

# Student Housing

## HANDBOOK 2020-2021



# IMPORTANT CONTACT INFO

<b>CBC Student Housing</b>	509-542-4550 (office) 509-492-1208 (RA on Call available from 7 pm to 7 am) housing@columbiabasin.edu
<b>CBC Campus Security</b>	509-542-4777 campussecurity@columbiabasin.edu
<b>CBC Student Conduct Office</b>	509-542-4765 conduct@columbiabasin.edu
<b>CBC Title IX Office</b>	509-542-4407 titleix@columbiabasin.edu
<b>CBC Disability Support Services</b>	509-542-4412 dss@columbiabasin.edu
<b>CBC Counseling/Advising Center</b>	509-547-0511 counseling@columbiabasin.edu
<b>Hawk Central</b>	509-542-4601 hawkcentral@columbiabasin.edu Hours: Monday: 7 am to 5 pm Tuesday and Wednesday: 7 am to 4:30 pm Thursday: 9 am to 4:30 pm Friday: 7 am to noon
<b>Pasco Police Department</b>	911 or 509-545-3510 (non-emergency)
<b>Pasco Fire Department</b>	911 or 509-545-3426 (non-emergency)
<b>Medical Emergency</b>	911 and contact Campus Security immediately after

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# INTRODUCTION

## COLUMBIA BASIN COLLEGE MISSION STATEMENT

Columbia Basin College (CBC) inspires, educates, and supports all students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

For additional information on CBC's Mission, Vision and Values, visit [www.columbiabasin.edu/connect/about-cbc/mission-statement.html](http://www.columbiabasin.edu/connect/about-cbc/mission-statement.html).

## CBC STUDENT HOUSING MISSION STATEMENT

Student Housing is committed to the development and growth of each student living in housing and ensuring that they are empowered to succeed both academically and socially by providing a safe environment where they can focus on their studies and realize the resources available to them through CBC.

## COMMUNITY STANDARDS

CBC and Student Housing rely on Community Standards to provide a positive Residential Life experience. Residents who violate policies are held responsible for their behavior, up to and including termination of their contract in accordance with Student Housing Contract and procedures set forth in this Residential Living Handbook.

For more information regarding the CBC policies, rules, regulations and procedures, including the Student Code of Conduct and Non-Discrimination & Harassment Policy and Grievance Procedure, visit [www.columbiabasin.edu/public-info/policies/index.html](http://www.columbiabasin.edu/public-info/policies/index.html)

New policies and procedures may be implemented throughout the year. Residents will receive notices about these policy changes through their CBC student email address.

## APPLICABLE POLICIES, RULES, REGULATIONS AND PROCEDURES

Please read this Handbook thoroughly. This Residential Living Handbook, the CBC Student Code of Conduct, and CBC rules, policies, regulations and procedures are incorporated into the Student Housing Contract, which is an agreement between you and CBC with regard to the terms and conditions of occupancy in CBC Student Housing. These documents may be revised to comply with subsequent enactments of Washington State and/or Federal Law, and applicable CBC rules, policies, regulations and procedures.

# STUDENT HOUSING

## ELIGIBILITY

Columbia Basin College Student Housing is open to students who meet the eligibility requirements listed below. Applications for housing will be processed in the order in which the applicant completes the application process.

CBC reserves the right to revoke, make changes to, or refuse housing assignments for any reason including but not limited to consolidation of space, administrative needs, remedial action under Student Code of Conduct, this Handbook, Student Housing Contract or other applicable CBC policies or procedures, or for any reason, which in its discretion, would negatively impact the Student Housing program or pose a risk of harm to CBC students or employees. Each resident has an ongoing responsibility to disclose their criminal history related to gross misdemeanor or felony offenses to the Director for Student Housing.

### A. AGE REQUIREMENT

Applicants must be at least 17 years of age by the contract start date. Parental or legal guardian consent is required for applicants who are under the age of 18 and not emancipated as of the beginning of the contract. Contact the Student Housing Office for further information at [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu).

### B. STUDENT RESPONSIBILITIES, SATISFACTORY ACADEMIC PROGRESS & FINANCIAL STANDING REQUIREMENTS

Resident must be and remain in compliance with Student Responsibilities stated in WAC 132S-90 ([apps.leg.wa.gov/waC/default.aspx?cite=132S-90-020](http://apps.leg.wa.gov/waC/default.aspx?cite=132S-90-020)), and in good standing as stated in WAC 132S-100-020 in CBC Student Code of Conduct ([www.columbiabasin.edu/conduct](http://www.columbiabasin.edu/conduct)). Residents who do not meet their Student Responsibilities or do not remain in good standing risk termination of the contract agreement.

### C. ENROLLMENT REQUIREMENT

Resident must be enrolled as a student at CBC for a minimum of 12 credit hours per quarter for the duration of the contract. Resident must be enrolled at CBC for at least one credit hour for the duration of summer quarter to be eligible for Student Housing during the summer quarter. Exceptions may be made on a case-by-case basis by the Director for Student Housing or as a reasonable accommodation for a disability approved by Disability Support Services. Residents who require reasonable accommodations must contact Disability Support Services at either 509-542-4412 or [dss@columbiabasin.edu](mailto:dss@columbiabasin.edu) to request the reasonable accommodation.

### D. IMMUNIZATION REQUIREMENTS

CBC requires certain immunizations prior to living in the residence hall to help protect your health and the health of all Student Housing residents. You have a right to refuse the required immunization based on religious, personal or medical reasons. Documentation of immunizations will be required for the following:

1. Two vaccination doses for MMR (Mumps, Measles, Rubella) for students born after 12/31/1956.
2. DT (Diphtheria, Tetanus) last booster dose required within the past 10 years.

The following immunizations are recommended:

1. Hepatitis B- series of three immunizations;
2. Polio- series of at least three immunizations;
3. Tuberculosis.

## APPLICATION PROCESS

Apply by completing an online application at [housing.columbiabasin.edu](http://housing.columbiabasin.edu). Hard copy applications are also available at our Student Housing Office, located at 2815 St. Andrews Loop, Suite E, Pasco. Hard copy applications can be dropped off at the Student Housing Office, emailed to [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu) or mailed to:

CBC Student Housing  
2600 North 20<sup>th</sup> Ave., MS-SAL2  
Pasco, WA 99301

Student Housing staff will determine eligibility and provide a determination notice via the applicant's CBC student email address.

