**LIVING IN BLAKELEY: A QUICK REFERENCE**

**EMERGENCIES**

If you have an emergency that requires immediate police or medical attention:

- Call 617-627-6911 (from on-campus phones).

_These phone numbers should be used only for emergencies! For non-emergency police matters, please call 617-627-3030. If you or someone you know in Blakeley has an emergency or is hospitalized, please also contact the Resident Directors._

**CONTACTING THE BLAKELEY RESIDENT DIRECTORS**

Please feel free to contact the Blakeley RDs about any concerns you may have! Since we are not at home during the day, **the best way** to get in touch with us is by **e-mail**:

Blakeley-RD@tufts.edu.

**Phone**

- Rizwan Mobile: 617-935-6505
- Nashila Mobile: 617-935-6641
- Home Phone: 617-627-7440

**At Home**

- Suite A-1 (If it is an emergency or if the RD suite door is open, no appointment is necessary. **If it is not an emergency, please e-mail in advance**).

**WHAT TO DO IF …**

**Key/Fob Concerns**

**You are locked out:**

- Monday through Friday, 9 am-5 pm: Contact Residential Facilities at 617-627-3992 or go to their office at 520 Boston Avenue.
- Evenings and weekends: Call Tufts Police at 617-627-3030. There is a $10 charge.
- **Please note that the Blakeley RDs do not have spare keys for you!**

**You have lost your fob or student ID card:**

- Monday to Friday, 8:30am - 4pm: Contact Tufts Public Safety at 617-627-3692.
- Evenings and weekends: Call Tufts Police at 617-627-3030.
- There is a $20 charge to replace your student ID card or key fob.
- **Please note that the Blakeley RDs do not have spare key fobs or student IDs for you!**

**Your fob or your student ID card is not working:**

- Monday to Friday, 8:30am - 4pm: Contact Tufts Public Safety at 617-627-3692.
- Evenings and weekends: Call Tufts Police at 617-627-3030.
- **Once you have contacted Tufts Police, please also contact the Resident Directors.**
- **Please note that the Blakeley RDs do not have spare fobs for you!**
**BUILDING CONCERNS**

Something in your room or bathroom is not working and it is an emergency (e.g. flooding, broken windows, other threats to safety):
- Monday through Friday, 7:30am-4pm: Contact Tufts Facilities directly at 617-627-3496. Do not use the Facilities Online Service Center!
- Evenings and weekends: Call Tufts Police at 617-627-3030.
- **Please note that the Blakeley RDs are not responsible for building maintenance!**

Something in your room or bathroom is not working, but it is not an emergency:
- Monday through Friday, 7:30am-4pm: Use the Facilities Online Service Center (https://fsrequest.tufts.edu/WebMaint/).
- Evenings and weekends: Wait until business hours or use the Facilities Online Service.

Something in the Kitchen, Lounge, or other common areas is not working:
- Contact the Resident Directors at Blakeley-RD@tufts.edu.
- If the RDs are not home and it is an emergency (e.g. flooding etc.), please contact Facilities or Tufts Police, as appropriate. Also leave a message for the RDs.

**COMMUNICATIONS**

You want to call your voicemail:
- Call 617-627-7300.

You are having trouble with your phone, voicemail, or cable TV:
- Contact the Tufts Help Desk at 617-627-4357.

You are having trouble with your network computing:
- Contact Tufts Online:
  - Info online: http://it.tufts.edu/
  - E-mail: tolhelp@tufts.edu
  - Phone: 617-627-4865

**DINING**

You want to purchase a meal plan:
- Contact Dining Services:
  - Info online: http://dining.tufts.edu/
  - Phone: 617-627-3566
  - In person: 89 Curtis Street
**COMMUNITY SPACES AND QUIET HOURS**

You want to use the Kitchen or Lounge for a social event:
- Contact the Resident Directors.

You want to hold a social gathering (regardless of where it will be held):
- Make sure that it has ended by the time Quiet Hours begin.
- Make sure that it conforms to Tufts rules and state and federal laws.
- Potentially affected residents should be given the opportunity to express concerns to the event hosts and/or the RDs prior to the event. Hosts of social gatherings (including in their suites) should therefore check *in advance* with other residents who might be affected by noise or guests. This can be done either in person or via the Blakeley listserv (Blakeley@elists.tufts.edu).

*Please note that the following Tufts “quiet hours” apply to all areas in Blakeley Hall:*

- 11:00 PM to 8:00 AM (Sunday night through Friday morning)
- 1:00 AM to 9:00 AM (Friday night through Sunday morning)

During quiet hours, the noise you are making should not leave the room you are in.
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SECTION 1. GENERAL INFORMATION

RESIDENTS’ BILL OF RIGHTS

All residential students of Tufts University have the following rights:

- The right to study in your room.
- The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use.
- The right to live in a safe, secure, clean, and drug-free environment.
- The right to free access to your room without pressure from your roommate(s).
- The right to personal privacy.
- The right to be free from fear of intimidation, physical harm and emotional harm.
- The right to host guests within the context of this Resident Guide’s policy on guests and host responsibility.
- The right to expect reasonable cooperation in the use of shared items in the room, such as a TV and telephone.
- The right to assistance in resolving issues or concerns you may have by consulting members of the residential staff.

BLAKELEY HALL RESIDENT DIRECTORS

The Blakeley Hall Resident Directors are Nashila Somani-Ladha and Rizwan Ladha. They reside on-site in Suite A-1. Their role is to oversee the operation of Blakeley Hall. This includes ensuring residents comply with Blakeley Hall housing policies, safety and security regulations, Tufts University rules, and Massachusetts State and Federal laws, as outlined in this Resident Guide. The Resident Directors are also available to help with personal crises and to make residents’ stay in Blakeley Hall as enjoyable as possible.

In the case of lock-outs, general repairs, Community Kitchen use, etc., residents are encouraged to try to resolve the problem on their own first. (NOTE: If you are locked out, you must call 617-627-3992 during business hours or Tufts Police at 617-627-3030 after hours). If you are unable to resolve the issue, if you have questions about Blakeley policies / building issues, or if you need help solving problems related to your personal life, speak with the Resident Directors first before going to the Fletcher Administration. Most often, the RDs can best help you solve your problem, and the Administration requires that you have consulted them before any further step is taken. The RDs can direct you to the appropriate person for your situation.

CONTACT INFORMATION FOR BLAKELEY RDs:
EMAIL: Blakeley-RD@tufts.edu
HOME: Suite A-1
PHONE: 617-627-7440
Note: The RDs are generally not at home during the day and only check voicemails in the evenings, so please contact them first by email.
BLAKELEY BASICS

SUITE / ROOM FURNITURE

Blakeley Residents usually share a suite with 1-2 other suitemates. Each suite has an armchair for each suitemate and one coffee table. Each private room within the suite has a bed, a “twin extra-long” mattress (37”x 81”x 8”), a dresser, a desk, and a chair. This is the only “Tufts-approved” furniture.

Residents may wish to bring additional furniture into their rooms but it MUST be removed at the end of their residency. Additional furniture must be in good, safe and clean condition. All additional furniture is subject to approval by the Fire Marshal during unannounced, unscheduled visits throughout the year. Residents will be given notice to remove the furniture if it violates fire code. Failure to do so will result in a fine. Residents will also incur a fine if the additional furniture is not removed at the end of their residency: the room must be left in as good a condition at the end of the residency as it was at the beginning of the residency; no additional furniture or personal belongings may be left in the room after the resident has moved out.

Residents need to provide their own basic living items such as bed sheets, pillow, blanket, bath towel, mattress pads, computer, bookshelves, lamps (no halogen floor/desk lamps) and any other furnishing for comfort.

Please note that due to the Fire Safety Code, some items are prohibited from resident suites. For more information, see “No Cooking in your Room” (page 15) and “Fire Safety” (page 33).

GENERAL ROOM POLICIES

As residents get settled in their assigned rooms, they should remember the following guidelines:

- Do not remove any furniture from the assigned room.
- Building or installing lofts or platforms, placing beds on top of any furniture in the room, or using cinder blocks as bed risers is strictly prohibited.
- Please affix items to the walls using materials that will not damage the walls. DO NOT use nails, tacks, duct tape, contact paper, wall paper, etc.
- Do not use university-owned lounge furniture to decorate your room.
- Students are not permitted to open security screens in bedrooms or common spaces for any reason other than during an emergency situation.
- Painting walls, ceilings, doors, university furniture, etc. is strictly prohibited.
- The use of marking chalk or aerosol spray cans to mark/paint any surface of the residence halls is strictly prohibited.
- Please not hang any items that obstruct electrical or lighting fixtures.
- Please do not hang items from the ceiling.
- Removing, damaging or covering smoke detectors or carbon monoxide detectors with any material is strictly prohibited.
• Please do not install personal locks or chains on bedroom doors, closet doors, or window sashes.
• Please do not remove closet doors (either freestanding or built-in) from their hinges for any reason.
• Please do not damage, either maliciously or carelessly, university property or the personal property of others.

The following items are strictly prohibited from the residence halls:
• Air conditioning units (unless medically cleared)
• Candles, incense, or any item that produces an open flame (even if unlit)
• Cooking appliances including microwaves, hot pots, rice cookers, “Foreman Grills,” and any other appliances with open coil-heating elements
• Dartboards (with metal-tipped darts)
• Excessively loud speakers and amplifiers
• Explosives, including fireworks or incendiary devices
• Grills (both outdoor and indoor)
• Charcoal and lighter fluid
• Halogen or multi-armed floor/desk lamps
• Unauthorized upholstered furniture
• Installed satellite systems
• Pets/animals (except approved service animals or fish in tanks no larger than 10 gallons)
• Space heaters
• Waterbeds, Jacuzzis, and/or hot tubs
• Weapons/firearms/knives (including martial arts equipment, either replica or practice, and paintball equipment)

REFRIGERATORS / MICROWAVES

Small dorm fridges are permitted in the suites. Microwaves are NOT permitted in the suites. They are a violation of fire code. “Tufts-approved” Micro-Fridges are available for rent through Tufts Student Resources (http://www.tuftsstudentresources.com/shop/appliances, or 617-627-3224).

BATHROOMS

There is a bathroom on each floor in every building. All bathrooms are shared by 4-5 people living on that floor. Residents on each floor need to work out schedules and rules for sharing the bathroom. The outside door to each bathroom locks for privacy. A curtain covers the shower, and the toilet is enclosed in a stall, permitting several people to use the bathroom at one time. The toilets are designed to conserve water. Bathrooms are cleaned once daily, and toilet paper and paper towels are replenished as needed. Please do not flush feminine products or large amounts of toilet paper as they will clog the drains. Also do not wash dishes in the bathroom sinks or put food down the drains.
PHONE SERVICE

Each suite is equipped with one phone line located in the shared living area. The University is responsible for providing and maintaining a working phone line. The Residents are responsible for providing a working telephone.

Your telephone service is already active upon check-in. Plug in any single line touch-tone telephone to get a dial tone. There is no charge for on-campus residential telephone service, which includes one touch-tone phone line per room, voicemail (with a private mailbox for each resident), call waiting, and unlimited campus and local calls in the Eastern Massachusetts area which covers all calls to area codes 617, 508, 781, and 978 (and the corresponding overlay codes 857, 774, 339, and 351). Calls to toll free numbers are also included.

Long distance calls, including Western Massachusetts, domestic, and international long distance may be placed from on-campus residential telephones using a long distance calling card. Pre-paid calling cards are available on the Tufts campus at the Jumbo Express convenience store in the Campus Center. They are also available at most off-campus convenience stores.

For detailed information and instructions regarding on-campus residential telephone and voicemail service, see Appendix B at the end of this Guide, or refer to the following website at: https://it.tufts.edu/s-voicemail.

For questions or assistance, please contact the Voice Communications Help Desk at 617-627-HELP (617-627-4357) or via email at teldesk@tufts.edu.

Note: You must dial “9” before making off-campus calls.

Do NOT tell callers to contact you through the Blakeley Resident Directors or The Fletcher Reception desk. They do not have the capability to transfer calls from their phone to yours. Please give out your direct phone numbers.

OTHER TELEPHONES

There are two Blue Light Emergency Telephones at Blakeley Hall. One is next to The Fletcher Faculty parking lot and the other one is the gray box outside Tower D. Both telephones are wired directly to the University Police and police officers can be dispatched when needed. You can also use it to call anywhere on campus by dialing the five-digit extension.

There is a Community Lounge phone (red telephone) in Tower D. The phone number is 617-627-6627. This phone has the same type of local service as in the suites.
**CABLE TV**

Each suite has one cable TV jack in the common room for free access to approximately 60 cable TV channels. Subscriptions for additional stations are available for a fee if you have a major credit/debit card and an email address. Go to the following website for channel listings: http://tinyurl.com/tuftstv.

**INTERNET ACCESS**

Tufts University provides a wired high-speed Internet connection for each resident in the halls. All residence halls and many academic buildings, common areas, libraries, and some outdoor areas, such as the uphill residential quad, are set up as Wi-Fi networked areas. **Blakeley Hall is configured for Wi-Fi access.** For the most up-to-date information, go to the wireless location map at: http://www.tufts.edu/home/maps/medford/?p=wireless.

