

**Residential Life Office
Guest Housing Agreement**



Welcome to The Colburn School!

Key Card No. —

By signing below, I am stating that I have read through this packet and agree to the following:

As a residential guest at The Colburn School, I agree to leave my bedroom and suite in the same condition as I found them. If any damage occurs within a bedroom, I understand that the resident assigned to that bedroom shall be held accountable and fined for the damages. If there are damages to any of the common areas within the suite (i.e., bathroom, living area, kitchenette, etc.), the charges shall be split evenly and billed to all residents assigned to the suite. Upon check-out, I will turn in my suite key card and follow the checkout procedures listed in this packet. I understand that failure to turn in my suite key card shall result in a fee. I further understand that I shall be held responsible for any fees related to ID cards or the damage of Colburn property. Violation of any of the rules listed within this packet may result in a fine, removal from the residence hall, event cancellation, and/or legal prosecution. Permission for violators of these rules to stay in The Colburn School residences at future dates shall be at the discretion of The Colburn School. I agree to pay the invoice that will be billed by facilities upon my departure from Colburn.

Print Resident Name: _____ **Date:** _____

Sign Resident Name: _____ **Mobile Phone:** _____

Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____ **Country:** _____

Arrival Date: _____ **Departure Date:** _____

Residential Guests Under 18 Years of Age:

Residential guests under the age of 18 are required to provide the signature of a parent or guardian below. The parent/guardian's signature means that he/she agrees to take full responsibility for his/her child in the event of any violations of this housing contract.

Print Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____ **Phone:** _____

Address: _____ **Email:** _____

INFORMATION ABOUT LIVING AT THE COLBURN SCHOOL

Check-In

All Colburn guests must go through a check-in process. Colburn guests will need to obtain a suite key and possible parking pass as well as sign the required Guest Housing Contract and Internet access form.

If a Colburn guest notices that something is wrong with his/her suite, he/she should notify one of the Residential Life Staff immediately (reshallservice@colburnschool.edu). Colburn guests shall be held responsible at check-out for returning the suite to the original condition found at check-in.

Check-Out

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When checking out of Colburn, please leave your suite key card on the desk in your bedroom. If provided, please remove sheets from the bed and take the pillow out of the pillowcase. Leave all linens on top of the bed. If the towel was provided, and is wet, leave it in the bathroom. Dispose of any trash in the trash chute. Return the suite to its original condition.

Residential Life Staff

There is an RA on-duty each weekday evenings from 6 pm until 8am the following morning, and all day and night on Saturdays and Sundays. The RA may be reached by contacting the School's security command center (213-621-4500) located at the entrance to Parking Structure 2. To contact a residential life staff during normal business hours, stop by the Residential Life Office (Room #953 in Olive Building) or contact the School's security command center (213-621-4500).

Lockouts

Guests who are locked out of their room or suite should go to the reception/security desk on the third floor (Olive Building) for assistance, or contact the security command center (213-621-4500). A residential life staff member will be contacted to assist guests who are locked out. In case of the loss of a guest's suite key card, the guest will be fined \$25 for a replacement suite key card.

Campus Cafeteria

Guests are welcome to purchase food in the Colburn Café. Hours are posted in the cafeteria.

Parking

Guest parking passes must be obtained from the Security Command Center (213.621.4500) located at the entrance to Parking Structure 2 or from the Security Office.

Guests

Guests of The Colburn School are not allowed to have visitors in the residential suites.

Internet

Guests who wish to have Internet Access must sign The Colburn School Wireless Access User Policy found below. Once you have agreed to this policy, you will be given the Internet pass code. If there are any problems connecting, please contact The Colburn School Helpdesk: 213-621-1087. The Colburn School Helpdesk hours are: Monday – Friday, 9 am – 6 pm.

Laundry

The laundry room is located on level 2 in the Olive Building. The laundry room is open 24 hours per day. Laundry detergent is not provided. A change machine is located directly across from the elevator on level 2 next to the vending machines. The machines take credit cards and quarters.

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Gym

Guests of The Colburn School are allowed to use the gym on level 2. Please sign the Fitness Waiver and obtain a gym pass from the Olive Security Desk. There is a YMCA within a short walk of The Colburn School: 401 South Hope Street, Los Angeles, CA 90071. Day passes are available at the YMCA: 213-624-2348.