## ROOM ASSIGNMENT

In order to hold the room assignment, the following must be received by the Student Housing Office no later than three business days following the housing application approval and room assignment notification:

1. \$500 security deposit;
2. Completed and signed Student Housing Contract;
3. Completed financial aid authorization form; and,
4. Clear copy of the applicant's CBC Student Identification Card (SID Card) or other valid photo identification, such as valid driver's license, if the applicant has not yet obtained their SID Card. Valid photo identification is required at check-in. Each resident is required to have a clear copy of their current CBC SID Card on file with the Student Housing Office within one week of move-in.

## STUDENT HOUSING CONTRACT

The Student Housing Contract establishes a license for assigned space in Columbia Basin College Student Housing. The Washington State Landlord Tenant Act does not apply to this student housing arrangement. The contract does not include the right to use the premises for any business or any other purpose other than as a Student Housing residence.

## PRIOR TO CHECK-IN

The student must submit the following to the Student Housing Office no later than five business days prior to check-in:

1. First Student Housing payment; and
2. Documentation of required immunizations.

## PAYMENTS

CBC is authorized to apply all financial aid and/or scholarship funds received by the resident in excess of the costs of tuition and fees to pay Student Housing costs and fees up to the outstanding full amount of the monthly payments for the quarter. Such payments will be automatically processed each quarter upon receipt of financial aid and/or scholarships and immediately after payment of CBC tuition cost and fees.

Monthly Student Housing payments are due on the first day of the month. Payments include the cost of water, sewer, garbage, electricity and Wi-Fi. CBC shall not be liable for interruptions to utility service. Payments can be made online through Web ePayment on your student account. In-person payments must be made by check, cash, money order or credit card at the Bookstore, located in the H Building, Pasco Campus, Columbia Basin College, Bookstore, 2600 N. 20th Ave, Pasco, WA 99301.

If payment is not received on or before the fourth day of each month, a late fee of \$50 will be charged to the resident's account. If payment is not received by the seventh day of the month, the resident will be issued a three-day Notice of Termination of Student Housing Contract. The Notice will require that the resident pay the full outstanding amount due or the contract will be terminated, and the resident will vacate the unit within three days subject to Termination of Contract terms. In the event of a termination of contract, the resident's security deposit will be retained by CBC to cover any payments due, including charges for repairs, replacements, damage, storage and cleaning fees. \$250 of the security deposit is refundable after the resident moves out, provided there is no damage to the room or furniture, missing furniture, additional cleaning, storage, or other outstanding payments due to CBC.

If a roommate leaves before the end of their contract, the remaining resident(s) are not responsible for any additional costs. However, resident(s) will be charged for using space within a room which has not been assigned to them. The remaining resident(s) may be assigned a new roommate at the discretion of the Student Housing staff.

Any unpaid balance on a student account will result in the resident's inability to register for classes and may result in termination of the contract.

The resident may renew the contract to extend their stay in Student Housing by providing a written request to renew the contract to the Director for Student Housing at least 90 days prior to the end date of the contract term. If the request is made later than 90 days prior to the end of the contract term, resident may lose their space and be required to move out at the end of the contract term.

## ROOM RATES

UNIT TYPE	COST (PER INDIVIDUAL)
Single	\$686/month
Double	\$532/month
Triple	\$532/month (single bed) \$470/month (bunk bed)
Quad	\$393/month

## AMENITIES

Room rates include water, sewer, garbage, electricity and Wi-Fi. Residents are asked to be mindful of their usage of utilities:

- Turn off lights and faucets when not in use.
- Do not leave windows open during the winter months.
- Do not place food down the sink as the unit does not have a garbage disposal.
- Report any maintenance issues immediately to a Resident Assistant (RA) or the Student Housing Office.

CBC is not responsible for interruptions in amenities service.

CHECK-IN  
SCHEDULING CHECK-IN TIME

Prior to moving into Student Housing all residents must contact the Student Housing Office at 509-542-4550 or housing@columbiabasin.edu to schedule a check-in and move-in date at least two weeks (14 days) before intended check-in. A designated staff member will meet with the student at the residence hall to begin the check-in process. Resident must present a valid photo ID in order to check-in.

ROOM CONDITION REPORT AND DOCUMENTATION

Upon check-in, the resident will complete a Room Condition Report (RCR).

Each resident must conduct a complete inventory and inspection of the room and its furnishings with a Student Housing staff member. This must be completed within 48 hours of the resident moving in. Residents will be held responsible for any damages, and consequent charges for damages, not listed on the Room Condition Report.

KEYS

Upon check-in, the resident will be issued at no charge, one access card, one copy of their assigned unit key, and one copy of the mailbox key (per room).

Student Housing keys and access cards are the responsibility of the resident. The resident will not duplicate, loan, borrow, sell, transfer, or leave keys or access cards unattended. The resident will be assessed a \$100 fee per incident of lost keys to cover the cost of reissuance and core replacement and \$25 per incident of lost access card. This fee will also be assessed for keys and access cards which are not returned upon move-out or contract termination, whichever is earlier.

In the event of a lockout, the resident will contact the appropriate party based on the below schedule. Residents will be allowed three free lockouts per academic year. After a resident's free lockouts for the academic year are used, the resident will be charged a \$10 lockout fee for each lockout occurrence.

TIME	CONTACT	PHONE
7 am to 4:30 pm (weekdays)	Student Housing Office	509-542-4550
7 am to 7 pm	Campus Security*	509-542-4777
7 pm to 7 am	Resident Advisor on Call	509-492-1208

\*Campus Security will operate as a backup in the event neither the Student Housing Office nor the Resident Advisor on Call can be reached. The Campus Security Office is closed on federally recognized holidays.

ACCESSIBILITY

CBC is committed to providing reasonable accommodations to residents with disabilities according to the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act (FHA), and all applicable local and state laws. CBC recognizes the importance of Service Animals as defined by the ADAAA, and the broader category of Assistance Animals under the FHA, that provide physical and/or emotional support to individuals with disabilities. Student Housing works together with Disability Support Services to implement CBC accessibility policies to determine whether requested accommodations are reasonable, and to ensure that students with disabilities can participate in all Student Housing programs. CBC accessibility rules, policies and procedures are incorporated by reference into this Handbook.

REQUESTING REASONABLE ACCOMMODATION

Requests for reasonable accommodations in the residence hall must be made by completing the ADA Request section of the Student Housing Application form and contacting the Disability Support Services to schedule an intake appointment.

CONTACT DISABILITY SUPPORT SERVICES AT:

Physical Location: T Building, Room TD 403  
Mailing Address: 2600 North 20<sup>th</sup> Ave., MS-T3  
Pasco, WA 99301-3379  
Email: dss@columbiabasin.edu  
Phone: 509-542-4412



# RESIDENTS RIGHTS & RESPONSIBILITIES

Student Housing works to ensure that all residents and staff are always shown respect within the residence hall.

