

FIRST FLOOR MEETING AGENDA AUGUST 2008



Welcome Home!

This meeting is designed to give you some important information about living in the Residence Halls, as well as give you an opportunity to meet the other residents sharing the floor with you. Please take a few minutes to read over the information on this handout. Also, be sure to sign in so we know you were here!

Meeting Agenda:

1. **Introductions** (15 minutes)
2. **Living in the Residence Halls – a video presentation** (15 minutes)
This video will provide information about key policies and procedures that will be important to you while you live in the halls. Be sure to ask any questions that you have after the video.
3. **Who is this RA anyway?** (5 minutes)
I'm going to take a few minutes to introduce myself and let you know why I'm here!
4. **Review of Specific Policies** (10 minutes)
While all of the policies are very important to foster a healthy living environment, we're going to highlight a few that relate directly to personal safety. Details are included in this handout as well. You'll want to make sure you read your handbook as that contains all of the residence hall and School policies. If you don't have one, you can pick one up from the hall desk.
5. **Facilities and Recycling** (5 minutes)
Things break... I want to make sure you know how to get them fixed. Also, I want to talk to you about the recycling program that SAIC just started. It's easy to recycle (no separating!), there are just a few guidelines.
6. **Living with your Roommate – Student Living Plans** (5 minutes)
I want to give you some tools to help you and your roommate live well together. Remember that I'm here to help you throughout the year as well.
7. **Floor Mural** (5 minutes)
8. **ouRArt Show**

The rest of this packet has important information that will be helpful to you. If you have any questions as you read over it, please let me know!



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Fire Safety

Remember that smoking, candles, incense and anything with an open flame is not permitted in the residence halls. Be sure to read your handbook for the full details of this policy.

In the event of a fire alarm sounding (a drill or actual event), you are required to exit the building immediately. Elevators will be out of service and you must use the stairs. Only use the exterior fire escapes if an actual fire is preventing you from taking interior stairways. When you exit the building, you should be wearing shoes, have your ID and your room key. Once out of the building, you must cross the street, via a cross walk. Once the building is cleared, you will be notified by building staff that you can return.

Be sure to let your RA know if you are not able to use the stairs so they can assist you in registering your name with security's evacuation assistance list (this should be done before an emergency occurs). If you are unable to use the stairs due to injury or disability, wait in the stairwell for assistance. If the fire is in the stairwell, return to your room and contact security via phone.

Window Screens and Blocks

Your windows are equipped with screens and, in most cases, window blocks that restrict how much a window can be opened. Screens and window blocks may not be removed from the windows at any time! If you find that a screen or window block is damaged, you must contact building staff immediately.

Tampering with or removal of screens and window blocks could result in immediate removal from the Residence halls. Be sure to read the SAIC Student Handbook for full details on the policy.

Emergency Procedures

If there is an emergency, you should call security immediately (162 North State – 312-846-2100; Chicago Building – 312-516-5300). Security will contact emergency personnel if necessary. Please do not call 911 or the Chicago Police. It is important to contact building security so they know where the situation is and because they can respond much faster, providing quicker assistance.