Residents are instructed to refrain from setting up personally owned wireless access points since they compromise the security of Tufts computing systems and frequently generate signal interference with established Wi-Fi locations. Extending the network using hubs, routers, switches, or wireless access points is in violation of the Responsible Use Policy. Violations of this policy will result in removal from the network.

Again, Blakeley Hall is completely configured for wireless internet access through the Tufts University network. In addition, each resident’s room has one Ethernet jack. You will need an email username and password to get access. You will receive these during Orientation. Please go to the Tufts Online website for details on how to connect: http://it.tufts.edu/node/305.

For more information about on campus use of personal computers or computing support, please visit the Tufts Online website at http://student.support.tufts.edu.

**LAUNDRY**

The laundry room is located on the Basement level of Tower E and features four Maytag Neptune front-loading energy efficient washers and four Maytag dryers. Laundry machines accept JumboCash or quarters. The JumboCash cost for a wash is $1.25 and $1.50 if using quarters. The same costs apply to the dryers. Students may add extra dry time for $0.25 per 12 minutes. The use of any coin other than a quarter is strictly prohibited and can damage the machines.

Tufts Students may use LaundryView, an online monitoring system, to check machine availability and status from any place with internet access. Students must be logged on into the Tufts network to access the Tufts portion of LaundryView.com. **You can also use LaundryView.com to report a problem with equipment.** To see the status of the Blakeley washers and dryers, go to http://tinyurl.com/blakeleylaundryview.
Mac-Gray Corporation of Waltham, MA is the on-campus service provider of self-service laundry equipment for Tufts students in university residences. Both Vending Machine and Laundry Services are managed for Tufts by the Department of Dining and Business Services. Please contact this office directly at 617-627-3566 with any questions or concerns. Contact Dining Services for more information at http://dining.tufts.edu/laundry-machines/.

Tufts Student Resources at 617-627-3224 offers laundry and dry cleaning services. There are several laundromats in Teele Square, Davis Square, and Boston Avenue.

**TRASH CANS / RECYCLING BINS / COMPOST**

A trash can is located on every floor of each building just outside the bathroom. Trash is emptied on a daily basis.

There are two tall recycling bins located in the entry area of each Tower. These bins are clearly colored and labeled for Paper or Containers. Please read the Recycling Information posted above the bins to see which items are recyclable.

Please **do not** contaminate the recycling bins with garbage or items that cannot be recycled by the Tufts Recycles Program. Please make sure that your containers are empty and clean (rinse them out first) and do not put broken glass or light bulbs in the recycling bins. But please **do** recycle those items that can be recycled! More information about recycling is available at http://sites.tufts.edu/tuftsrecycles (also see Appendix D, “Campus Green Living Guide”).

Blakeley Hall is also part of the Tufts University-wide compost program, and there is a compost bin in the Blakeley Kitchen. Please put food scraps and compostable items in this bin whenever possible.

**MAIL DELIVERY**

Mail for Blakeley Hall residents is delivered to one of two places, depending on whether the mail is an envelope or a box/package. Please follow the below guidelines carefully. Note you will be assigned your envelope mailbox number during Orientation (the week of August 24, 2014).

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<tr>
<td>[Your Name]</td>
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</tr>
<tr>
<td>[Your Mailbox Number]</td>
<td>c/o Blakeley Hall, [Your Room #]</td>
</tr>
<tr>
<td>160 Packard Ave.</td>
<td>389 Boston Ave</td>
</tr>
<tr>
<td>The Fletcher School, Tufts University</td>
<td>Tufts University</td>
</tr>
<tr>
<td>Medford, MA 02155</td>
<td>Medford, MA 02155</td>
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The Tufts University branch of the U.S. Post Office is located in Curtis Hall at the intersection of Boston and College Avenues. Mail Drop boxes are located in The Fletcher Mailroom as well as
on the corner of Packard Ave. and Professor's Row. Campus mail drop boxes (for free delivery to Tufts Buildings) are located in The Fletcher Mailroom and the Campus Center.

**DELIVERY SERVICES**

The Blakeley Resident Directors will NOT accept any deliveries for Residents. Furthermore, the US Postal Service, UPS, and Federal Express will not deliver anything directly to Blakeley Hall. You will need to pick up packages from either the Fletcher Mailroom or the Hill Hall Mailroom, according to the information above. Both mailrooms are open Monday to Friday, 9am – 5pm and closed on weekends.

If you are planning to have other types of delivery service (such as groceries, dry cleaning, take-out food, etc.) to come directly to your room, you must be make these arrangements yourself and be present to receive the delivery. The delivery person should have a way to contact you upon arrival. Do not expect the Blakeley Resident Directors or other Residents to accept any deliveries or grant entry on your behalf.

**GIVING DIRECTIONS TO BLAKELEY HALL**

Blakeley Hall does not have a physical address. The closest address to give for directions here is 1 Winthrop Street in Medford. However, the building is set back from the street and is not labeled with an address. This frequently causes problems for residents who want to give directions to visitors, taxis, or delivery services. If you are not sure how to direct people to this building, you can tell them that Blakeley Hall is located on the Medford-Somerville border:

**From Medford:** The dorm is located at **1 Winthrop Street**. From Boston Avenue, take Winthrop Street. Winthrop Street goes up to the top of the hill, and then goes down the other side of it; as you go down the hill, look for the parking lot on the left (just before the softball field).

**From Somerville:** The same street is called **Curtis Street** as it leaves Somerville. As you come up the hill on Curtis Street, continue past Professor's Row and then turn right into the parking lot immediately after the softball field.

Once you have arrived in the parking lot, look for the “Fares Research Center” sign on the basement entrance to the building and then to walk around to the right of it to the courtyard to enter the residential area.

**PARKING**

The Fletcher parking lot (next to Blakeley) is always reserved for Faculty and Staff only. **Students may NOT park there**, even on nights and weekends. The nearest Resident parking lots are located on the hill above the Fletcher lot, next to Carmichael Hall and behind Miller Hall. Tufts parking permits are available from the Traffic and Parking Services located at 419
Boston Avenue, on the first floor of Dowling Hall, at the far end of Visitor Parking. For Parking Permits and Resident Parking Lot information, please contact Tufts University Traffic and Parking Services at 617-627-3692 or online at: http://publicsafety.tufts.edu/adminsvc/parking-services/.

A word of warning: Nearby parking is difficult to find. Except for commercial areas, Medford and Somerville require city permits to park on the streets near campus. Cars parked without a permit will be ticketed.

**BICYCLES**

There are bicycle racks in the Blakeley Courtyard, as well as next to most entrances to The Fletcher School academic buildings. Residents are urged to register their bicycles with the Tufts Police. While the Tufts campus is very safe, bicycle theft does occur. Registering your bicycle with Tufts Police and using a good lock (like a Kryptonite u-lock) will help prevent theft and will aid in recovery in the event of theft. Bicycle parking is permitted only in designated areas. Bicycles parked inappropriately, particularly in stairwells or on handicap ramps, will be removed. Contact Tufts Police at 617-627-3030 to register a bicycle. Bicycles must be removed from bike racks at the end of each academic year. Unclaimed bicycles and parts will be collected by the Tufts Police and donated to local charities.

**STORAGE**

There is **no** storage facility at Blakeley Hall. The fire code prohibits Residents from storing anything in the hallways, including bicycles. Any personal property left in the dorm common areas will be discarded. You can contact Tufts Students Resources (617-627-3224) for storage information or check a local telephone book for other storage facilities.

**PETS**

Pets are not allowed at Blakeley Hall due to health and safety reasons. Service animals such as seeing-eye dogs must go through an approval process. Possession of any unauthorized pet is a violation of University policy.

**RELIGIOUS SERVICES**

Goddard Chapel is located on campus and provides multi-faith support for all students’ religious needs. Their website provides a schedule of services held on campus as well as provides links to student religious organizations of the various faiths: http://chaplaincy.tufts.edu/.
**LOST AND FOUND**

The Lost and Found is located in the Laundry room. Please leave misplaced laundry and other items there. Keys and anything valuable should be turned over to the Blakeley Resident Directors.

**BULLETIN BOARDS**

A bulletin board is located inside the entry of each Building. These bulletin boards are reserved for Fletcher School officials and the Resident Directors. Blakeley Residents may post announcements on the large bulletin board in **Tower D only**. Do NOT tape or tack anything on the walls or doors in the buildings. Do NOT post anything on the outside of buildings.

**JANITORIAL SERVICES**

The Tufts-contracted janitorial service has the following duties:
- Sweep and mop the stairs and hallways.
- Empty the trash and recycling bins.
- Sweep and mop the bathroom floors.
- Rinse the showers.
- Clean the toilets.
- Replenish toilet paper and paper towels.
- Sweep and mop the Community Kitchen.
- Vacuum the Community Lounge.
- Sweep and mop the Laundry Room.
- Replace fluorescent light bulbs that have burnt out.

They **DO NOT** clean inside the suites and rooms.
They **DO NOT** clean the kitchen.
They **DO NOT** clean inside the refrigerators.
They **DO NOT** wash dishes.

The cleaning equipment and supplies inside the janitorial closets are the property of the janitorial service. Residents are not permitted to use them. You must purchase your own to clean inside your rooms. Each floor or suite may want to invest in a broom, dust pan, mop, and cleaning agents. The Resident Directors are able to provide limited supplies, so you are encouraged to bring your own as well.
BLAKELEY DINING OPTIONS

**STRICT “NO COOKING IN YOUR ROOM” POLICY**

Except for reheating food using the Tufts approved Micro-Fridge, there is NO COOKING allowed in the rooms/suites. **Do not use microwaves, coffee makers, rice cookers, toasters, electric kettles, burners or grills (such as the George Foreman types) or anything that can heat food or beverages.** These are considered fire hazards and will not be tolerated. Residents who violate this fire code will be subject to a hefty fine. Repeated offences will be subject to disciplinary action, including removal from the dorm.

**Due to possible pest infestation, residents must not store food in their rooms unless it is in a sealed container.** Please put all food in the Community Kitchen. Residents may store cookware in their room but it must be clean. Reminder: Do not wash dishes in the shared bathroom sinks or put food down the drains as they can clog easily.

**COMMUNITY KITCHEN**

Blakeley Hall has a Community Kitchen located in Tower D that is outfitted with 7 refrigerators, 3 stoves, 3 microwaves, 3 sinks, and assigned cabinet space. Students will need to provide their own cooking equipment.

The cleanliness of the Community Kitchen is the responsibility of all kitchen users and using it is a privilege, not a right. It is critical for safety and sanitary reasons that the kitchen be properly maintained on a daily basis, as it is a main source of fire danger and has been known to attract pests such as large cockroaches and mice. In the past, The Fletcher School has been forced to close the kitchen from Resident use due to disregard of policies and lack of concern for the Community. In order to help keep the kitchen clean, the Blakeley Hall Resident Directors will provide basic cleaning supplies to the residents, including surface wipes, dishwashing liquid and sponges, and Swiffer wipes.

Therefore, in order to use the Community Kitchen, **every Blakeley resident will be assigned to a Kitchen Group.** There will be seven groups, and each group will have 11-13 members and will be assigned a refrigerator and some cabinet space. On a 7-week rotation, each group will be responsible for that week’s Kitchen Cleanup (see “Kitchen Cleanup” section below) and weekend kitchen maintenance. This weekly kitchen cleaning schedule is integral to keeping the Blakeley Community Kitchen clean, and each and every Blakeley resident is required to participate in the cleaning during his or her group’s scheduled week(s). In addition, each group may be required to designate a leader to liaise with the Resident Directors.

As this is a Community Kitchen, the community will be responsible for its management. Therefore, either by request of Blakeley residents or at the discretion of the Resident Directors, a Kitchen Committee may be formed. If so formed, this Committee will be empowered to make the kitchen rules and vote on the consequences. The Kitchen Committee will meet regularly to
discuss issues. The designated leader or another designated member must be present to represent the group. Each group MUST be represented at the meeting or risk losing kitchen privileges. How each group decides to manage its own subcommittee responsibilities is up to the members. The Blakeley Resident Directors will not be involved in the daily use of the kitchen. However, The Fletcher School and the Resident Directors reserve the right to close and lock the kitchen or revoke the kitchen privileges of an individual or group if cleanliness standards are not maintained.

WASHING DISHES

Everyone must wash their own dishes immediately after they finish cooking or eating. Do not leave dirty dishes in the sink. Do not put grease, food scraps, or coffee grounds down the sink drains as these will clog the drain. Please throw them away in the trash, recycling or compost!

KITCHEN CLEANUP

Each week, one kitchen group is on “Kitchen Cleanup.” During that week group members are responsible for: (1) cleaning the group’s refrigerator; and (2) checking the overall cleanliness of the kitchen daily, typically in the evening. This check should include the following:

- Wipe down counters and tables.
- Clean stoves, ovens, microwaves, and sinks. Be sure to use the appropriate stove cleaning supplies when cleaning the stovetops.
- Check kitchen supplies, such as dishwashing fluid and stove cleaning cream, pads, and scrapers.
- Check to see that all appliances are working and report any repairs that are needed.
- Empty clean dry dishes and utensils from dish racks.
- Make sure all kitchen users are carrying out their individual cleaning responsibilities. The kitchen patrol will make note of any kitchen users not doing so and can share such notes with the Resident Directors.
- It is not the kitchen patrol’s duty to wash dishes. The kitchen patrol is permitted to throw away any dirty dishes found unattended in the kitchen.