## RESIDENT RIGHTS

Each resident who is in full compliance with the provisions of this Handbook and all policies, rules and regulations incorporated herein shall have the right to:

- Be respected and treated as an individual;
- Read and study free from excessive interference in one's room;
- Sleep without disturbance from noise, roommate's guests, etc.;
- Have personal belongings respected;
- Live in a clean and safe environment;
- Access to one's room and the facility;
- Privacy;
- Appeal processes as stated in this Handbook and in accordance with CBC policies and procedures as applicable; and,
- Access to Student Housing staff to assist in support of roommate mediation and communication.

## RESIDENT RESPONSIBILITIES

It is the resident's responsibility to:

- Abide by the Residential Living Handbook, the Student Code of Conduct and applicable CBC policies, rules and regulations;
- Consider the needs of the other residents;
- Keep room, bathroom and common areas clean;
- Notify disruptive residents when they are causing a disturbance and need to quiet down;
- Support campus and individual safety by reporting safety concerns;
- Always accept responsibility for their behavior;
- Respect the rights of other individuals;
- Honor agreed payments and charges; and,
- Maintain current contact information with the Office of Student Records, including the resident's local address, permanent address, telephone number and other current contact information.

# COMMUNITY STANDARDS

Residents share the responsibility of contributing to a safe and supportive learning and living environment. Residents must assume responsibility for their own actions, as well as the actions of their guests, and maintain an environment conducive to the academic success, safety and well-being of others. In addition, residents are expected to be truthful, respect the rights of others, and abide by all College policies and procedures, as well as all local, state, and federal laws and regulations. The following Community Standards apply to each resident:

## AIR CONDITIONERS/HEATERS

Do not place anything in front of the air conditioners/heaters. Generally, air conditioners should be kept at 72 degrees. If a resident will be away from their room overnight or longer, air conditioners/heaters should be turned off completely.

## ALCOHOL

Unlawful consumption or possession of alcohol is prohibited. Please refer to the Code of Conduct for the current CBC policy on alcohol use within the residence hall: [columbiabasin.edu/conduct](http://columbiabasin.edu/conduct).

## ANIMALS AND/OR PETS

Except as otherwise provided under CBC policies, rules or regulations, animals are not permitted in or on property owned or controlled by CBC. This includes animals belonging to guests. Residents will receive a written warning, be fined \$50 for the first violation and must meet with the Director for Student Housing. Having unauthorized animals on the residence hall premises may also result in forfeiture of security deposit, charges incurred for damage to the property, and/or termination of the Student Housing Contract. A second violation will result in a \$100 fine. A third violation will result in termination of the resident's contract. Residents who have had their contracts terminated due to a third violation may request an appeal through the Student Conduct Office.

Disability accommodation exceptions are coordinated through Disability Support Services and must be approved prior to the animal being permitted on the premises. Please see the Accessibility section of this Handbook for further information.

## APPLIANCES AND EQUIPMENT

Residents are responsible for replacing batteries if needed in the smoke detectors. If the detector is beeping, check the battery right away. If the detector is faulty, contact Student Housing staff. Smoke detectors should never be intentionally disabled.

Clean appliances, including the refrigerator, stove and microwave regularly, with a clean wet cloth. Do not use abrasive cleaning products on appliances.

The fire sprinklers will only go off when fire is detected. Do not touch or hang anything from the sprinklers.

The following items are considered fire hazards and are prohibited in the residence hall:

- |   |                    |                               |
|---|--------------------|-------------------------------|
| • Halogen lamps or halogen bulbs of any kinds   | • Kerosene heaters | • Hover boards                |
| • High-wattage appliances with exposed surfaces | • Incense          | • Non-UL-certified appliances |
|   | • Candles          |                               |

## BATHROOMS

When using the shower, turn on the fan so air can circulate, or mold may begin to grow. Call maintenance services staff immediately if mold is found. There are no drains on the floor, so if water is on the floor, dry it quickly. Use the shower curtain inside the basin to prevent water from getting on the floor.

Always flush the toilet after use. Toilet paper should be flushed down the toilet and not put in the garbage can. Only flush toilet paper down the toilet, not other paper, large objects or sanitary items.

The resident may be required to pay for the costs of opening and repairing plumbing and other repairs that arise due to clogging or stoppage by any material, substance or object placed in plumbing.

## CBC POLICIES, RULES, REGULATIONS AND PROCEDURES

All residents must comply with CBC policies, rules, regulations and procedures including this Residential Living Handbook, the Student Code of Conduct, the Non-Discrimination and Harassment Policy and Grievance Procedure, and all applicable CBC rules and regulations.

## COMMON AREAS

Residents are expected to keep the common areas of the residence hall clean. All garbage should be removed, and all surfaces kept clean of food, crumbs, dust, etc. Common Areas include kitchen, lounges, laundry area and lobby.

Hallways, stairs, ramps, railings and exit-ways must be kept free and clear of all obstruction. Any items left in these areas will be disposed of by CBC staff.

## DAMAGED, LOST, OR STOLEN PROPERTY

CBC assumes no responsibility for lost, damaged, or stolen items in the residence hall or parking lot. CBC strongly recommends that residents obtain insurance coverage for personal property. To prevent theft of valuables, doors and windows should always be kept locked, and valuables should not be left out in the open. Please report all thefts and concerns for personal property safety to the Pasco police and Campus Security. If assistance is needed, please contact the Student Housing staff at [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu).

## DÉCOR

Items which will damage walls, paint, doors or blinds are not permitted. This includes but is not limited to darts, wallpaper, paint, tacks, nails and strong adhesives. Blue painter's tape, which does not remove paint, can be used on the walls. If the resident needs assistance or has questions, please contact the Student Housing staff at [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu). Any décor posters or signs that are intended to be pornographic, obscene, or for the purpose of targeted harassment or threat are prohibited.

## DRUGS

Except as permitted by federal, state, and local law, use, possession, manufacture, or distribution of marijuana, narcotics, or other controlled substances, and drug paraphernalia is prohibited. Violations will be subject to the conduct process found in the Student Code of Conduct.

While state law permits the recreational use of marijuana, federal law prohibits such use on

college premises or in connection with college activities. Therefore, being observably under the influence of marijuana or the psychoactive compounds found in marijuana, otherwise using, possessing, selling or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, on college premises is prohibited.

## ELECTRICAL ALTERATIONS

Modifications (such as installing dimmer switches) are strictly prohibited.