Metal Bedroom Keys

Guests at The Colburn School shall not be given a key that locks his/her bedroom suite. The Colburn School is not responsible for any lost/stolen items. It is recommended that guests of The Colburn School do not bring items that are very valuable since the bedroom doors cannot be locked.

Pets

Live animals are not permitted in the residence hall.

Duty to Follow Directives

Visiting residents are required to follow the directives of residential life staff members. Every effort shall be made to address inappropriate behaviors in coordination with the visiting group staff.

Trash and Recycling

Guests are expected to bag and dispose of their own trash. Trash should be taken to the trash chutes and disposed of properly. In order to prevent pests and rodents, trash must be sealed in plastic trash bags before being placed in the chute. Trash should never be left in the hallways or in the trash chute closet. Larger items that may clog the chutes must be torn up or broken down before putting into the chutes. Trashbags and recycling are available in every trashroom.

Telephones

The Colburn School recognizes that mobile phones are widely used. However, the School has provided a shared common phone in each suite. This phone is for receiving incoming calls and for making internal campus calls only. The phone also may be used to dial 9-1-1 in an emergency. A payphone is located on level 2 in the Olive Building, where 9-1-1 can be dialed, and where calling card and coin calls may be made.

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Television

Each residential suite is equipped with a television provided by The Colburn School. Satellite channels are available by plugging in to the cable outlet. The current configuration includes 40 of the most popular local and cable channels.

Channels Available (subject to change):

2 – CBS local	22 – HGTV
3 – A & E	23 – Travel Channel
4 – NBC local	24 – TLC
5 – ABC Family	25 – VH1
6 – American Movie Classics	26 – MTV
7 – ABC local	27 – E! Entertainment
8 – Animal Planet	28 – ESPN
9 – BBC America	29 – ESPN2
10 – Bravo	30 – Nickelodeon
11 – Local 11 (Fox)	31 – Game Show Network
12 – Comedy Central	32 – Cartoon Network
13 – My 13	33 – IFC (Indie Film)
14 – CNN	34 – Lifetime
15 – HLN	35 – Science Channel
16 – Fox News	36 – Sci-Fi
17 – MSNBC	37 – Spike
18 – Weather Channel	38 – TBN
19 – Discovery	39 – TBS
20 – Oprah Winfrey Network	40 – TNT
21 – Food Network	41 – History Channel

Maintenance and Repair

To request **non-emergency** maintenance or repairs in your suite, bedroom or other School area, send an e-mail to the following address: reshallservice@colburnschool.edu.

To report an **emergency** maintenance or repair problem, you should not send an e-mail. Instead, you should report the problem to the receptionist/security guard on the third floor of the residential (Olive) building. (213-621-4500).

Examples of emergency maintenance/repair problems are:

- Flooding
- Sewage spill
- Broken glass
- Structural damage
- Person(s) stuck in elevator
- Electrical outage or short-circuit
- Any other problem that might cause injury or harm to residents

Right to Enter

The School recognizes its guests' desire for privacy, and will make every effort to be respectful of guests' living space and need for privacy.

School staff may enter suites or rooms under these rare conditions:

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- Whenever there is an indication of immediate health/safety risk, medical, safety or facilities emergency, or when the building is being evacuated for an alarm.
- Whenever a guest has requested, or the staff determines there is need for, maintenance or repair. The Facilities staff will leave a note indicating that the room or suite has been visited and stating the work done.
- Once per semester, the Residential Life staff shall conduct health and safety inspections of every suite and room. These inspections shall be announced well in advance.
- In a guest's absence, the staff may enter a suite or room to silence noise (such as an alarm clock, stereo, or computer).
- Whenever there is suspicion of serious violations of the Standards of Guest Conduct or the law, the School may choose to enter or may enter with the assistance of local police.

Whenever possible, a staff member shall not enter a suite or room alone; the staff member shall be escorted by another staff member. The Director of Residential Life or the Dean for the Conservatory shall be notified of the need to enter a room or suite in an extreme situation. The Director and Associate Dean shall weigh safety and the community good before giving staff permission to access guest living spaces in extreme situations. When necessary, the Director or the Dean shall accompany other staff members who need to enter.