ASSIGNED CABINETS & REFRIGERATORS

Each group will have cabinets and 1 refrigerator space assigned to them for their use only. Members of the group should discuss how to divide the space and how to identify each person’s items. Do not “borrow” from another person without permission. Group members usually look out for one another. Anyone caught stealing food or equipment will be subject to losing kitchen privileges and may face other administrative consequences.
COMMON SPACE CABINETS

The Common Space Cabinets are clearly marked. ANYTHING (food or cookware) that is put in these cupboards are for the use of ALL kitchen users. Do not put anything in these cupboards unless you are willing to share it.

MICROWAVES

The microwaves are to be used mainly for reheating food, not cooking. Use the stoves and ovens for cooking and baking. To prevent damage: **No metal or eggs in the microwave!**

DAILY KITCHEN SERVICE

The janitorial staff is responsible for cleaning the kitchen floor and emptying the trash once daily. The kitchen is closed for 30 minutes daily for this purpose. **Residents may not enter or remain in the kitchen during this time.**

Please note that it is **not** the janitorial staff’s job to wash dishes or to clean the counters, stoves, microwaves, or cabinets. That is the responsibility of the residents using the kitchen. Unattended dirty dishes may be thrown away.

FIRE SAFETY IN THE KITCHEN

The kitchen door must be kept closed but unlocked at all times. Smoke from cooking causes the most fire alarms (both real and false) at Blakeley Hall. Cooking fires are the #1 cause of fires and fire injuries. Please adhere to the following guidelines:

1) Never leave the kitchen while you are cooking. Never leave cooking food on the stovetop unattended, and keep a close eye on food cooking inside the oven. Unattended cooking is the leading cause of fires.
2) Wipe off the stoves and oven floor before and after cooking. The previous user may have spilled grease, which can easily ignite.
3) Always turn off the stoves, ovens, and microwave when you are finished using it.
4) After you are finished cooking, wait until the stove or oven cools, then wipe it clean.
5) Keep cooking areas clean and clear of combustibles (i.e. potholders, towels, rags, and food packaging)
6) Wear short, close fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire.
7) Never use a wet oven mitt, as it presents a scald danger if the moisture in the mitt is heated.
8) Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the
pan. Turn off the burner. Don't remove the lid until it is completely cool. Never pour water on a grease fire and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, actually spreading the fire.

9) If there is an oven fire, turn off the heat and keep the oven door closed to prevent flames from burning you and your clothing.

10) Do NOT put metal in the microwave as it can spark and cause a fire. If there is a microwave fire, keep the microwave door closed and unplug the microwave. Food cooked in a microwave can be dangerously hot. Remove the lids or other coverings from microwaved food carefully to prevent steam burns.

11) Turn on the oven fans and open the windows to ventilate the kitchen while you are cooking. Do not open the kitchen door as the hallway smoke detector may go off.

If you start a fire or set off a false alarm, you will be subject to a fine and the replacement cost of damaged items.

**DINING HALL AND MEAL PLANS**

Many Blakeley residents choose to purchase a full or partial meal plan through Tufts University Dining Services. The nearest dining hall is located in Carmichael Hall on the hill above Blakeley Hall, but meal plans can be used at a variety of dining locations on-campus (and a few locations off-campus).

For more information on meal plan costs, dining hall locations and hours, please contact Dining Services at 617-627-3566 or go online to: [http://dining.tufts.edu](http://dining.tufts.edu).

NOTE: The Resident Directors are not involved in any aspect of the administration of meal plans. Please contact Dining Services directly.
BLAKELEY COMMUNITY RESOURCES

COMMUNITY LOUNGE

The Community Lounge is located on the first floor of Tower D. It is a place for residents to relax and eat meals. **It is not an area for quiet study**, although it may be reserved in advance (by Blakeley Residents) for group study or classroom projects. The Lounge is furnished with sofas, a conference table, dining table and chairs, Internet-connected smart TV with local cable channels, a DVD player, a soda vending machine, and a snack vending machine.

Please be considerate of residents living above when using the Community Lounge. The last person to leave the Lounge should turn off the TV and check that the windows are closed and locked. For safety reasons, do not open security screens or undo the window stops. No one is permitted to stay overnight in the Community Lounge. Guests of Blakeley residents may not sleep in the Community Lounge, and must stay in the hosting Resident’s room.

BLAKELEY HALL SOCIAL EVENTS

Blakeley Hall will sometimes host large parties for the entire Fletcher community. In addition, there are usually a few gatherings just for Blakeley Residents, such as movie nights, game tournaments, or a holiday celebration. These events are organized by the Blakeley Residents or the Resident Directors. There may be a small budget to fund these events.

GROUP ACTIVITIES

If you wish to hold a party or other group activity in the Community Lounge, Kitchen, or Courtyard of Blakeley Hall, you must first schedule it with the Blakeley Resident Directors via email. Common areas will not be closed for private parties and groups must not infringe on other Residents' rights to use the common areas. If you plan to use the Lounge, you will need to advise Tower C and Tower D residents of their plans and be sensitive to the study needs of those students.

Party organizers are responsible for cleaning after an activity, including washing dishes, cleaning counters and appliances, replacing furniture to its original location, taking down decorations and removing trash to the dumpster behind Blakeley Hall.

**All events must comply with quiet hours and end by 11 pm on weeknights or 1 am on weekends. You also must abide by Tufts Fire Safety Regulations and Massachusetts Alcohol Laws at all times!**
COMMUNITY CLEANING SUPPLIES

The Blakeley Hall Resident Directors provide limited cleaning supplies for residents to use in cleaning their suites and bedrooms. These supplies include two vacuum cleaners, Swiffer sticks and wipes, and surface wipes. Please note the following guidelines regarding use of the vacuum cleaners:

When using the vacuum cleaners, the resident is responsible for ensuring the vacuum cleaner is returned to its original location inside the door to Tower A. In addition, the vacuum cleaner must be returned in the exact condition it was in when checked out — meaning all hoses and attachments are properly replaced, the electrical cord is properly wound, and the dustbin is properly emptied into a trashcan. The collective failure of Blakeley residents to maintain these vacuum cleaners will result in a checkout system, whereby the Resident Directors will retain the vacuum cleaners themselves and check them out to residents one at a time. Any damage to the vacuum cleaners will result in a fine.

COMMUNITY RECREATION EQUIPMENT

There is a limited amount of sports and recreation equipment for Blakeley residents to use, including tennis racquets and balls, a soccer ball, cricket bat and basketball. If any equipment is lost/damaged, residents will be charged for its replacement.

COMMUNITY BARBEQUE (BBQ) GRILL

There is a charcoal BBQ grill located outside of Tower A for Blakeley Residents. To use the grill, you must email the Blakeley Directors for approval at least 48 hours in advance, as the Fire Marshal must give permission EVERY time the grill will be used. Please provide in your email the date, time, duration of use and the number of people involved.

If approved, you will be notified in response to your email. You will then be given access to the BBQ grill and the cooking and cleaning equipment. You must provide your own charcoal. When you are finished using the BBQ, you must clean the grill and dump water on the hot charcoal. You must then wait 24 hours for the BBQ to cool down before emptying the used charcoal. You will be responsible for all equipment and all persons using the BBQ during your scheduled time. Failure to clean and empty the charcoal will result in losing BBQ privileges. Also, if you damage the BBQ, you may be charged for its repair. You must abide by Tufts Fire Safety Regulations and Massachusetts Alcohol Laws at all times!
SECTION 2. BLAKELEY HOUSING POLICIES

NO SMOKING

Blakeley Hall is a No-Smoking Residential Facility. Smoking is not permitted anywhere inside the building at any time! Ashbins are provided at the front of the Blakeley courtyard for smokers’ use.

QUIET HOURS

Tufts University has established a system of quiet hours that reflects times when students most often study or sleep. During these hours, please keep noise at a minimum level and honor the requests of Residents who ask you to turn down your music and lower your voice so that they can sleep or study. All gatherings in the Lounge, Kitchen, or Courtyard should end well before quiet hours.

QUIET HOURS ARE AS FOLLOWS:
11:00 PM to 8:00 AM (Sunday evening through Friday morning)
1:00 AM to 9:00 AM (Saturday morning through Sunday morning)

During FINAL EXAM period, quiet hours are in effect at Blakeley Hall for 24 hours a day beginning at 9 PM on the last day of classes and continuing until the end of final examinations.

In addition, consideration hours are the times outside the designated quiet hours when residents should consider their neighbors’ rights. If, at any time, students are asked to be quiet because they are disturbing other residents, they are expected to be considerate of others’ needs.

Students found in violation of these policies will be subject to residential judicial consequences.

PERSONAL PROPERTY LIABILITY

The University is not responsible directly or indirectly for negligence of others, resulting in the loss and/or damage of personal property, nor is the University responsible for occurrences that are beyond our control. Students are encouraged to review their family’s personal property insurance policy to ensure that property and belongings are covered for theft and loss at Tufts. Residents whose family policy does not provide coverage should consider personal property insurance or a similar policy.
PROBLEM RESOLUTION PROTOCOL

Whenever you have questions about Blakeley policies, building issues, or need help solving problems related to your personal life, you should always speak to the Blakeley Resident Directors first rather than going directly to The Fletcher Administration. Most often, the Resident Directors are the ones who can best help you solve your problem and the Administration requires that you have consulted them before any further step is taken. They can help direct you to the appropriate person for your situation. All requests for exceptions to dorm policies and contract obligations must be submitted to the Blakeley Resident Directors in writing; they will forward your request to the appropriate person in Administration. The Fletcher School does not grant exceptions to its housing and contract policies except under very special circumstances.

SUITEMATE CONFLICTS

If Residents should have conflict with their suitemates or other residents, the policy of The Fletcher School is that Residents must first try to work out their problems among themselves before involving the Blakeley Resident Directors or the Administration. Fortunately, this approach works most of the time. On the rare occasions when it is necessary for the School to intervene, Residents involved will first meet with the Blakeley Resident Directors to discuss and resolve the situation. If the problem persists and requires the intervention of Fletcher Administration, those Residents will meet with the Blakeley Resident Directors and one or more members of Administration. The Administration will then make a final decision about how to resolve the problem. All involved residents must adhere to this decision or they will be subject to expulsion from Blakeley Hall without compensation.

GUESTS AND THEIR HOST’S RESPONSIBILTY

Blakeley Hall is meant to be the home for Fletcher Resident students only. Guests are certainly welcome, but within the guidelines described below:

- If any Blakeley resident is having any overnight guest (see below for what constitutes “overnight”), s/he MUST notify the Resident Directors in writing at least 8 hours in advance. This is for security and safety reasons, so that unidentified individuals entering or exiting Blakeley Hall are recognized as guests of Blakeley residents.
- A guest may be described as any person present, at the invitation of a Resident student, in a University residence to which they are not assigned.
- Any guest present in a University Residence after 1 am will be considered an overnight guest.
- Provided that the host’s roommate(s) agree to have a guest, roommate(s) should mutually determine an appropriate length of stay before guests arrive. No visit should exceed three nights in a seven-day period.
- Guests may be either Tufts students or non-students.
- Guests are not allowed to live in the host’s room.
- Guests are expected to adhere to all university and residential policies as well as Massachusetts state laws.
- Guests must be accompanied by his/her host resident at all times.
- Guests are not permitted to sleep in the residence hall lounges as this is a safety hazard.
- Guests must carry some form of picture identification (i.e., state license, college student ID, passport) at all times. If a university official (i.e., RD or Tufts Police officer) asks for identification, guests are expected to produce such identification without resistance.
- When entertaining guests, Residents and their guests should be considerate of roommates, suitmates and/or hallmates.
- If a guest over stays his or her welcome or creates disturbance in the hall, the guest may be asked to leave and not return to Blakeley Hall. The Resident Director or other University Official may ask a guest to leave and not return at any time. Students encountering problems with guests are encouraged to seek out the help of the Resident Director or the Tufts University Police.
- Host Residents are responsible for the actions of their guests. Furthermore, any damages caused by the guest will be the responsibility of the host resident.
- A guest may not under any circumstances occupy the personal bedroom of any Blakeley resident outside the suite in which the Host Resident resides. A guest may occupy the personal bedroom of the Host Resident or the Host’s roommate(s) ONLY when the host student is present AND with explicit (written) permission of the roommate(s).
- Room keys issued to residents may not be duplicated nor distributed to guests.
- Guests are permitted to bring only their personal items needed for the short stay.

**GUEST ROOM AVAILABILITY AND COST**

Blakeley Hall has a guest room with one single bed that is available for official Fletcher guests. Residents may also request to house a family member or friend. The cost is $40 a night, and the maximum number of sequential nights in one stay is 5 nights. There is an additional $3 laundry fee per person if bed sheets and blankets are needed. Guests may forgo this added expense by bringing their own bed sheets.

To reserve the guest room, the Resident should email the Blakeley Resident Directors at least one week in advance. All requests will need to be approved by The Fletcher School Administration. All Guests must adhere to the rules and regulations of Tufts University and The Fletcher School at all times.