## ELEVATOR

The following conduct is prohibited and may result in disciplinary action:

- Smoking and/or use of alcoholic beverages within the elevator.
- Tampering with, intentional damage or vandalism to the elevator (prying doors open, etc.).
- Use of elevator emergency alarms and emergency stops in non-emergency situations.

## EXTENSION CORDS

Only extension cords with surge protection and circuit breakers may be used in the rooms.

## FEDERAL, STATE AND LOCAL LAWS

The resident must comply with all applicable federal, state and local laws.

## FIRE AND SAFETY EQUIPMENT

Tampering with fire alarms or other safety/security equipment (smoke detectors, fire sprinklers, window screens and fire extinguishers) is strictly prohibited.

## GUESTS

Residents are limited to one guest per room, who may stay no longer than three consecutive nights in the room and no more than three nights each month. The host resident should discuss and agree on guest expectations and boundaries with their roommate(s). Hosts must register their guest with the Director for Student Housing at least three business days prior to their guest's visit by completing the Resident Guest Request Form online at [housing.columbiabasin.edu](http://housing.columbiabasin.edu) with the name of their guest and their arrival and departure date. CBC reserves the right to deny visitation of a guest. If there is a request for an exception to length or frequency of the stay, contact the Student Housing staff.

A resident's guest is their responsibility and must always be escorted by their resident host. The guest is subject to the provisions of this Handbook and all rules and regulations incorporated herein while present in the residence hall. Guests who are unescorted by their resident host will be asked to leave the residence hall. Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the residence hall. Guests are responsible for providing their own transportation if they are asked to leave by Student Housing staff.

CBC reserves the right to terminate the contract of any resident who willfully hosts an unapproved or unregistered guest or anyone who is known to be unauthorized for access or is trespassed from the building.

Residents whose Student Housing Contracts have been terminated for violations of Student Housing policy, rules and regulations may not be approved as guests/visitors in the residence hall. Allowable guests should have no known violent criminal history.

## FURNITURE

Beds, desks, dressers, couches, tables and chairs are provided for resident use. Residents may not bring additional large furniture (couches, beds, etc.). Beds will not be bunked, lofted or disassembled into separate beds without prior approval of Student Housing staff and use of approved equipment. Removing furniture from the room is also prohibited.

## ILLEGAL ENTRY

Entering any area on campus without permission of the authorized user is prohibited.

## INTERNET ACCESS

Instructions on how to connect to the internet will be provided at move-in. Residents must comply with all applicable CBC policies, regulations and procedures including CBC's Acceptable Use of Information Technology Resources Policy. It is the internet user's responsibility to secure their own devices from unauthorized access with security updates, security software or by other appropriate means.

## LAUNDRY

The laundry room is located on the second floor of the residence hall. Courtesy is expected of those who use the facility. Please use washers and dryers only as intended by the manufacturer and take care to ensure the proper detergent is used as posted on the notice near the machines. Directions on how to properly use washers and dryers will be provided in the laundry room. Problems with the machines should be reported to the Student Housing Office.

## MAIL

All residents will be issued a mailbox key which will correspond to a mailbox located in the lobby. Mailboxes in the lobby include package boxes from which residents will be able to retrieve packages utilizing keys which delivery carriers will put in their mailboxes should they receive a package.

Packages and mail that are unable to fit in the resident's mailbox may be delivered to the residence hall front desk. Residents will be notified via their CBC student email account when they have a package/mail addressed to them at the front desk, and they will be able to pick up their package/mail when the front desk is open. Resident must have a photo ID in order to collect their package/mail at the front desk.

### **Resident Hall Address:**

2901 North 20<sup>th</sup> Ave., Room #  
Pasco, WA 99301

## MAINTENANCE

Resident must immediately notify Student Housing staff when repairs are needed by completing a maintenance request form online at [housing.columbiabasin.edu](http://housing.columbiabasin.edu). Repairs and maintenance to the facilities are coordinated by the Student Housing Office.

Maintenance requests will serve as permission from all occupants of a room for the maintenance service staff to enter the room. If repairs or improvements are needed immediately, the maintenance service staff and/or Student Housing staff may enter the unit without resident notification.

Please immediately notify the RA on duty or contact the Student Housing Office at 509-542-4550 if there is unexplained water/water leaks or electrical problems in your room.

## NOISE

Residents are expected to exercise good judgement and consideration in maintaining a learning environment. Noise that disturbs other residents will not be allowed. Any reasonable request to reduce noise levels must be honored. Contact Student Housing staff as needed if noise issues continue.

1. Quiet hours are from 10 pm to 8 am Sunday to Thursday and midnight to 8 am on Friday and Saturday. Quiet hours are designed so that all residents can study and sleep without excessive disturbance. Normal noise levels are expected during the other times of the day not listed as quiet hours, however, courtesy hours (requests for noise levels to be lowered) are always in affect. Please be respectful of roommate(s) and neighbors by keeping noise, television and radio at a reasonably low volume. This includes indoors, hallways and throughout the building.
2. Musical instruments, stereos, radios and televisions should be kept at volumes that cannot be heard outside the resident's room or plugged into headphones to cancel noise. Residents are prohibited from facing these items out windows. If volume levels become excessive, the resident may be required to remove the equipment from the residence hall.

## OPEN FLAME PRODUCT OR INCENSE

Because of potential fire hazard, open flame products and incense are prohibited. This includes but is not limited to candles, incense, oil lamps, barbeques and cigarettes/cigars.

## PARKING

Parking is limited and is available to staff, residents and approved guests only on a first come, first served basis. Residents and approved guests must register any vehicle with the Student Housing Office to obtain a parking tag which must always be displayed in the vehicle when parked in the Student Housing parking area. Vehicles not registered with the Student Housing Office and without a visible parking tag may be towed at the owner's expense.

## ROOM ASSIGNMENTS

- **ROOMMATES:** Room assignments shall be at the discretion of the Student Housing staff. Student Housing applicants who would like to request common room assignments must each state their requested roommates' names on their application. As a courtesy, Student Housing staff will attempt to notify residents at least 24 hours prior to a new roommate moving in. If the resident is not available, Student Housing staff reserves the right to move in the new roommate without notification to the existing residents.
- **ROOMMATE REQUEST:** Residents may request a specific roommate and the Student Housing staff will attempt to honor requests. However, all final decisions regarding placement will be at the discretion of the Student Housing staff. Co-ed room assignments will not be allowed; all rooms will be assigned based on the gender identity listed on the application.
- **ROOM TRANSFERS:** Granting of requests for room transfers by the resident shall be at the discretion of the Student Housing staff. Additionally, the Student Housing staff reserve the right to require room transfers to ensure a safe, healthy living environment for all residents and/or to efficiently manage the residence hall. Residents who are not satisfied with their roommate after making good faith attempts with the Student Housing staff to resolve conflict, may request a room transfer for themselves. Room



transfers are not guaranteed and will depend on appropriate space availability.

