducive to the development of a tornado. The local office of the National Weather Service will issue a warning bulletin to local authorities as well as the local media (TV networks and radio stations). When a tornado watch is issued, students are not required to seek shelter. A tornado warning is issued when a tornado has been sighted or detected by radar. Residents must seek shelter immediately. You will be alerted about severe weather, even during evening and night hours. Please follow the recommended procedures listed below when seeking shelter:

- Go to the lowest possible floor
- Stay away from windows and do not open any windows
- If possible, go to an area that is reinforced (i.e. a bathroom or shower stall)
- If time allows, get a mattress/pillow to help shelter from flying debris
- Stay in a crouched position until you have been cleared to return to your room

Nuclear One Warning

In the event of an emergency at Arkansas Nuclear One, the emergency warning system will sound. You will hear a steady siren signal from the central Russellville area. The warning system is tested at noon each Wednesday. Radio stations will broadcast information regarding evacuation procedures. Arkansas Tech University is located in Zone H – which evacuates to Morrilton High School. An evacuation map with additional information is available in the Student Services Office (Doc Bryan Bldg).

School Closings and Updated Emergency Information

KATV Channel 7 Little Rock
KARK Channel 4 Little Rock
KTHV Channel 11 Little Rock
KPOM Channel 5 Fort Smith
KWKK 100.9 Russellville

KCAB AM 980 Russellville
KARV AM 610 Russellville
KCJC 102.3 Russellville
www.katv.com
www.weather.com

RESIDENTIAL LIFE SERVICES

Building Security

For your safety and security all residence halls are locked twenty four hours a day, seven days a week. Residents should always carry their keys and ID cards with them. Keeping the doors locked is important. Residents should never open the doors for strangers or leave outside doors propped open. Students found propping open doors or breaching the hall security will face disciplinary action.

Safety and Security Checks

The hall staff will conduct safety and security checks three times per semester in all residential life facilities. These inspections are to insure that room smoke detectors are in proper working order, window locks are working and that there are no other hazards present. Advance notice of 24 hours will be given prior to conducting safety and security checks.

Air Conditioning

All of the residence halls are air conditioned. The air conditioning is turned off in the fall semester as temperatures drop and turned on again in the spring semester. The Office of Residential Life will determine these shut-off and start-up times based on the stabilization of nighttime weather temperatures.

Cable TV

Basic cable television service is provided to each residence hall room and the living room of the University Commons apartments. This service is included in the room and board fee. Residents are required to provide their own cable adapter.

The office of Residential Life, in conjunction with ATU Broadcasting, are pleased to offer ResLife Channel 6 an electronic bulletin board as well as "Movies on The House" a closed circuit movie channel showing 12 titles each month for our students to enjoy. "Movies on The House" can be seen on Channel 97. ResLife Channel 6 can be seen on both Channel 6 and Channel 97.

Laundry Services

Coin operated washers and dryers are available in the residence halls. Please do not overload the washers and dryers. If the machines fail to function properly, please contact your Resident Assistant.

Front Desk Operations

Each residence hall has front desk service to assist students with a variety of needs. Items available at the front desk include games and activity check-out, equipment check-out, and general information. The hours in the residence hall are as follows:

Daily 6:00 p.m. - 11:00 p.m.

Computer Access

All residential life facilities have safe, high speed reliable computer access to each individual room. This is established through an Ethernet and/or wireless connection. For more information about computer policies and requirements please visit <http://resnet.atu.edu>. Additionally, each main lobby area of our facilities have wireless access for student convenience. Residents are required to use surge protectors when operating personal computers in their rooms. All University Computer Usage policies are enforced within the student's residence hall rooms.

Counseling Services

Counseling Services offers the assistance of two professional counselors. Personal counseling is available to all Tech students through Counseling Services in the Doc Bryan Building. Assistance is provided in helping students accomplish personal, social, and academic goals. Issues may include relationships, self-esteem, adjustment to college, decision making, time management, test anxiety, family concerns, and stress management. In keeping with accepted professional practice, all counseling is confidential.

Kitchenettes

Kitchenettes are provided in some of the residence halls for the residents. Students should use extreme caution when cooking. Residents taking advantage of these facilities are responsible for keeping these areas clean and neat.

Health & Wellness Center

The Wellness Center is located in Dean Hall #126. Clinic hours are from 8:00 a.m. until 5:00 p.m. Walk-ins are welcome, however, to ensure that the nurse is present, please call ahead to schedule an appointment at 968-0329.

Primary health care is offered on an outpatient basis. Students are screened and assessed by a registered nurse. They may be treated or referred to a physician, depending on the nature of the visit. When a specialist's care is required, the nurse will assist with the referral. All outside services are at the expense of the student.

A Licensed Nurse Practitioner is also available to assist minor health issues as well.

Residence Hall Association

Living in the residence halls automatically makes you a member of the Residence Hall Association (RHA). RHA is a student led organization made up of representatives from every Residential Life facility. This group is dedicated to improving the quality of life in all housing facilities. RHA serves as a liaison between students and administrators to facilitate changes that students want and to help resolve issues that develop on campus.

The goals of the Residence Hall Association is to unite all the residence halls to further the common interests of campus living groups; to promote better relations and communication between campus residences and other elements of the University community; to coordinate and encourage activities between residence halls; and to represent the interests of the students living on campus. Representatives for the Residence Hall Association come from each halls individual Hall Government. See your hall staff for more information on becoming involved in your Hall Government and RHA.