**VACANT ROOMS**

If there is a vacant room in your Suite, it must remain empty, clean, and available for a new Resident. Suite occupants understand that the vacancy might be filled at any time, without notice. There are often last-minute or short-term residents (such as doctoral candidates or Fletcher students with housing problems) who may need a room in the middle of a semester. **Overnight guests may not occupy a vacant room without the explicit advance permission of the Resident Directors.**
ROOM CONTRACTS

To reside at Blakeley Hall, you must sign a room contract. Once you have signed this contract, you are committed to living in the dorm for a full academic year and paying the entire room fee. (Only single-term exchange students are exempt from the full-year commitment).

Your room contract does not give you the right to live in any specific room or suite; it simply guarantees that you will have a room at Blakeley Hall if you remain a student in good standing with The Fletcher School. The Blakeley Resident Directors and The Fletcher School reserve the right to change your room assignment if you cannot resolve conflicts with other residents in your suite or floor.

MID-YEAR RELEASE PETITION

While you are expected to honor the full academic year contract, there may be unpredictable and extraordinary circumstances that require you to move out of Blakeley Hall after the first semester. To break your contract, you must submit a petition to be released from your room contract. All requests to be release from your contract during mid-year must be submitted to the Blakeley Resident Directors in writing no later than November 15. The Administration will make a decision based on each Resident's situation. Once you have petitioned to be released, you forfeit the right to live in Blakeley Hall in the future. (One-term only exchange students are exempt from having to petition for release.)

Each resident who wishes to be released from their room contract must find a Resident of the same gender as a replacement. The Blakeley Resident Directors can inform you if there are people on the waiting list. Please understand that if you transfer your contract to someone else, you are giving that person a space in the dorm, but you cannot guarantee that s/he will live in your exact room. Furthermore, even if the resident finds a replacement, s/he will still incur penalties for breaking the contract. Again, Blakeley Hall residents are expected to fulfill the entire term of their housing contracts, from August 23, 2014 to May 18, 2015.

If you are applying for study abroad, a leave of absence, or early graduation from Fletcher, you must still submit a petition to leave the dorm by the November 15 deadline, even if you are waiting to hear from Fletcher or another organization before you know whether you will be moving out. Your room will not be given away until you confirm that you are leaving if you clearly explain your circumstances in your petition letter and meet any subsequent deadlines as notified by the Blakeley Resident Directors.

The administration considers all contract petitions on a case-by-case basis and no one is automatically given a release from the room contract. If you vacate the dorm without being released from your contract, you are still responsible for the entire $5,700 annual room fee.
MID-TERM RELEASE PETITION

You may not move out of Blakeley Hall anytime after the start of a semester. You must petition to be released at mid-year for after the semester has ended. In extreme medical cases, you can petition to be released mid-term from your room contract for health reasons. Also, residents who voluntarily withdraw from The Fletcher School by October 1st for Fall Term or Feb. 15 for Spring Term may also petition to be released mid-term from your room contract. All Blakeley Residents must be Fletcher students in good standing.

CONTRACT DURATION

The full-year room contract begins at 9am on Saturday, August 23, 2014 and expires at 12pm on Monday, May 18, 2015 (the day after Commencement). You must check out by 12pm noon on Monday, May 18, 2015. Residents who might stay in the dorm for any length of time after the May 18 check-out date must submit a request to the Blakeley Resident Directors in advance and pay a fee of $40 per night, beginning the night of Monday, May 18, 2015. (see “Extending Dorm Residency”).

Once your contract expires, you will be charged a daily room rate of $40 until you vacate your suite and return your keys. In fairness to all students, The Fletcher School does not grant exceptions to the daily room rates. Residents who stay even for one day beyond the check-out date must pay the fee.

However, students who are cross-registered at Harvard may stay in the dorm without an extended stay fee until the day after their last final exam. These students must provide proof of their scheduled exams and make arrangements with the Blakeley Resident Directors at least two weeks before the contract expiration date.

CHECK-OUT PROCEDURES

You are responsible for checking out of your room with a Blakeley Resident Director. You must make an appointment for the day and time that you intend on actually leaving the dorm, and this appointment must be scheduled with the Resident Directors at least 48 hours in advance so they can prepare paperwork and money accordingly. Failure to properly check out of your room will result in forfeiting your key deposit and charges being billed to you for daily room costs. In addition, by not properly checking out, you forfeit your right to challenge any fee assessments for cleaning, damage, or furniture removal as determined by the Blakeley Resident Directors.

All rooms must be returned in the condition that they were received and documented (see Appendix A). Residents will be charged for the costs of any damage (apart from normal wear and tear), cleaning, or furniture removal that must take place following a resident’s departure.
For suites with roommates, any common room damage and furniture removal charges will be determined at the time of the last Resident’s check-out and distributed equally among all the suitemates.

EXTENDING DORM RESIDENCY

Residents who wish to stay for any length of time before August 23, 2014 or beyond May 18, 2015 must extend their residency by petitioning the Blakeley Resident Directors in writing. Residents must be prepared to pay the extended residency fee for the entire duration of their anticipated stay at the time they submit their request. The cost for extended stay, either before August 23, 2014 or beyond May 18, 2015, is $40 per night.

Please note that requests for extended stays are not guaranteed. Availability is determined by any scheduled maintenance and construction work that may close the dorm.

For security reasons, all residents approved for extending their stay beyond May 18, 2015 may be consolidated together and may need to move into the same Tower(s) at the request of the Resident Directors. You might not be staying in your same room or building and are required to move where assigned.

ACADEMIC YEAR HOUSING FEES

Basic Room Charges: The $5,700 cost for living at Blakeley Hall is equivalent to $2,850 per semester. It will appear on the resident’s bursar's bill as two charges: a $400 room commitment fee (the housing deposit) and a $2,450 room fee. These charges will be billed to student accounts once in July/August (for Fall semester 2014) and once in November/December (for Spring semester 2015). The nine-month rent covers the cost of staying at Blakeley Hall from August 23, 2014 to May 18, 2015. Blakeley residents may stay in the building free of charge during the winter and spring breaks.

Spring Room Commitment Fee: In November 2014, The Fletcher School will begin billing for spring semester. Residents will be charged a $400 deposit, which will appear on the next bursar's bill as a “room commitment fee.” This charge is part of the spring semester rent, and it is due in December when residents pay the remaining room fee of $2,450, along with tuition.

CONTINUING STUDENT ROOMS

Ten or more spots (up to 18 spots) may be available in Blakeley Hall for second-year MALD and MIB students, and continuing doctoral students, for the 2015-2016 academic year. All other rooms will be made available for incoming students. Following Fletcher Orientation Week in August 2015, any rooms still open will be made available to continuing students. Housing applications for continuing students will be due Friday, February 28, 2015. The housing lottery will be held by Fletcher School administration officials on Monday, March 3, 2015 and the
results will be posted immediately following the drawing. To guarantee a room, applicants must sign a full-year contract and pay a nonrefundable $400 deposit within a specified time following notification. There is NO guarantee that housing in Blakeley will be available for returning students in the 2015-2016 academic year.
SECTION 3. SECURITY AND SAFETY

Please strictly follow ALL security and safety guidelines outlined below. Failure to comply with any security and safety policies outlined in this handbook will result in a fine and/or the full replacement cost of damaged property. Serious or repeated offenses may result in expulsion from Blakeley Hall.

BLAKELEY HALL SECURITY GUIDELINES

Do not prop open the Tower entrance doors. If the doors are propped open for longer than 30 seconds, an audible alarm will sound, and Tufts Police are automatically notified. Please ensure that the entry doors are completely closed after using them to prevent the alarm from sounding and disturbing other building residents.

If you are expecting visitors, instruct them to call you on your mobile phone or on your room phone from the campus phone in the gray box outside Tower D so that you can let them in. Be extra careful with security in the Community Lounge and Kitchen, as they are more easily accessible to outsiders.

Always keep your doors, screens, and windows locked when you leave your room and at night. Resident belongings can be vandalized or stolen through open security screens and unlocked windows. Blakeley Hall has had a break-in in the past, and like any other building on campus it is not completely invulnerable. Because of the security risk, residents who refuse to keep their suite doors locked at the request of their suitemates are subject to disciplinary action. Residents may never use the fire escape to enter or exit the building.

If you see or hear anything suspicious at Blakeley, immediately call Tufts Police at 617-627-6911. If you feel that the situation is not an emergency, dial them at 617-627-3030. Always call or email the Blakeley Resident Directors to notify them of the problem after you have reported it. Do not hesitate to question anyone inside or near the dorm whom you do not recognize. For security reasons, please carry your student identification with you at all times and be prepared to show it to the Tufts Police upon request.

WINDOW STOPS

Windows at Blakeley Hall that can be accessed from outside are equipped with a metal window stop about six inches above the window ledge; this window stop permits you to open a window a few inches for fresh air while preventing would-be intruders from opening it further. To activate the window stop, push in the white button located on the top left side of the bottom window. To deactivate it, push down on the top of the button. Do not force the window open while the stop is activated, or you will break it. If you have a ground floor or fire escape window with a broken or missing safety stop, please call Tufts Facilities at 617-627-3496 to have it fixed. Note: Windows that open outward (instead of up and down) cannot be fitted with safety stops.
A window stop will not guarantee your complete security. Please use caution and common sense when your window is open, even with the window stop activated.

**POLICE EMERGENCIES: CALL TUFTS POLICE**

*Non-Emergencies: Dial 617-627-3030*

In an emergency, call the Tufts University Police at extension 617-627-6911. DO NOT DIAL 911. The Tufts police know the exact location of the dorm and hold the keys to the all buildings on campus. An emergency in which the police should be notified include:

- A person screaming
- The sound of breaking glass
- Someone trying to break into a building
- Strange cars repeatedly passing your building
- A person repeatedly blowing a whistle
- Anyone tampering with an automobile
- Fire, smoke, explosion or chemical spill
- An automobile, motorcycle or bicycle crash
- A sick person that needs medical aid
- An injured person that needs medical aid

**PANIC BUTTONS**

Each Tower has a police panic button located in the entrance near the door. The panic button is for situations that require immediate police intervention to prevent the loss of life, limb or property. The buttons, when activated, send a silent alarm to police headquarters. The police will respond within minutes of receiving a panic button alert.

Please note that the buttons should be pushed only in emergency situations, when immediate police intervention is needed. In routine situations, the police should be reached by telephone. A phone call is always preferable to a panic button, as it allows the police to determine the nature of the emergency. However, panic buttons are available and should be used if it is not safe or possible to use a telephone.

**TUFTS EMERGENCY ALERT SYSTEM**

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Tufts community, the university will attempt to communicate with the community through a variety of methods, including the Tufts Emergency Alert System (see [http://emergency.tufts.edu/alert](http://emergency.tufts.edu/alert) for the complete policy). Messages from the Tufts Emergency Alert System are sent to university email accounts and can be sent by text message to wireless phones, and by telephone to any enrolled phone number; however, you must provide your
**contact information to be included in the system.** Members of the community are invited to provide/update their contact information at the beginning of each semester, or may update their contact information at any time by requesting an email invitation.

Our crisis communications systems are powerful tools, but we cannot rely on technology alone to meet a crisis situation. In the event of an emergency, we will all still have the responsibility to help each other. It will take some time for messages to reach every person in the system. **When you get an alert, follow the directions and spread the word.**

For more information, visit [http://emergency.tufts.edu/teas](http://emergency.tufts.edu/teas).

**EMERGENCY TELEPHONES**

There are two **Emergency Phones** – one is outside Tower D and one is next to The Fletcher Faculty parking lot; both have a **direct line to the police**. These telephones are identified with a blue light and a label marked “Tufts University Campus and Emergency Telephone.” To use the telephone, open the box, push the “on” button, and use the touch pad in the same manner as a normal telephone.

**CAMPUS ESCORT SERVICE / SAFETY SHUTTLE**

Increased security measures are only part of the effort to make the campus safe. Individuals should be aware that it is unwise to walk in isolated or dark areas at night, especially on the outskirts of the campus. Whenever possible, students should arrange to travel in groups when it is necessary to walk about in the late or predawn hours. When this is not possible, members of the Tufts community are urged to take advantage of the safety shuttles, which run during the academic year, weather permitting. Shuttle schedules are available at the Tufts Police, Campus Center, TAB, Cohen Auditorium, Cabot Center, and Cousens Gym and on the web at [http://publicsafety.tufts.edu/adminsvc/shuttle-services-2/](http://publicsafety.tufts.edu/adminsvc/shuttle-services-2/).

Tufts Police provides escorts twenty-four hours a day. A uniformed officer will be able to shuttle or walk students anywhere on campus and to close surrounding residences and parking lots. Service cannot be provided to or from non-campus locations, except the Davis Square MBTA station. To request an escort, call Tufts Police at 617-627-3030.

**MEDICAL EMERGENCIES**

Tufts Emergency Medical Services (TEMS) can be reached 24 hours a day via Tufts Police at 617-627-6911. Be prepared to provide the following information:

- The exact location of the incident, and
- A brief description of the emergency.
Be sure to include the patient’s age, sex, major symptoms, and any important contributing factors to the illness/injury (i.e. fell down stairs) if you know. Stay on the line. Let the dispatcher hang up first.