- **ROOM TRANSFER FREEZE:** Room transfer is not available the first three weeks of the room assignment. Exceptions to the room transfer can be discussed and considered by the Director for Student Housing. At the start of week four, residents may request a room transfer. The request must be made in writing to the Student Housing Office and include the reason for the transfer. Attempts to accommodate the transfer requests will be considered but cannot be guaranteed.

## ROOM CONDITION AND INVENTORY

Student Housing furnishings are the property of CBC. Misuse, abuse, theft or destruction of CBC's or another resident's property is prohibited. Upon check-in, the resident will complete a Room Condition Report in accordance with the Checking In procedure in the Residential Living Handbook.

- Each unit has its own inventory of furniture and overall condition of the room. The resident will be responsible for reasonable repair, replacement and/or cleaning costs as determined by CBC for any damage to the premises, furniture or appliances. If any damage occurs in the shared areas of the room and the responsible person cannot be determined, charges for repair, replacement and/or cleaning as determined by CBC will be divided equally among the resident and roommates.
- Tampering with or disabling safety equipment is prohibited.
- Resident will be required to pay for the costs of repairs to plumbing or other necessary repairs that result from clogging or stoppage by any material, substance or object being placed in drains, sinks, showers, toilets or any appliances connected to plumbing.

## ROOM ENTRY AND INSPECTIONS

- Student Housing staff respects the privacy of all residents. However, the Student Housing staff may need to enter any room to:
  - Perform inspections on a monthly (or as needed) basis to check for basic cleanliness, room inventory, damage or needed repairs. If deficiencies are found, a corrective list will be provided to the resident(s). If corrective actions are required, a follow-up inspection will be performed. If the deficiencies are not corrected by the specified date, the Student Housing staff reserve the right to have the room cleaned at the cost of the resident.
  - Assess or conduct repairs. If, while in the room, Student Housing staff discover policy violations, an incident report will be filed. Depending on the type of policy violation, the violation will be referred to the Director for Student Housing, CBC's Office of Student Conduct, and/or other appropriate authorities.
  - Student Housing staff may enter or allow other authorized CBC personnel or emergency officials to enter a resident's room at any time without notice to the resident if they believe there is a health, safety or emergency issue.

## ROOM MODIFICATIONS

Residents will not modify existing structures anywhere in the building, including their assigned rooms, without prior written approval of Student Housing staff and fire safety officials.

## SEXUAL MISCONDUCT

All students residing at CBC's residence halls are protected by Title IX. Title IX is a federal law that prohibits discrimination based on sex. Sex-discrimination includes all forms of sexual misconduct, including sexual harassment, sexual assault, rape and stalking. Title IX and

Washington Law Against Discrimination also prohibits discrimination based on a person's sexual identity and pregnant or parenting status.

All students have the right to report sexual misconduct to the College and/or law enforcement. CBC investigations and law enforcement investigations are conducted independently. The decision to report to law enforcement is at the sole discretion of the student. Reports can be made directly to the Title IX office, a member of the Student Housing staff, or to Campus Security. Residents are encouraged to read and familiarize themselves with CBC's Non-Discrimination & Harassment Policy and Grievance procedure and Title IX Grievance Policy. Both Policies detail the reporting and investigative process based on complaint type. A complaint form can be accessed by visiting [www.columbiabasin.edu/public-info/non-discrimination-disability-statement](http://www.columbiabasin.edu/public-info/non-discrimination-disability-statement).

CBC does not condone violations of college/housing policies but does consider reporting sexual misconduct to be of paramount importance and may therefore extend limited amnesty for other related policy violations in order to foster reporting and cessation of sexual misconduct on campus.

CBC is committed to providing an environment, in which one can live, sleep, and study free from sexual harassment, sexual exploitation and sexual assault. Individuals who engage in these types of behaviors will be subject to disciplinary action, including termination of contract and may be subject to criminal charges. Any legally consensual sexual acts in the residence halls must not interfere with other residents' rights.

More information can be found by visiting the College's Non-Discrimination & Harassment webpage at [www.columbiabasin.edu/public-info/non-discrimination-disability-statement](http://www.columbiabasin.edu/public-info/non-discrimination-disability-statement) or the College's Title IX webpage at [www.columbiabasin.edu/public-info/title-ix](http://www.columbiabasin.edu/public-info/title-ix).

## SMOKING AND CHEWING TOBACCO

Use of tobacco products is not permitted inside the residence hall or within 50 feet of the building. Smoking is allowed only in designated areas. This includes but is not limited to the use of products such as cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, electronic vapor cigarettes, snuff, etc. Violations of this policy will likely result in fines and a full loss of deposit.

## SPORTS

Playing any type of sports in the building is prohibited. This includes, but is not limited to bicycling, rollerblading, football, etc.

## STUDENT IDENTIFICATION CARD (SID CARD)

SID cards need to be requested online, and one free ID card will be mailed to you. For more information, visit [www.columbiabasin.edu/i-am/current-hawk/hawk-central/index.html#tab-3](http://www.columbiabasin.edu/i-am/current-hawk/hawk-central/index.html#tab-3).

## USE OF THE UNIT

Only the person listed as the resident in this contract may reside in the unit. The resident may use the unit and utilities for normal Student Housing residential purposes only. The resident will keep any unassigned space in the room clean and accessible. Failing to do so will result in charges of the daily room rate for both the unassigned space and the resident's assigned space and possible contract termination and/or disciplinary action.

## VANDALISM

Destruction or defacing of public or private property is prohibited. Each resident is responsible for the care and cleanliness of their room, including their assigned space or bedroom, bathroom, kitchen, closets, common areas, hallways and furniture. Misuse, abuse, theft and destruction of the facility or another resident's property is prohibited.

## VIOLENCE (PHYSICAL VIOLENCE, VERBAL ASSAULT, HARASSMENT, INTIMIDATION)

Violence of any kind, including but not limited to, the following behaviors is prohibited:

- Physical assault or violence
- Verbal assaults, harassment or intimidation
- Cyber bullying, cyber stalking, or any other electronic or media-based violence

## WEAPONS, FIREARMS, AMMUNITION, CHEMICALS, FIREWORKS AND EXPLOSIVES

Possession of weapons, firearms, ammunition, chemicals, fireworks, explosives or any potentially dangerous device is prohibited, except as expressly authorized by law and College policies. The resident is responsible and accountable for any misuse of these items.

Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury is prohibited in the residence hall. This may include, but is not limited to, slingshots of all types, water balloons, water guns, paintball guns, air soft guns, etc.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. Use in an offensive manner and not in self-defense is prohibited.

## WINDOWS AND WINDOW COVERINGS

Each unit has been furnished with shades and window screens. All shades and window screens are required to stay in the windows. Painting windows or hanging decorations visible to the outside on windows is prohibited. Tampering with any windows or screens is prohibited.

# NON-COMPLIANCE

Except as otherwise provided, non-compliance with the provisions of this Handbook, the Student Housing Contract, and all rules, policies and procedures incorporated therein may result in termination or modification of the Student Housing Contract in addition to disciplinary proceedings under the CBC Student Code of Conduct and/or applicable CBC policies and procedures. Such disciplinary proceedings may be conducted concurrent to or separate from termination or modification of the Student Housing Contract. Criminal activity will be reported to the Pasco Police Department.

## VIOLATIONS

Residents and College officials share the responsibility of contributing to a safe and supportive learning environment. Residents must assume responsibility for their own actions and the actions of their guests, and maintain an environment conducive to the academic success, safety and well-being of others. In addition, residents are expected to be truthful, respect the rights of others, and abide by all college policies and procedures, as well as all local, state, and federal laws and regulations. Self-disclosure of a policy violation in the residence hall constitutes evidence of violating these policies. This includes but is not limited to posting information or photos on social media sites. All violations will be referred to the Student Conduct Office for evaluation of appropriate disciplinary proceedings.

## WHEN AN ALLEGED VIOLATION OCCURS

When an alleged violation of the standards of this Handbook or the Student Housing Contract occurs:

1. Student Housing staff will complete an incident report to document the alleged violation of this Handbook or the Student Housing Contract.
2. The report will be referred to the Director for Residence Life. Violations of CBC policies, rules or regulations will be reported to the appropriate office as required by the applicable policies, rules and regulations. For example, the Director for Student Housing will refer the report to the Office of Student Conduct as required by the Code of Student Conduct, or, if an incident involves allegations of discrimination or sexual misconduct, the report will be referred to the Title IX Office, as required by College policy.
3. If the incident does not fall within the jurisdiction of other CBC policies, rules or regulations, but constitutes a violation of the Residential Living Handbook standards or Student Housing Contract, the following process will apply:
  - Meeting: The resident will meet with the Director for Student Housing to discuss the Handbook and/or contract violation and share information.
  - Decision: Determine whether, based on the available information, it is more likely than not that a resident violated this Handbook or the contract
  - Notification: Notify the resident of the decision and any instruction for follow up or outcome which may include:
    - A written warning that the resident has violated a Handbook standard or contract provision and that future violations will result in contract termination and/or referral to the Student Conduct Office.
    - Discretionary work assignments, essays, service to the residence hall, or other related assignments designed to encourage learning and growth and discourage future violations.

- Restitution/Fines to compensate for loss, damage, cleaning or injury, in the form of service and/or monetary or material replacement regardless of whether the violation was intentional or accidental. Fines will be billed directly to the resident's account. Any unpaid balance on a resident account will result in the resident being unable to register for classes and may result in contract termination.
- Loss of security deposit.
- Mandatory reassignment to another room to give the resident a fresh start in another space. Additionally, the resident may be restricted from visiting their former location or room.
- Contract Termination, which is typically reserved for residents who have demonstrated an unwillingness or inability to adhere to the standards established by and for Student Housing and Columbia Basin College.

## APPEAL PROCESS

Other than for failure to meet financial obligations, within days 10 days of the notification of the Director for Student Housing's decision, the resident may submit an appeal to the Vice President for Student Services if they believe one or more of the following has occurred:

1. An incorrect decision was made;
2. The outcome is unfair or disproportional; or
3. There is new information enough to change the decision, which was unavailable at the time or which the resident did not know or had no duty to discover or could not have reasonably discovered.

Refusal to participate in the meeting with the Director for Student Housing or to otherwise cooperate with Student Housing staff does not support a basis for appeal.

A written request for appeal must include the following:

- Why the resident submitted an appeal,
- Any relevant documentation,
- Completed FERPA waiver if the resident wishes for CBC staff to discuss the case with a third party, and
- What the resident wishes the outcome of the appeal to be.

Residents will be notified of the result of their appeal in writing. Appeal decisions are final. In cases where the disciplinary action results in a termination of the Student Housing Contract, the resident may not be permitted to stay in the residence hall while awaiting the determination of their appeal. Questions about submitting an appeal request can be directed to the Vice President of Student Services at 509-542-4449.

# LEAVING THE RESIDENCE HALL

## MOVE-OUT REQUIREMENTS

If the resident plans to move out prior to the end of the contract term, the resident must provide 30 days written notice to the Director for Student Housing before their planned departure date. Cancellation of Contract provisions as stated below may apply. Residents who are graduating before the end of their contract are eligible for release from their contract but must provide notice to Student Housing 60 days in advance of graduation.

If a resident's contract is terminated by CBC prior to the end of the contract term, other than for nonpayment, the time given to vacate will vary and may generally be two weeks or the end of the quarter (whichever comes first), or immediately for severe violations which pose an immediate danger to the health, safety or welfare of the College community.

If the contract is terminated due to the end of the contract term, the resident must move out of their unit by noon on the contract end date unless an earlier alternate date and time are pre-arranged with the Student Housing staff. The resident must submit a completed change of address form on the CBC website, under the My CBC Kiosk section in the Quick Links, prior to moving out.

Prior to move-out, the resident must schedule a walk-thru and return keys and access card to Student Housing staff. Prior to the walk-thru, the room must be cleaned and returned to move-in condition, and all personal belongings must be removed. Any property left on the premises will be presumed abandoned and will be donated to a charitable organization, disposed of, or packed and stored at resident's expense. Property may be stored for a maximum of 60 days, after which the property will be disposed of or donated. Resident will not hold CBC liable for any damage or loss of property left on the premises.

Daily charges will apply for staying past the contract end date calculated at the daily prorated amount of the monthly payment (i.e. monthly payment divided by days per month).

CBC will retain all or part of the security deposit if the resident does not follow the move-out procedures, if there is damage to the room beyond ordinary wear and tear, or charges are incurred by CBC for cleaning. If the account is assigned for collection, the resident will pay reasonable collection and attorneys' fees and interest at a rate of 12% per annum. Any refund of the security deposit will be applied to the resident's account within 30 days.