If you need immediate medical treatment, the nearest Emergency Room is located at:

Lawrence Memorial Hospital
170 Governors Avenue
Medford, MA 02155
Telephone: (781) 396-9250

For non-emergency medical care, Tufts University Health Services (617-627-3350), located at 124 Professors Row, is open during the academic year until 6pm on weekdays and on Saturdays from 10:30am to 5:00pm. During the winter, spring and summer breaks, Health Services hours change. Please go to the website below for more information. When Health Services is closed, contact the Tufts Police at 617-627-3030 and ask them to page the on-call doctor and leave your phone number. The doctor on duty will call you back to advise you on what medical attention you may need. For more information, see the Health Service website at http://ase.tufts.edu/healthservice/.

ASSAULT (INCLUDING SEXUAL ASSAULT)

Anyone who has been assaulted is encouraged to report the incident to University Police, who will assist in obtaining medical care and in gaining the cooperation of other police agencies if the incident occurred off-campus. The Department of Public Safety will issue a Campus Safety Alert if the assailant is unknown or remains at large. A member of the university counseling staff will either respond to the scene of the incident or will be in touch with the victim.

Tufts University encourages victims of sexual assault to report the assault to the university police. The police will assist in obtaining emergency medical care and crisis counseling and in securing important evidence. The police will also assist in filing reports with the appropriate jurisdiction.

Tufts Public Safety officials and the Dean of Students Office will be helpful in discussing options for pursuing a complaint both within and outside the university. Tufts University is prepared to hear a complaint concerning assault, including rape, as long as the alleged assailant is a student. For more information and a discussion of sexual assault and the complaint process, please refer to the Tufts Student Judicial Affairs website at http://uss.tufts.edu/studentAffairs/judicial/.
ON CAMPUS SEXUAL ASSAULT RESOURCES

Tufts Health Education
http://ase.tufts.edu/healthed/topicsSexualOnCampus.htm

Tufts Sexual Assault Clinician, Sue Mahoney
617-627-3350

Tufts Office of Equal Opportunity
http://oeo.tufts.edu
617-627-3298

Tufts Sexual Misconduct / Sexual Assault Policy
http://oeo.tufts.edu/policies-and-procedures/sexual-misconduct-policy

OFF CAMPUS SEXUAL ASSAULT RESOURCE PHONE NUMBERS

Boston Area Rape Crisis Center
617-492-RAPE

Beth Israel Deaconess Hospital Rape Crisis Center
617-667-4520

Rape Crisis Center for Central Mass.
800-870-5905 English
800-233-5001 Spanish

ASSAULT, MENTAL HEALTH AND COUNSELING RESOURCES

Tufts Counseling and Mental Health Service – CONFIDENTIAL
617-627-3360 (confidential)
http://ase.tufts.edu/counseling
The Counseling and Mental Health Services staff members provide counseling and support for students. Students can experience highly traumatic events, including assault, sexual assault, and more. Survivors often find professional counseling helps them understand, cope, and recover from effects of the trauma. All contacts are confidential.

Tufts Health Services – CONFIDENTIAL
617-627-3350
http://ase.tufts.edu/healthservice
When the Health Services office is open, you may receive medication, see doctors, and more. Call or see the website for office hours.
Tufts Counselor On Call – CONFIDENTIAL
617-627-6911 (emergency)
617-627-3030 (main number)
Say “I need to speak to the counselor on call” and the police will anonymously page the counselor-on-call for you. A counselor is on-call 24 hours a day. The on-call counselor is a trained professional who can provide you with confidential emotional support and assist you in getting the help you need. You are not required to give your name.

Chaplain’s Office - CONFIDENTIAL
617-627-3427
http://www.tufts.edu/chaplaincy
The Chaplain’s Office provides confidential spiritual counseling and assistance with referrals.

The Women’s Center – NOT CONFIDENTIAL
617-627-3184
http://ase.tufts.edu/womenscenter
The Women’s Center staff can provide referrals, information, and resources related to sexual and gender-based violence against women, men, and people of all genders. The Women’s Center Director is a Title IX liaison and can help you work with the Office of Equal Opportunity and other offices to understand the options and resources available to you.

The LGBT Center – NOT CONFIDENTIAL
617-627-3770
http://ase.tufts.edu/lgbt
The LGBT Center can be helpful for specific questions, issues and resources pertaining to the LGBT community.

OFF-CAMPUS MEDICAL RESOURCES

Beth Israel Deaconess Medical Center
617-754-2323 (EMERGENCY)
617-667-7000 (MAIN)
http://www.bidmc.org

Center for Violence Prevention and Recovery
617-667-8141
http://www.bidmc.org/violenceprevention

Victims of Violence Program — Cambridge Health Alliance
617-591-6360
http://www.challiance.org/vov/vov.shtml
FIRE SAFETY

The safety of our Residents is of paramount importance to us. While Tufts University is dedicated to maintaining a safe residence community, fire safety is primarily the responsibility of the Fire Marshal’s Office (617-627-3922). The Fire Marshal’s Office is part of the Department of Public and Environmental Safety located on the first floor of 419 Boston Avenue. For full information on fire safety on campus, please see Appendix C, “Fire and Life Safety.” You may also visit the Fire Marshal’s website at http://publicsafety.tufts.edu/firesafety/.

Blakeley Residents must comply with the Tufts University fire safety regulations in its entirety as follows:

Tufts University Fire Safety Regulations
1. Possessing and/or using flammable materials, candles, or incense is prohibited. This includes, but is not limited to, camp-stove fuel, containers of butane (other than individual lighters), fireworks, flammable holiday decorations (i.e. natural evergreens), gasoline, paint thinner, candles and incense.
2. Students who wish to use candles for religious purposes should contact your religious leader for alternate methods of celebrating religious events for safety.
3. Due to their inherent fire-safety danger, halogen torchiere-style floor/desk lamps are banned from all Tufts buildings.
4. Electrical extension cords are strictly prohibited from use inside University buildings as permanent wiring. Should there be a need to use an electrical extension cord for permanent use, you must contact Facilities to have the area of use inspected to determine if additional electrical wall receptacles can be installed to accommodate your needs. For temporary use, the extension should be of the heavy duty, three wire type with ground plug. It should not be in excess of 6-8 feet in length. Do not run the cord under rugs or pile clothes on top of the cord. Overloading of an electrical wall receptacle may cause a fire or short circuit.
5. Any act causing or contributing to a fire safety hazard is prohibited. This includes, but is not limited to, tampering with any wiring, overloading of electrical outlets, obstructing hallways or exits, careless use of smoking materials, possessing halogen lamps, hanging items from the ceiling, excessive covering of wall space, leaving food or beverages unattended while cooking/heating.
6. Do not set a fire, either intentionally or accidentally, even those caused by cooking or smoking in approved areas.
7. Do not sound the fire alarms (except in the case of an emergency.) This includes both malicious and negligent behavior that causes the sounding of the fire alarm.
8. Do not tamper with or misuse fire protection equipment. This includes, but is not limited to, fire extinguishers, fire hoses, emergency exit lights, fire doors, magnetic door holds, local and central alarms, as well as the sprinkler system (heads and pipes.) Misuse of the sprinkler system includes hanging any item(s) from, or attaching them to, the pipes or heads.
9. Do not use any heat-producing cooking appliances (this includes microwaves!) outside of designated kitchen areas (with the exception of Micro-Fridges).
10. Do not violate any local, state, county, or federal ordinance relating to Fire Safety.
11. Do not create a dangerous situation in your room or hall by overloading electrical outlets through the use of outlet expanders (the use of power strips with fuses is allowed), by leaving your cooking unattended, or by obstructing hallways and exits by placing personal belongings outside your residence hall room.

12. Residents should familiarize themselves with two means of exiting their living area. In the larger halls, the second means of egress is usually an alternative hallway and an "emergency only" exit.

13. All campus residences are equipped with heat and/or smoke detectors. Bedroom detectors will sound in the individual room only. Detectors outside of bedrooms (i.e., in kitchens, living rooms, and common areas) and pull stations activate a building-wide alarm. If an emergency situation occurs, use the nearest common area pull station to activate the building alarm system and then evacuate immediately.

14. The sounding of a fire alarm indicates that an emergency may exist. Residents and guests should never assume that an alarm is false or a drill, as any delay in evacuating could be fatal.

15. Persons failing to evacuate promptly during any sounding of a fire alarm and those who do not cooperate with official personnel (University officials as well as municipal fire and police) during an alarm are subject to judicial action.

16. Students are not permitted on the roof of any University residence.

17. Fire escapes, windows, balconies, and porches (above the ground floor) are permitted for use as entrances or exits only in the emergency evacuation of a building. Students are not permitted on window ledges or fire escapes except in the case of an emergency.

**Failure to comply with all Tufts University fire safety regulations can result in a fine and/or disciplinary action.** The Fire Marshal is responsible to enforcing all Fire Safety Regulations and will make unannounced, unscheduled inspections of Blakeley Hall suites and rooms throughout the year.

**FIRE ALARMS**

Every fire alarm must be taken seriously and **Residents must exit the affected Tower immediately.** Do not return to the Tower for any reason until Tufts Police have indicated that it is safe to enter. You will be fined by Tufts Police if you do not leave the building and remain inside during a fire alarm.

The fire alarms at Blakeley Hall are sensitive and can go off often if Residents are not careful. False alarms are usually caused by Residents accidentally triggering the system. When smoke, heat, or steam enters a hallway, it sets off alarms throughout the building. To avoid false fire alarms, please do the following:

1) Keep **bathroom doors closed** while you shower, especially in the winter.
2) After you shower, **open the window** to let steam escape and close the bathroom door behind you when you leave.
3) **Follow the Kitchen fire safety guidelines.**
4) **Smoking is not permitted anywhere in Blakeley Hall!**
It is expensive for the fire department to respond to each false alarm, and it prevents emergency personnel from responding to real fire emergencies. Therefore, the Fire Marshal’s Office warns that Residents who trigger a false alarm may be subject to a significant fine per person for each and every incident.
SECTION 4. TUFTS RULES / STATE & FEDERAL LAWS

ALCOHOL

Massachusetts Laws regarding alcohol are as follows:

• No one under the age of twenty-one may purchase or possess alcoholic beverages.
• No one over the age of twenty-one may purchase or obtain alcoholic beverages for a person under twenty-one.
• It is illegal to misrepresent one’s age or present falsified identification to purchase alcoholic beverages.
• One may not serve alcohol to someone who is showing signs of intoxication.
• No one may sell tickets or charge admission for events where alcohol is served.
• Public drinking (i.e., in public parks, on public conveyances, on public streets) is not allowed in the Commonwealth of Massachusetts.
• Persons under twenty-one are prohibited from knowingly transporting or carrying on their person, any alcoholic beverages.
• Violators of the above regulations are subject to fines and/or imprisonment.

FIREARMS, FIREWORKS, EXPLOSIVES AND OTHER WEAPONS

Under Massachusetts law, bringing firearms, which include any pistol, revolver, rifle, or smoothbore, from which a shot, bullet, or pellet (e.g., B.B. gun) can be discharged by whatever means, loaded or unloaded, or any type of incendiary device, including fireworks, onto a college campus or into its vicinity without written authorization by the institution is an offense punishable by a fine and/or imprisonment. Nunchucks, a weapon used in martial arts, are also covered by this law. Violation of the Massachusetts weapons law will result in serious University disciplinary action.

DRUGS

In accordance with State and Federal law, the possession or use of illicit drugs is prohibited. Specifically regarding marijuana, which is classified as a Schedule I drug according to the Controlled Substances Act, the use, possession, cultivation, or sale of marijuana violates federal policy. The university is prohibited from allowing any form of marijuana use on campus. Chapter 369, “An Act for the Humanitarian Medical Use of Marijuana,” allows for the controlled use of medical marijuana in the Commonwealth of Massachusetts. Although students, staff, and faculty who legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on Tufts University property or at university-sponsored events (either on or off campus). Students who obtain a registration card from the Massachusetts Department of Public Health may submit a letter to the Dean of Student Affairs requesting to be
released from their university housing and dining contract. See full details at http://legal.tufts.edu/tufts-university-medical-marijuana-policy/.

VANDALISM

Being a member of a University residence community includes taking responsibility for the physical environment in which you live. The vast majority of students respect the building and its furnishings and the property of others, treating them as if they were their own. However, occasionally some students or their guests will, either with malice or without, damage or vandalize the building in which you live or the furnishings on which you rely to make your University residence your home. Damage or vandalism to University or personal property is a violation of residential policy and may result in expulsion from residence.
SECTION 5. FACILITIES AND MAINTENANCE

KEYS AND LOCKOUTS

The Resident Directors do NOT have keys to your rooms. Do NOT contact them if you have locked yourself out of your room. Please read the following information carefully.

All students are provided with room keys and a personally assigned student ID card for front door access. It is illegal for you to copy your key! Duplicating Tufts keys is prohibited and will result in a lock change and disciplinary action. Tufts safety regulations also prohibit residents from installing locks on their bedroom doors or putting any kind of private locking device on suite doors.

Entry doors are opened using your student ID card, which is implanted with a microchip that allows you to open Tower doors. In some cases, residents may be issued a “fob” with their key, which is individually assigned to them by Tufts Police. If you lose your student ID card or fob, it is important that you immediately contact Tufts Police at 617-627-3030 so it can be deactivated and can no longer be used for entry into Blakeley Hall. Your account will be charged $20 to replace a lost student ID card or fob.

For any problems with using your student ID card or fob to gain access to Blakeley Hall, please contact Administrative Services at 617-627-3692 from 9 am – 5 pm Monday-Friday, or the University Police at 617-627-3030 after hours.