## CANCELLATION OF CONTRACT BY RESIDENT

Prior to the start date of the contract term, a contract may be cancelled by providing written notification to the Director for Student Housing at [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu) subject to the following:

1. When a written request for cancellation of a contract is received 30 days or more prior to the start date of the contract term, the full deposit will be refunded.
2. When a written request for cancellation of a contract is received 29 days or less prior to the start date of the contract term, \$250 of the deposit will be refunded.

## TERMINATION OF CONTRACT

Failure to comply with any provision of the Student Housing Contract, the Residential Living Handbook, CBC Student Code of Conduct, applicable CBC regulations, policies and procedures, or providing false or misleading information in the Student Housing Application shall be grounds for CBC to declare the resident in breach of the contract and may result in disciplinary action, future ineligibility to reside in Student Housing, and/or contract termination.

A resident may request termination of the Student Housing Contract after the contract term start date for the following reasons:

- study abroad;
- graduation;
- medical withdrawal from the College;
- significant or unanticipated personal hardship beyond the resident's control; or
- military deployment.

Documentation will be required. Approval is not guaranteed. All outstanding balances shall immediately become due upon the effective contract cancellation date. Termination of Contract terms for outstanding balances will apply to any balances which remain unpaid on the contract cancellation date.

If a Student Housing Contract is terminated prior to the end of the contract term, payments already made to CBC will not be refunded, and the resident will be assessed the full contract payment through the end of the contract term, unless otherwise expressly agreed to in writing by the Director for Student Housing or designee.

For all contract terminations and cancellations, charges will accrue for cleaning, damage to the unit beyond normal wear and tear, or storage of abandoned property as applicable. The cleaning fee is assessed at a rate of \$100 per hour, and storage will be at a rate of \$10 per day.

When a resident's contract is terminated by CBC, the resident will be provided notice of the termination, which will include the reason for the termination. Depending on the violation, the amount of time within which a resident must vacate the residence hall may vary. Generally, the time given is two weeks or the end of the quarter (whichever comes first), or immediately for severe violations which pose an immediate danger to the health, safety or welfare of the campus community.

The Student Housing Contract may be terminated by written notice for violations such as:

- Any violation of the Student Housing Contract or standards established by this Residential Living Handbook.
- Providing false or misleading information on the housing application.
- Abandoned Property (see Abandonment below).
- Outstanding or overdue balances on the resident's account.
- Continued or repeated violations of any kind.
- Failure to maintain eligibility requirements including enrollment and satisfactory academic progress.

For all contract terminations, all outstanding balances shall immediately become due upon the contract termination date. Daily charges will apply for staying past the termination date,

calculated at the daily prorated amount for each day until the official check out is completed. Additionally, CBC will retain all or part of the refundable portion of the security deposit (\$250), if the resident does not follow the move-out procedures, if there is damage to the unit beyond ordinary wear and tear, charges are incurred by CBC for cleaning, or storage, or to pay any outstanding balances on the resident's account. The resident will be unable to register for classes and CBC will not issue transcripts until full settlement of the resident's account has been made. If the account is assigned for collection, resident will pay past due amounts at an interest rate of 12% per annum, plus reasonable collection costs and attorney's fees. Any refund of the security deposit will be applied to the resident's account within 30 days.

## ABANDONMENT

Resident shall notify the Student Housing staff of any anticipated absence from the residence hall. Failure to notify the Director for Student Housing or any other Student Housing staff within 10 days of absence will constitute abandonment of their room and the following may apply:

- The Student Housing staff may enter the abandoned room;
- Any illegal items or substances found in the abandoned room will be reported to the Pasco Police Department;
- If the resident wishes to recover the abandoned property, they may request the property from the Director for Student Housing;
- After 10 days, any unclaimed property will be donated to a non-profit organization;
- Storage and disposal fees may apply;
- The resident will not be refunded any payments made to CBC for the period of abandonment;
- Note that a resident is "determined to be missing" when the student has been absent from the Residence Hall for a period of 24 hours or longer without any known reason. Please refer to the Missing Person Notification section of this Handbook.

## CHECKING OUT

When vacating the residence hall, the resident will be responsible for the following:

- Removal of all personal belongings;
- Cleaning the room (cleaning not done to satisfaction may incur additional cleaning fees). The room must be left in move-in condition;
- Returning all room furniture to original location and condition;
- Completing a walk-through inspection with a member of the Student Housing staff;
- Returning all keys to Student Housing staff.

If a refund of the deposit is owed to the resident, the funds will be returned to the resident's account within 30 days. If the resident paid for the deposit on a debit or credit card, the refund will be applied to that specific card. If the resident paid for the deposit with cash or check, a check for the refund will be mailed to the updated address on file. The amount of the deposit refunded will depend on the condition in which the resident leaves the unit. A resident may receive up to \$250 of their deposit if there are no damages, additional cleanings, or items/garbage that needs to be removed.

# SAFETY & SECURITY

CBC is committed to ensuring the safety and security of all students and staff. Students, faculty, and staff are expected to abide by local, state and federal laws and the rules and regulations of Columbia Basin College. CBC students have an important role in taking personal responsibility for their conduct and safety, thereby enhancing the quality of life for all in the campus community. Cooperation and involvement of students, faculty and staff is essential to campus safety, as is the ability to respond appropriately to emergency situations. CBC affirms that a well-informed campus community helps create a safety-conscious public.

## ANNUAL SECURITY REPORT

CBC's Annual Security Report (ASR) complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Uniform Crime Reporting Act, as well as the Violence Against Women Reauthorization Act. Its purpose is to make public all reported campus crime for the previous three years, as well as Campus Security policy statements. The crime statistics in the ASR include those reported to Campus Security, designated campus officials, campus security authorities, as well as local law enforcement agencies. All crimes occurring on any property owned or controlled by the College are included, as well as crimes occurring on certain public property that is immediately adjacent to and accessible from the campuses. The full report can be viewed at [www.columbiabasin.edu/live/stay/campus-security-and-safety](http://www.columbiabasin.edu/live/stay/campus-security-and-safety).

## SECURITY

- CBC holds no responsibility for any items that are lost or stolen from resident rooms.
- Residents are not permitted to give or loan their keys to anyone.
- To ensure the safety of residents and their belongings, residents should keep their room doors and windows locked.
- Windows on the first floor should be closed and locked when the room is not occupied.
- Residents are not permitted to prop open the exterior doors or interior hallway entrances.
- Always find out who is knocking before opening the door by looking through the peephole. If an unexpected or unknown person requests entrance, contact the RA on Call to verify their identity and authorization within the building.
- Any resident with a no-contact or restraining order must give a copy of the order to the Director for Student Housing who will assist in restricting entry to unauthorized person(s) into the hall.
- Residents are encouraged to sign up to receive notifications on their cell phones and/or personal email address through the CBC Emergency Notification System (ENS). For more information, visit [www.columbiabasin.edu/ens](http://www.columbiabasin.edu/ens).

## EMERGENCY PROCEDURES

Whenever possible, CBC will coordinate with federal and state, disaster and relief agencies, etc. to allocate facilities, equipment and personnel to assist with a crisis either on or off campus involving students, personnel or visitors.

Student Housing does not have medical staff. Student Housing staff will not be responsible for ensuring that residents take required medicine prescribed by doctors for their individual health needs.

### 1. IN CASE OF EMERGENCY

- If there is an emergency, accident or injury in the residence hall: dial 911 immediately and give the dispatch the following information:
  - **LOCATION OF EMERGENCY:**  
Sunhawk Hall  
2901 N 20th Ave., Room #  
Pasco, WA 99301
  - **TYPE OF EMERGENCY**
  - **NAME AND CONTACT INFORMATION**

### 2. IMPORTANT CONTACT INFORMATION

CONTACT	INFORMATION
Student Housing Office	509-542-4550; <a href="mailto:housing@columbiabasin.edu">housing@columbiabasin.edu</a>
CBC Campus Security	509-542-4777
Pasco Police Department	911 or 509-545-3510 (non-emergency)
Pasco Fire Department	911 or 509-545-3426 (non-emergency)
Medical Emergency	911 and contact Campus Security immediately after
Resident Advisor on Call	509-492-1208 (available from 7 pm to 7 am)

### 3. NATURAL DISASTERS

- During an earthquake, "Stop, Drop and Hold." Don't enter or exit a building during shaking due to the danger from falling debris.
- Due to the possibility of isolation, CBC strongly encourages residents to be prepared for a natural disaster. Residents are encouraged to assemble an Emergency Supply Kit that will last at least three days containing:
  - Water
  - Non-perishable food
  - Hygiene supplies
  - Any personal medications

### 4. CAMPUS LOCKDOWN

In the event of a lockdown, all exterior doors of student housing will be locked. During any lockdown process, residents should:

- Remain calm and quiet,
- Stay away from windows and doors,
- Not enter building hallways,
- Close window shades,
- Turn off lights, computer monitors and music,
- Turn cell phones to silent or vibrate and refrain from using telephones except for emergency notification to 911 or Campus Security at 509-542-4819,
- Assist persons who may be in need.



## MISSING STUDENT NOTIFICATION

A resident is determined to be missing when a missing person report investigation concludes that the resident has been absent from CBC for a period of 24 hours or longer without any known reason.

Reports of missing residents should be directed to the Director for Student Housing at 509-542-4550. When a resident is reported as missing by any source, Student Housing staff, in conjunction with Campus Security and the Vice President for Student Services, and/or designee, will determine whether a resident is missing. The Director for Student Housing or Student Housing staff should be notified of any planned absences from both CBC and the residence hall for any period longer than 24 hours.

### PROCEDURE FOR DETERMINATION OF MISSING STUDENT

Any concerned person who has information that a resident may be missing must notify the Director for Student Housing immediately so that the resident's location and status may be determined. The Director for Student Housing will follow the procedures for notifying the local law enforcement authorities and will assist external authorities with investigations as requested.

- The Student Housing staff will gather all essential information about the resident from the reporting person and from the resident's acquaintances.
- The Director for Student Housing and other appropriate campus staff will be notified to aid in the search for the resident.

If the above actions are unsuccessful in determining the location of the resident within 24 hours, or it is immediately apparent that the resident is a missing person (e.g. witnessed abduction), the resident will be determined to be missing.

### PROCEDURE FOR NOTIFICATION OF A MISSING RESIDENT

Once a resident is determined to be missing:

1. The Director for Student Housing, or designee, will notify the confidential emergency contact(s); and
2. The Director for Student Housing, or designee, will notify the appropriate local law enforcement agencies.
3. For non-emancipated residents under the age of 18, CBC is required to notify the custodial parent or guardian no more than 24 hours after the resident is determined to be missing, regardless of whether the parent or guardian is listed as the emergency contact.

### DESIGNATION OF CONFIDENTIAL EMERGENCY CONTACT

All residents can identify an individual or individuals to be contacted by the Director for Student Housing in cases of emergency or if the resident is determined to be missing in accordance with the procedures set forth above.

1. Residents can register their designated contact person on the Student Housing application, or they may submit a contact in writing to the Student Housing Office.
2. A designation will remain in effect in the resident's file until changed or revoked by the resident.
3. This information will be maintained confidentially and will be available only to Student Housing staff, CBC personnel with a legitimate need to know and local law enforcement, if needed.
4. The administration of CBC reserves the right to notify the parents of a resident of any age if they have been determined to be missing, regardless of whether the parent is listed as an emergency contact.

## FIRE SAFETY

In case of fire, residents should remain calm and never re-enter a burning building to save personal possessions. The designated evacuation location is the parking lot of the residence hall farthest from the building. Hallways and doors must always be clear to allow ease of access. All property must be properly stored in room or alternate storage arranged by resident. Storage in hallways, staircases, and/or common areas is prohibited.

### A. IN THE EVENT OF A FIRE

Upon the discovery or suspicion of a fire, residents should:

- Pull the nearest fire alarm
- Exit the building
- Attempt to warn others while exiting
- Regroup in the parking area farthest from the building if safe, and call 911
- Contact Student Housing staff once in a safe location

### B. EQUIPMENT: SMOKE DETECTOR AND FIRE EXTINGUISHER

In some cases, the smoke detector may become over-sensitive and tend to activate for no apparent reason. A malfunctioning smoke detector may also beep intermittently. A malfunctioning detector should be reported by contacting the Student Housing staff. Tampering with fire alarms or extinguishers is a federal offense and creates a severe safety hazard. Violators will be reported and referred to the Director for Student Housing, Student Conduct Office, and/or civil prosecution, and restitution charges. Tampering with any safety equipment may result in termination of the Student Housing Contract.

### C. FIRE DRILLS

Fire drills will be conducted on a quarterly basis.



## EMAIL

housing@columbiabasin.edu



## PHONE

509.542.4481



## ADDRESS

2815 St. Andrews Loop, Suite E  
Pasco, WA 99301



## WEBSITE

housing.columbiabasin.edu

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at 509-542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Disability Support Services at 509-542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.