The Residential Facilities Office administers University residence keys. Tufts University Police administers fobs and emergency lockouts. It is important to maintain control of your keys for your safety and the safety of others. A lock change is required anytime a bedroom or apartment key is lost, stolen, or not returned on time. Students are responsible for any replacement fees in such events.

During regular business hours (Monday through Friday, 9am-5pm) temporary keys are available to students who have locked themselves out. You can get a temporary key from the Residential Facilities Office at 520 Boston Avenue. If a key is lost, a student may obtain a temporary key for up to three days free of charge. If a lost key cannot be found after three days, a lock change will be arranged and a charge will be placed on the student’s Bursar account. This lockout service is provided Monday through Friday from 9am to 5pm only!

During evenings, weekends, and holidays, or in the event a resident is not properly attired and unable to go to Residential Facilities, the Tufts Police, located on the first floor of Dowling Hall, 419 Boston Avenue, available by phone at 617-627-3030, will let locked out students back into their rooms based on positive identification. A charge of $10 will be placed on your student account each time for this service.
DORM MAINTENANCE

For dorm maintenance and requests for repairs, please go to:
https://fsrequest.tufts.edu/WebMaint/

“NO CHARGE” SERVICES OFFERED BY FACILITIES: The following is an abbreviated list of the basic services provided to the Tufts community at no charge:

- Interior and exterior repairs to buildings
- Exterior painting of buildings and interior painting of public and common areas exceeding cycle painting frequency
- Maintenance of building systems such as heating, ventilation, plumbing, electrical and lighting
- Maintenance of utility distribution systems
- Snow removal
- Basic landscaping
- Road and sidewalk repairs
- Basic custodial services
- Pest control
- Recycling

FACILITIES DEPARTMENT ONLINE SERVICE CENTER

The Tufts Facilities website is http://operations.tufts.edu/facilities/. You can request non-emergency repair or maintenance work online at https://fsrequest.tufts.edu/WebMaint/. This is a quick and efficient way to request repairs on your own time without worrying about calling during Facility office hours. The Online Service Center should never be used for emergency service requests. If you have a facilities-related emergency, please follow the maintenance emergency procedures (see “Maintenance Emergencies” section below).

GENERAL REPAIRS

Tufts Facilities handles all maintenance work related to the permanent fixtures in the dorm. You can use the Online Service Center website listed above or reach them at 617-627-3496 between 7:30am and 4pm. The best time to call is in the morning; the earlier the better. When you report a problem to Facilities, record the date and time of your call, as well as the name of the person you spoke with. This information will help you to follow up if the problem is not properly fixed. General repairs can take a few days or a few weeks depending on the urgency of the situation.

Submit a maintenance request yourself (https://fsrequest.tufts.edu/WebMaint/) for problems with the following:

- Windows (including screens, locks, and blinds)
- Lights – burnt out fluorescent light bulbs (janitorial staff can also change light bulbs)
- Broken locks or sticking keys
- Plumbing (including clogged toilets and sinks)
- Insects or rodents
- Other permanent room fixtures (such as walls, floors, and bathroom counters).

**MAINTENANCE EMERGENCIES**

For **emergency maintenance work that raises security and safety issues**, call Facilities immediately at 617-627-3496, then inform the Blakeley Resident Directors. During evenings or weekends, call Tufts Campus Police at 617-627-3030. Do not report general non-emergency repairs work to the Police. Emergencies include:

- Broken windows
- Broken locks on entry doors
- Stolen keys (the door should be re-keyed immediately)
- No heat, hot water, or electricity
- Broken pipes or flooding.

**Emergency repairs should be completed within 24 hours.**

**COMMUNITY AREA REPAIRS AND SERVICE PROBLEMS**

To request repair work in the Blakeley Hall common areas (lounge, kitchen, courtyard, halls and stairwells) you may contact Facilities yourself. If you report a common area problem, please advise the Blakeley Resident Directors.

You can also report a problem in the dorm common areas via email to the Blakeley Resident Directors. In your email, please include your name, a description of the problem, and the location. The Blakeley Resident Directors are the very last source of follow-up after your requests with Facilities are not met after several attempts on your own. The RDs oversee the following areas:

- Requesting maintenance work in the kitchen, lounge, or courtyard.
- Broken kitchen appliances
- Broken or missing university furniture or other dorm property
- Recycling pickup
- Trash removal
- Snow removal
- Janitorial service

**Laundry Machine Problems**

For problems with the laundry machines, use the online Mac Gray LaundryView service to report any issues. The website is [http://www.tinyurl.com/blakeleylaundryview](http://www.tinyurl.com/blakeleylaundryview).
**Vending Machine Problems**
For broken or empty vending machines, call 1-800-342-3933.

**Telephone Service Problems**
For problems with telephone service, call the Help Desk at 617-627-4357.

**Computer and Network Service Problems**
For problems with your network connection or computer, call Tufts Online at 617-627-4865.
## APPENDIX A: CHECK IN/OUT FORM

### Resident Information
- **Resident Name:**
- **Student ID:**
- **Room Number:**
- **Key:** ☐ Received  ☐ Returned
- **Key Number:**

### Room Condition Legend
- E = Excellent
- A = Acceptable
- P = Poor

### Item | Check-In | Check-Out | Notes | Charges to be Assessed?
--- | --- | --- | --- | ---
Bed Frame
Mattress
Desk
Chair
Dresser
Closet

The items below are shared by the entire suite. All Tufts furniture must be present upon check-out. All non-Tufts furniture must be removed and the room must be clean upon check-out by the last suitemate to avoid charges.

Lounge Chairs (1, 2 or 3)
Table
Other Furniture

### Wi-Fi access
- No charge — for assessment purposes
- N/A

### Damage Present:
- No: ☐
- Yes: ☐ (if yes, to be assessed by Facilities)

### Clean Condition:
- Yes: ☐
- No: ☐

### CHECK-IN:
The above named Resident is depositing $100 to the Trustees of Tufts College as a Blakeley Hall key deposit. The Resident understands that this money will be held in a non-interest bearing account and will be refunded upon satisfactory inspection of the room upon check-out and surrender of the original key.

In addition, the Resident agrees that the room is in the condition marked. The Resident understands that s/he must check-out in person. The Resident understands that if s/he fails to follow the proper check-out procedures, then s/he will forfeit his/her key deposit and his/her right to challenge additional fees assessed by the Blakeley Resident Directors upon their walk through of the Resident’s room/suite.

____________________________________
Resident Signature

Date

### CHECK-OUT:
- **Deposit Amount:** $100.00
- **Damage Charges:** No / Yes (if yes, to be assessed by Facilities)
- **Late Check-Out:** $_______ ($40 per night x ____ nights)
- **Total Charges:**
- **Total Refund:**

The above named Resident agrees to the amounts listed above and agrees to pay in full any amounts due. If a refund is due, the Resident’s signature below indicates that s/he has received all monies due to me. No Resident signature below indicates that the Resident did not follow the proper check-out procedures, is forfeiting the key deposit, and accepts that any and all charges assessed will be billed to his/her Tufts University account.

____________________________________
Resident Signature

Date

____________________________________
Resident Director Signature

Date
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

General Information

Your telephone service is already active. Plug in any single line touch-tone telephone to get dial tone. Look for the multi-port wall jack. Plug your telephone into the top port. (The Ethernet access is in the wall plate with only one port or the bottom port of a multi-slot wall plate.)

There is no charge for on-campus residential telephone service, which includes one touch-tone phone line per room, voice mail (with a private mailbox for each student), call waiting, and unlimited campus and local calls in the Eastern Massachusetts' area, which covers all calls to area codes 617, 508, 781, and 978. Calls to all toll free numbers are also included.

All long distance calls, including Western MA, domestic and international long distance must be placed using a long distance calling card. Any type of phone card may be used. Pre-paid calling cards are available on the Tufts campus at the following locations: Jumbo Express convenience store (at Campus Center).

Customer Service

For customer service please call the Voice Communications Help Desk at 7HELP (7-4357) from any campus phone or 617-627-HELP (617-627-4357) from off campus or email us at teldesk@tufts.edu.

Dialing Instructions

YOU MUST DIAL "9" BEFORE MAKING ANY OFF-CAMPUS CALL.

Campus Calls
Dial the 5-digit Extension. beginning with “7”
For example, for 627-7000, dial 7-7000.

Local Calls
Dial 9 + Area Code + Telephone Number for calls within area code 617
Dial 9 + 1+ Area Code + Number for calls to 508, 781, and 978

Toll Free Numbers
Dial 9 + 1 + 10-Digit Toll Free Number

Directory Assistance
Local or Long Distance Information
Use your calling card to place a call to: 9+1+area code + 555-1212.

Long Distance Calls
In order to place a long distance (domestic or international) call, you must use a long distance
APPENDIX B: TELEPHONE AND VOICEMAIL
INSTRUCTIONS

calling card. You will need to dial 9+ 1+the toll free number on the calling card in order to place
the call.

Collect and Operator Assisted calls are not allowed from dorm phones.

Blocked Calls
1-900, 1-700, or 1-976 Numbers
The phone system restricts premium services such as: entertainment and information service
numbers like 1-900, 1-700, or 1-976 numbers. You will not be able to place a call to these
numbers from your dorm phone.

Collect Calls
The phone system restricts incoming or outgoing collect or third-party calls.

Pre-Paid Cards
Prepaid calling cards are available for sale at the Jumbo Express convenience store, located at the
Campus Center. (You may use any pre-paid or non pre-paid calling card to place long distance
calls from your dorm phone.)

Voicemail Information

Main Mailbox and Private Mailboxes
There is one main mailbox for each room, and private mailboxes for each roommate. The main
mailbox contains a menu of the private mailboxes, and can be used by callers to leave a
broadcast message.

Even if you don't have the option activated on your mailbox, other people can send messages to
your mailbox from their distribution lists. Proctors, RA's, some departments and student groups
have distribution lists set up to send messages. Messages sent from distribution lists will be
received in the Main Mailbox. They can be transferred to your Private Mailbox (by you or your
roommate), or you can listen to, save, or delete the message right in the Main Mailbox.

Transferring a message from your Main Mailbox to a Private Mailbox
1. After playing the message or its envelope, Press 4, then Press 6

2. Enter the Private Mailbox number(one-digit) to which you want to transfer the message, then
Press the # key. (You can only move messages this way within one room's voice mail setup, not
to someone in another room.)

Mailbox Numbers
Every phone line has one main mailbox, plus private mailbox capacity for all roommates. The
main mailbox is active. Its mailbox number is the same five-digit number as your phone
extension. The private mailboxes must be activated. Each private mailbox has a one-digit
mailbox number.
APPENDIX B: TELEPHONE AND VOICEMAIL
INSTRUCTIONS

For example, in a double room with extension 7-7000

· The main mailbox number is 7-7000
· The first roommate's mailbox number is 2
· The second roommate's mailbox number is 3

The main mailbox holds the menu callers will hear telling them to "press 2 for Lee, press 3 for Steve." The main mailbox will also take messages generated by distribution lists. (See the Distribution Lists section for more information).

Sub-Mailboxes
The system prompts sometimes use the term "sub-mailbox and private mailbox mean the same thing.

Voicemail Hints
A caller can bypass your greeting and go right to the "beep" by pressing the # key during your greeting.

Voice mail answers your calls when you are already on the phone or after approximately four rings when no one is home.

While listening to voicemail, one way to change the volume is to press 9, then 8, then follow the prompts.

Voicemail Setup

Initial Setup of Private Mailboxes
Follow these instructions first to setup all roommates' private mailboxes. You can return to all the other options later, when you are setup and ready to use your mailbox. Complete operations instructions for the ongoing use of your mailbox are found in the next section of this website. (If you have a lot of people calling you from rotary phones, see the section on Rotary Callers).

From Your Room Phone
1. Dial extension 7-7300 to call the voice mail system.
2. You are automatically in the Main Mailbox for your room.
The 'starter' password is 1111. At the prompt, Press 1111#.
3. The first time a mailbox is used a short introduction to Voice Messaging Announcement will play. You can hear it again or some other time by following step 6.
4. Press 9 to select Mailbox Setup
Press 1 to select Personal Greeting
Press 2 to select Password Change
Press 3 to select Name for Personal ID
Press 8 to select Personal Preferences
5. Press 9 to select Other Options. (Skip the other commands for now; you can try them later).
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

6. Press 1 if you'd like to hear the short introduction to voice messaging. Then Press 2 to continue with setup to go to Sub-mailbox Setup to activate your Private Mailbox.

One-Time Only Detour

A. The first time any voice mail is setup on your extension, a prompt at this point will make you record the Name ID for the Main Mailbox. Record something like "Extension 7-7000 Linda and Maria's room." You can change this Name ID later, and over and over again, when you want to. (Don't say, "Leave a message for Linda." The greeting for your Private Mailbox comes later.)

At the prompt, Press 4 # to record the Main Mailbox ID. Press the # key to end recording.

Options:

· Press 1 to review what you've recorded
· Press 2 to keep it.
· Press 3 to delete the ID.
· Press 4 to re-record ID, then press the # key to end.

B. The system will next prompt you to change the Main Mailbox password. All roommates need to know the Mail Mailbox password. The password keeps the setup of your Main Mailbox and all your room's private mailboxes from being changed by anyone else.

At the prompt, Press the # key, change the Main Mailbox password to any string of digits (up to 16 digits) beginning with a "1" then Press the # key. Repeat the new password and Press the # key to confirm.

End of Detour

7. Press the # key to setup the next available Private Mailbox.
8. When prompted, record the Sub-mailbox Name ID. This is the name you want associated with your private mailbox, so record you name, "Jamie" or "Jamie Smith," but still not your personal greeting. At the prompt, record your private mailbox ID. Press the # key to end recording.

Options: The same recording options are available as in section a previous.

Note: After you create at least one private mailbox, the system will create a menu for you automatically, so your callers will hear "Press 2 for name, Press 3 for name." The "name" the callers hear will be in your voice, as will the Private Mailbox ID you've given to your mailbox in step 8.
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

9. Create a password for your Private Mailbox. Password must begin with mailbox #2, 3, or 4. The system will tell you how to begin. (The password can be up to 16 numbers, but you cannot use the # key in the password.) Press numbers for the password you've chosen, followed by the # key.

The system will ask you to confirm your password by entering it again. Press the numbers followed by the # key.

10. Now, press the # key to setup the next roommate's Private Mailbox; repeat steps 8-10 above. OR: Press the * key to return to the private mailbox menu, and then record your personal greeting (go to Personal Greeting section). OR: Press the * key twice to return to the main menu and hang up. Setup other roommates' Private Mailboxes or record personal greetings later.

Voicemail Standards

Mailbox Capacity
Every mailbox has a set capacity shared between the Main and Private Mailboxes. Approximately 10 messages can fit in each Private Mailbox. Once the shared time is full, callers will not be able to leave messages. They will hear a recording telling them that the box is full. Please remember to delete messages you don't need.

Message Retention
Messages that have been played at least once will be automatically erased after 10 days.

Voicemail Instructions

Basic Information for Getting Started
The voice mail system access number from any dorm room is x7-7300. From off-campus you may retrieve your messages by dialing 617-627-7300.

Every Main Mailbox is set up with a 'starter' password of 1111.

Voicemail Hints
A caller can bypass your greeting and go right to the "beep" by pressing the # key during your greeting.

Voice mail answers your calls when you are already on the phone or after approximately four rings when no one is home.

While listening to voicemail, one way to change the volume is to press 9, then 8, then follow the prompts.
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

To access your Private Mailbox
Call the voice mail system from your dorm phone. When prompted for your password, enter the password for your Private Mailbox instead of the Main Mailbox password.

Password Lockout
After too many wrong attempts at your password, your mailbox will lock for security. The number of possible wrong attempts will sometimes change, for system security. Callers will still be able to leave messages, but you (or the hacker) will be locked out. Call Customer Service at x7-4357 to have your password reset.

General Commands
These commands can be used at many points in the voice mail system to make it easier to listen to recorded messages and to replay messages and greetings. You can use them anywhere General Commands are noted in the following directions.

· Press 7 to skip back 5 seconds.
· Press 8 to pause, then 8 again to continue.
· Press 9 to skip forward 5 seconds.
· Press 5 then 4 to decrease volume.
· Press the * key to go back one level of system menus, or the * key twice to leave the system.
· Press 0 for help. Help is context-sensitive, so it will give help for the part of the system you are in when you press 0.

To Access Your Mailbox
You access the Main Mailbox prior to using many commands for your Private Mailbox. You can access voice mail from your own phone, or from any other touch-tone phone. (If you have not yet assigned yourself a password, you can only access your mailbox from your own phone).

From Your Dorm Room Phone
1. Dial Extension 7-7300
2. Enter your mailbox number, followed by the # key.
3. Enter your password number, followed by the # key.

From Another Phone On- or Off- Campus
1. Call the voice mail system at 617-627-7300.
2. Enter your mailbox number, Press the # key.
3. Enter your password number, Press the # key.

Alternate Method From Another Phone
1. Call your own phone number from any touch-tone phone, Press the # key.
2. Enter your password number, followed by the # key.

To Change Your Main Mailbox Password
Change your password immediately to make your mailbox secure. Every roommate will share the password for the Main Mailbox. To change your password, call the voice mail system at x7-
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

7300, then:
1. Press 9 on the main menu to select mailbox setup.
2. Press 2 to change your password.
3. Enter your new password using the phone keypad, followed by the # key. The password can be up to 16 digits, and cannot use the # key or the * key.
4. Enter the same password again to confirm then press the # key.

To Change Your Private Mailbox Password
Change your password occasionally to protect your privacy. To change your password, call the voicemail system at x7-7300, enter your Private Mailbox number, then:
1. Press 9 on the main menu to select mailbox setup.
2. Press 2 to change your password.
3. Enter your new password using the phone keypad, followed by the # key. The password can be up to 16 digits, and cannot use the # key or the * key.
4. Enter the same password again to confirm then press the # key.

To Record Your Name Identification
Your recorded name is called your Personal Verification. It plays for callers and on messages you leave for others on this system. To record a name identification, call the voice mail system at x7-7300, enter your Private Mailbox number, then:
1. Press 9 to select mailbox setup.
2. Press 3 to record your name.
3. Press 4 to start recording.
4. Press the # key to stop recording.
5. When you are satisfied with your recording, Press 2 or the * key to keep it and return to mailbox setup.

General Commands can be used while recording.

To Record Your Greeting
Record a personalized greeting or use the standard system greeting. To record a personalized greeting, call the voice mail system at x7-7300, enter your Private Mailbox, then:
1. Press 9 on the main menu to select mailbox setup.
2. Press 1 to record a greeting.
3. Press 4 to start recording.
4. Press the # key to stop recording.
5. Press 1 = to play back the greeting
6. Press 4 = to record
7. Press the # key = to stop recording
8. Press 3 = to delete the greeting

When you are satisfied with your recording, Press 2 or the * key to keep it and return to mailbox setup.
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

To Play Your Messages
You will hear a stutter dial tone when there are new messages in your mailbox, or if you have listened to a message then marked it as new to save. When you play your messages, you hear new messages first, followed by stored messages. Every message is time and date stamped. To play your messages, call the voice mail system at x7-7300, enter your Private mailbox, then:

1. Press 1 on the main menu to select message retrieval.
2. After or during each message that plays, you can replay, keep, or delete.
   · Press 1 = to replay the message
   · Press 2 = to keep the message
   · Press 3 = to delete the message *(deleted messages are gone forever once you hang-up)*
   · Press 4 then Press 1 = to save a message as new

*At any time while playing a message you can perform the general commands.*

3. To return to the main menu, press the * key.
4. Before you hang up you can:
   Play the message envelope with the time/date stamp, Press 5, then Press 1
   To change a deleted message to a kept message Press 2 during the message.

To Respond to Your Message
After you listen to a message, you can call the sender automatically or record your reply and send it back to the person. *(These options work only within the Tufts Connect voice mail system; messages left by off-campus callers cannot be replied to this way).*

**Calling the Sender**
1. After listening to the message, Press 4, then Press 2 to call the sender.
2. Speak to the sender or leave a message.
3. When you have finished your call, hang up normally.

**Replying to the Sender**
After listening to the message, Press 4, the Press 3 to record a reply.
1. Wait for the tone, then begin recording.
2. When you have finished recording, Press the # key.
   · General Commands can be used while recording.
3. To send the message, Press 2.

**Call Waiting with Voice mail**
If you have Call Waiting, voice mail will not answer the second call that comes in while you are on the phone. The Call Waiting tone will alert you to the second call.

You can toggle between calls with the Switchhook, or if you hang up the first call your phone will ring with the second call.
APPENDIX B: TELEPHONE AND VOICEMAIL
INSTRUCTIONS

If you wait too long, and the second caller hangs up, you will miss the call. It will not go to voicemail. The alternative is to suspend Call Waiting, on a call-by-call basis, as follows:

**Suspend Call Waiting**
1. Pick up your handset.
2. Press the # key, then Press 6 to suspend Call Waiting.
3. Hang up.
4. Make your call normally. Any call that comes in while you are on the phone will ring busy. Hang up normally at the end of your call.

**Reactivating Call Waiting**
Pick up your handset again.
1. Press the # key.
2. Press 5 to reactivate Call Waiting. Hang up. *(If you forget to reactivate, it will seem like Call Waiting is not working properly).*

**Voicemail Password Reset**

**Password Lockout**
After too many wrong attempts at your password, your mailbox will lock for security. The number of possible wrong attempts will sometimes change, for system security. Callers will still be able to leave messages, but you (or the hacker) will be locked out.

Call Customer Service at x7-4357 from any campus phone or 617-627-4357 from off-campus to have your password reset.

**Telephone Repair Help Desk**

The Telephone Repair Help Desk is available Monday through Friday from 9:00 AM to 5:00 PM to assist with all telephone related repairs, including equipment, voice-mail, and jacks. Standard turnaround time for routine repairs is one business day from the time the trouble is reported.

Please report any student residential telephone repairs to the Telephone Repair Help Desk by dialing 7-HELP (7-4357) from any campus phone or 617-627-HELP (617-627-4357) from a non-campus phone. Please provide the telephone number, your building and room number, the jack ID, your name, a contact number where we can reach you and a detailed description of the problem.
APPENDIX B: TELEPHONE AND VOICEMAIL INSTRUCTIONS

BLAKELEY VILLA PHONE ROOM EXTENSIONS

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APPENDIX C: FIRE AND LIFE SAFETY

OFFICE OF THE FIRE MARSHAL
419 BOSTON AVENUE, 617-627-3922

The mission of the Fire Marshal’s Office is the life safety of the students, faculty and staff. This task is accomplished by providing education, information and training to the Tufts community. The following information provides you with the guidance to ensure that your educational and social experience at Tufts is safe from fire emergencies. For more information on Fire and Life Safety, please visit the Fire Marshal’s website at: http://publicsafety.tufts.edu (then click on the Fire Safety link).

Fire and Life Safety Inspections – The Fire Marshal’s Office conducts Fire Prevention Inspections in the common areas (lobby, lounge, hallways, stairways, laundry rooms, utility rooms, and storage rooms) of all residence halls (including fraternities and sororities) multiple times a year. The inspections are performed to ensure the following: 1) that fire detection and fire sprinkler systems are operational, 2) that fire extinguishers are in their proper locations, are not obstructed and are ready for use, 3) that doorways, lobbies, corridors, stairways, and fire escapes are clear and unobstructed of any items (bicycles, furniture, duffle bags, footwear, luggage, etc.) that could cause tripping or congestion during an emergency evacuation of the building, 4) that trash receptacles are emptied daily to prevent the accumulation of potentially combustible material, and 5) that evidence of smoking within the halls is not present. The Fire Safety Inspector will file a report with the Assistant Director for Community and Judicial Affairs indicating any environmental violation(s) that could create a threat to the life safety of the residents in the building. The Assistant Director will then notify the appropriate in-hall residential staff member to have the situation corrected. If the violation(s) occur in an un-staffed residence hall, the Assistant Director will contact and work with the responsible resident(s) in order to ensure correction of the situation. If you receive notification (via email) that your room or hall is in violation of any of the fire and life safety policies, you are expected to correct the situation immediately. Failure to do so may result in residential or university judicial action as appropriate.

Fire Safety Equipment in the Residence Halls – All campus residences (including fraternities and sororities) are equipped with smoke, heat, and carbon monoxide detectors as well as fire suppression sprinkler systems. You will also find manual fire alarm pull-stations and fire extinguishers encased in glass on all of the floors of the buildings. Bedroom smoke detectors (local device) are designed to alert the occupants if the origin of the smoke is in your room only. The detection devices (system devices) in the common areas (i.e., kitchens, living rooms, hallways, stairways, and basements), sprinkler head activation, or the activation of a manual alarm pull-station will sound a building-wide evacuation alarm that will also sound in all of the individual student rooms. The fire safety equipment within all of the residence halls is provided solely for the protection of all of our students living on campus. Any disabling of or damage to fire safety equipment could not only jeopardize the well-being of the person(s) involved, but the well-being of all residents of the building. For this reason, we take fire safety policy violations seriously and we expect that all residents (including those residing in fraternities and sororities) know and abide by these policies.
APPENDIX C: FIRE AND LIFE SAFETY

It is a violation of Massachusetts State Law to disable, disconnect, obstruct, remove, or destroy fire protection equipment. This includes tampering with smoke or carbon monoxide detectors, fire extinguishers, sprinkler heads, and horn/strobe warning devices. This also includes vandalism to fire protection equipment caused by student-related behavior. Students found in violation of this policy will be subject to the following consequences:

- First Offense: Deferred Residential Separation and University Probation Level 2. (This includes parental/legal guardian notification as well as a transcript notation for a specified amount of time.)
- Second Offense: Suspension from the University for a specified amount of time as designated by the University Judicial Affairs Officer.

The University No-Smoking Policy – The University is a smoke-free environment. It is a violation of the Massachusetts State Fire Prevention Regulations to smoke (tobacco, etc.) inside schools, colleges, universities, public buildings and institutions. The no-smoking policy affects all indoor spaces of the campus, including all university facilities, residences, fraternities and sororities. The use of smoking materials, including, but not limited to: cigarettes, cigars, pipes, and hookahs inside any university building or residence hall is strictly prohibited. Students found in violation of this policy will be documented by in-hall staff, TPD or members of the Fire Marshal’s staff and reported to the Assistant Director for Community and Judicial Affairs. Students found in violation of this policy will be subject to the following consequences:

- First Offense: Residential Probation and University Probation Level 1.
- Second Offense: Deferred Residential Separation and University Probation Level 2. (This includes parental/legal guardian notification as well as a transcript notation for a specified amount of time.)
- Third Offense: Suspension from the University for a specified amount of time as designated by the University Judicial Affairs Officer.

Please note: You are always financially responsible for any damage you cause whether intentional or not. If your careless behavior results in a fire you will lose your eligibility to reside in any university residence hall, fraternity or sorority.

The ORLL requests that students who do smoke tobacco outside the residence halls do so at least 20 feet away from the building. This ensures smoke traveling through the windows closest to the building entrances is minimized. Students are also encouraged to dispose of their tobacco products in the appropriate receptacles.

OTHER TUFTS UNIVERSITY FIRE PREVENTION POLICIES

The following is a list of prohibited behavior within the residence halls, fraternities, sororities and other university buildings:
APPENDIX C: FIRE AND LIFE SAFETY

Any Act Causing or Contributing to a Fire Safety Hazard – This includes, but is not limited to: tampering with any wiring, exit signs, emergency lights, overloading of electrical outlets, hanging items from the ceiling or leaving food/beverages unattended while cooking/heating. Placing clothing, fabrics or other easily combustible materials over lights or electrical fixtures is also prohibited as this creates a fire hazard. Lastly, possessing and/or using any heat-producing cooking appliances outside of designated kitchen areas (with the exception of coffee makers with automatic shut-offs and Micro-Fridges provided by Tufts Student Resources.)

Any Act Causing or Contributing to a Fire – Any prohibited and/or malicious act (as stated in this Appendix) that results in a fire within a residence hall or university building, which is determined by fire investigators to be the result of such a prohibited act may result in Residential Separation for a specified amount of time.* A fire caused by a careless, but non-prohibited act (i.e., the use of an oven, Micro-Fridge, iron, etc.) would result in Deferred Residential Separation for a specified amount of time. This includes parental/legal guardian notification.*

*You are always financially responsible for any damage that you cause whether your behavior is intentional or not.

The Possession and/or Use of Flammable Materials inside University Buildings – This includes, but is not limited to: candles, incense, camp-stove fuel, containers of butane (other than individual lighters), lighter fluid, fireworks, flammable holiday decorations, gasoline, paint thinner, etc. Storage (or use) of a motorcycle, moped, or other gasoline powered vehicles or machinery within ten feet of any university residence is strictly prohibited. The fuel is extremely flammable and will easily ignite and cause a fire. For safety reasons, students who wish to use candles for religious purposes should contact their religious leader (or the university chaplain) for alternative methods of celebrating religious events.

Please note: Live holiday wreaths and trees are highly flammable and therefore strictly prohibited within the residence halls. Students found in possession of live wreaths and/or trees will be required to remove them immediately.

To Cause the False Activation of a Fire Alarm – It is against Massachusetts State Law to falsely activate the building fire alarm system. This behavior creates unnecessary panic and/or distress among the residents and in-hall residential staff. Municipal fire fighters and other emergency personnel put themselves and the general public at risk when responding to such an “emergency.” Responding to a false alarm prohibits the use of these important resources in the event a true emergency exists simultaneously. Students found responsible for the first offense of this policy will be subject to Deferred Residential Separation, which includes parental/legal guardian notification. A second violation will result in Residential Separation.

Failing to Evacuate during a Fire Alarm – The sounding of a fire alarm indicates that an emergency may exist. Residents and their guests should never assume that an alarm is false, or that a fire drill is being conducted. Even if you do not see or smell smoke, there could be a fire on another floor and the smoke has not yet reached your area. Any delay in evacuating the building could be fatal. During any fire alarm, all residents and their guests are expected to cooperate with official personnel (university officials as well as municipal fire and police
APPENDIX C: FIRE AND LIFE SAFETY

departments). Those who fail to evacuate or are uncooperative during a fire alarm are subject to University Probation Level One in addition to Deferred Residential Separation which includes parental/legal guardian notification.

Hanging Items from the Fire Sprinkler System and Sprinkler Heads – If the fusible link in the sprinkler head breaks, gallons of water will flow uninterruptedly through the sprinkler head and into the room. Hanging or attaching any item(s) from the pipes or sprinkler heads creates an obstruction to the water discharge pattern and impedes the control and extinguishment of the fire.

Access to the Roof of Any University Building – It is strictly prohibited to access all university building roofs (including residence halls), window ledges, balconies or fire escapes for any reason (except in the case of an emergency). Students found in violation of this policy will be immediately referred to the University Judicial Affairs Officer and placed on University Probation Level One. If students are chronically involved in violations of this policy, they may be separated from their on-campus housing assignment.

Propping Open Fire Doors – These doors are your protection from fire, heat and deadly gases during the evacuation from the building in the event of an emergency situation. When these doors are propped open, they are unable to perform the functions as designed.

Blocking Hallways, Stairways, Suite/Apartment Lounges or Fire Escapes – This includes leaving personal belongings like shoes, suitcases, boxes, room furniture, athletic equipment duffel bags, bicycles, etc. in these areas. In an emergency situation, hallways, stairways, lounges and fire escapes must be kept clear to aide in quick and efficient exit from the residence halls. Under no circumstances should exits marked “emergency” be blocked as well.

The Possession of Non-University Upholstered Furniture – Only approved CAL TB 133 furniture and furnishings are to be used in university buildings. CAL TB 133 (California Bureau of Home Furnishings) is the standard that the university uses when purchasing furniture for all buildings including residence halls. Non-compliant furniture is strictly prohibited because when ignited it does not retard the spread of fire and limit the amount of toxic smoke and gases. This includes non-university provided mattresses as well unless otherwise approved for a medical condition through Health Services.

The Possession of Halogen Lamps and Multi-Light (“Octopus”) Floor or Desk Lamps – National Fire Investigation Reports have determined that possession of such lights have been the cause of numerous fires on campuses across the country.

Excessive Covering of Wall Space and the Exterior Room Doors with Easily Combustible Materials – The doors and corridors are part of the emergency egress pathway. Any combustible material will contribute to the spread of fire and prevent the safe evacuation from the building.

Running Wires of any Kind from Student Rooms to Nearby Lounges/Suites – When Internet or cable wires are run from a student room out into a nearby lounge or suite, this creates a “trip hazard.” In an emergency situation all paths of egress must be free of such hazard to ensure safe exit from the suite or building.
APPENDIX C: FIRE AND LIFE SAFETY

The Possession of Space Heaters with Open Electrical Coils – Such coils are an ignition source when located too close to combustible material. If a space cannot be adequately heated via the installed building and heating system, contact the Work Control at 617-627-3496.

The Use of an Outdoor Barbecue Grill Closer than 10 Feet from Any Residence Hall – It is important to keep a safe separation distance between the building and the open flame. This is proper fire prevention practice should the grill equipment malfunction. Those wishing to use an outdoor grill must gain permission from the Fire Marshal’s Office. Those found using a grill without the proper permission will be instructed to end grilling and extinguish the flames immediately.

Students who fail to comply with the above stated university policies will be subject to judicial consequences ranging from warning to losing the ability to reside in university housing and/or university disciplinary action depending on the magnitude of each violation. As a resident of Tufts University, you are responsible for what occurs in your residence hall room. It is imperative that you educate your guests on campus fire safety policies as you will be held accountable for any violation that may occur.

Fire Alarm Evacuation Procedure – As soon as the fire alarm sounds, please begin the building evacuation process immediately. Upon exiting your room, look for the nearest stairwell or emergency exit door and promptly leave the building. Once outside you should move to the designated gathering spot, which is most often across from the building. It is important for you to familiarize yourself with at least two forms of egress in case of an emergency. If, during a fire alarm, you are aware that there are fellow hallmates remaining in the building (due to illness or injury, etc.), please call TPD for assistance (617-627-6911). NEVER assume that a fire alarm is a malfunction! You MUST immediately evacuate the building during every fire alarm.

Once the local fire department is on-site, they will handle the situation. The building is not safe to reenter until the situation has been properly addressed and the fire alarm system has been reset. You MAY NOT enter the building until you have been given instructions to do so.

A couple of reminders from the Fire Marshal:
- Have an “exit strategy” — Know two ways out of your residence hall. In the larger, more traditional residence halls, the second means of egress is usually an alternative hallway or an exit marked “emergency only.” In the smaller houses, the second means of egress is often through a window and onto a fire escape or through an alarmed emergency exit. Knowing the routes available can save precious time should you find yourself in an emergency situation.
- Please be sure to locate the manual fire alarm pull-stations within your residence hall. If an emergency situation occurs, use the manual pull-station closest to you to activate the building alarm system. Then, evacuate the building immediately. Once outside the building, call TPD (617-627-6911) to report more specific details of the situation (i.e., exact location of the smoke/fire, what is burning, etc.).
Tufts University prides itself on its environmental commitments and has taken many steps to reduce its energy use, greenhouse gas emissions, waste and water, and increase recycling and composting and environmentally preferable purchasing practices. Tufts University committed to and beat the Kyoto Protocol target for reducing greenhouse gas emissions by 7% below 1990 levels by 2012. As a student you are a key player in helping Tufts meet its emissions reduction goals and be a “green,” environmentally friendly campus. The following list details ways in which your actions contribute to making Tufts green. As an active citizen of Tufts we encourage you to not only follow these tips, but help remind your friends and hallmates to do so as well.

**Heating Control** – Many rooms have control valves that let you control the heat in each room. A lower number on the control valve is lower heat and the “snow flake” setting is the coolest. The target heating temperature is 68 degrees. If a room is very often too hot or too cold please go to [https://fsrequest.tufts.edu/WebMaint/](https://fsrequest.tufts.edu/WebMaint/), log in and click on “Submit a Request for Maintenance or Service” to report the problem.

**Windows** – Please do not leave your windows open during the winter months. It is impossible to deliver target temperatures when windows are left open. If you would like to air out your room, open all windows for about 5–10 minutes to create a cross-breeze and then shut them. The longer windows are kept open during the winter, the more energy is being wasted. In addition to wasting heat, leaving windows open in the winter may cause pipes to freeze and break, causing water damage to your room. Do not forget that windows must be shut completely when you leave campus for the weekend or break.

**Refrigerators/Microfridges** – Please keep refrigerators clean and de-iced. Be sure to empty and unplug them when away for winter/spring breaks. In order to conserve energy students are encouraged to share with roommate(s) and use the smallest feasible size.

**Leaks** – Leaks, constant drips, or running toilets can be a significant waste of water. If you find a leak in the residence hall bathrooms or kitchens, please go to [http://operations.tufts.edu/facilities/service-requests/](http://operations.tufts.edu/facilities/service-requests/) to report the problem.

**Lights** – Halogen lamps are not allowed. Please use compact fluorescent bulbs in all student occupied areas. If you would like to exchange your regular bulb (incandescent) with a compact fluorescent bulb, bring your old bulb to the Office of Sustainability in the rear of Miller Hall. Please shut off lights when not in your room. Hallway lights must remain on for safety.

**Appliances and Electronics** – Please remember to turn off all appliances when not in use. Use a power strip to plug in electronics, like TVs, printers, DVD players, and radios, and turn off the power strip when you are out of the room. If buying new electronics, choose ones that are EnergyStar certified ([http://www.energystar.gov](http://www.energystar.gov)).

**Computers** – Please turn off computers when not in use for several hours and enable the Power Management feature on computer monitors. Do not use a screen saver – they save neither the screen nor energy. If purchasing a new computer, select an EPEAT Gold certified laptop.
Recycling – It is expected that students will recycle all appropriate materials: plastic, metal, glass, mixed paper, cardboard, and electronics. If you are not sure if something is recyclable, please contact recycle@tufts.edu for guidance.

Other Energy and Resource-Saving Tips – Use natural light when possible and wash your clothes in cold water with laundry detergent designed for it.

For more information about sustainability topics on campus, please visit http://sustainability.tufts.edu. You may also seek out your building’s Eco-Rep. Eco-Reps are students who live in the residence halls that house freshmen and are available to help you navigate the path to sustainable living. They can answer your questions about any of the above topics as well as how to compost vegetable scraps in your residence hall. Find out more about the EcoReps at http://sustainability.tufts.edu/?pid=151.

“Tufts Recycles!” Program: c/o The Facilities Department
617-627-3810; recycle@tufts.edu

Those living in residence halls can directly participate by regularly recycling paper, cardboard, glass, metal, and plastics. Batteries, cell phones, and iPods/MP3 players all contain hazardous metals and should be recycled in receptacles located in campus eateries and most large residence halls.

One of the largest initiatives of Tufts Recycles! is R²EPACK: Reuse, Recycle Everything. Pack and Clean . . . ’K?!

The R²EPACK program:

• Collects clothing, electronics, carpets, food, crutches, books, and electronics for recycling at the year’s end.
• Is testing out a “freecycle” program, which would redistribute dorm necessities from the year’s end to returning students in the fall. The project was tested in one dorm and hopes to expand throughout campus over the next few years. Look out for more information on this exciting project in the spring.
• Will hold a free clothing swap in the spring.

http://sites.tufts.edu/tuftsrecycles/