Standards for Student/Guest Conduct

The Standards for Student Conduct apply to all guests of The Colburn School. It is expected that all guests shall read and understand the information below, which is organized alphabetically by topic. A guest who violates the standards may be given a warning, fined, or removed from the residence hall. Permission for violators of these rules to stay in The Colburn School residences at future dates shall be at the discretion of The Colburn School.

ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted in residential guest suites or bedrooms.

COMMERCIAL ENTERPRISE

Suites and rooms in the residence hall are to be used for living and studying purposes only. The operation of a business or commercial enterprise from the residence hall is prohibited. Soliciting, peddling or selling from the residence hall and in or around the residence hall is prohibited.

COMMUNITY LIVING

- **Noise Level:** It is expected that guests will be courteous of their neighbors at all times. Guests are allowed to practice on residential floors between the hours of 9 am and 9 pm. Outside of these hours, practicing is to be confined to dedicated practice rooms.
- **Lewd Conduct:** Disorderly or lewd conduct in the residence hall is prohibited. This includes posting or using language or images that may be offensive or intimidating to others.
- **Threats, Harassment, Intimidation, Hazing:** Activities that threaten the health and safety of other community members, including hazing, intimidation and harassment, shall not be tolerated. This policy includes intimidation and harassment through the use of electronic communications like text messages, web forums, e-mail, chat, or instant messages.
- **Trash Disposal:** Guests are expected to take personal and suite trash to the designated trash chute, and not to leave trash in any common area or hallway. To avoid clogging trash chutes, oversized items, boxes and furniture must be broken down before being put into the chutes.

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- **Recycling:** Blue recycling bins are located in the trash room on each residential floor. For a list of all recyclable products, please visit: <http://dpw.lacounty.gov/epd/Recycling/crm.cfm>.
- **Clean-up in Common Areas:** It is expected that guests will clean up after themselves when using common areas and School facilities, including hallways, laundry, fitness center, television room, lounges, etc.
- **Propping Doors:** Guests are expected to help keep the buildings safe by not propping doors open at any time. This prevents strangers from entering the building.

DAMAGE/VANDALISM/THEFT OF PROPERTY

The Colburn School believes that guests and residents should be held responsible for their actions. Therefore, guests shall be held financially responsible and shall be charged for any damages caused by them to the School buildings, furniture and equipment. If more than one guest is associated with the damage/vandalism/theft, the total bill shall be divided among all the guests associated with the space.

DRUGS/CONTROLLED SUBSTANCES

The possession, sale, manufacture, and/or use of illegal drugs will not be tolerated in the residential facility, or anywhere on The Colburn School campus.

FIRE SAFETY POLICIES

The Colburn School recognizes the importance of fire safety, and has put in place policies that are designed to prevent needless threats to the safety of our guests and to comply with strict guidelines set by the Los Angeles Fire Marshal. As the Seton Hall University residence hall fire in January 2000 demonstrated, even seemingly harmless pranks can turn into deadly situations. Fire safety policy violations are treated with the utmost seriousness. For more information, refer to the "Safety Information and Emergency Procedures" section of the handbook.

- **Evacuation/Compliance with Alarms:** Guests are expected to evacuate the building during fire or smoke alarms, and to congregate in the designated evacuation assembly area. Failure to evacuate the building quickly—using stairs, not elevators—is seen as an extremely serious matter.
- **Tampering with Fire Equipment:** Tampering with, damaging, altering, or disconnecting fire safety equipment—including but not limited to smoke detectors, fire alarm horns, fire pull stations, fire door exit alarms, sprinkler heads and fire extinguishers—is strictly prohibited. A violation of this policy is seen as an extremely serious matter.
- **Acceptable Occupancy:** Large gatherings in suites (encompassing bedrooms and suite living area) are prohibited due to fire code and safety considerations. Suites may not have gatherings that exceed double the amount of residents the suite is designed to hold.
- **Candles and Open Flames:** The possession of items that produce an open flame (including but not limited to candles/decorative candles, incense, torches, propane cooking grills) is not permitted. The responsible storage of small cigarette lighters/matches is allowed.
- **Smoking:** Smoking is prohibited in all campus buildings (see "Smoking" below). In addition, any items that create smoke, specifically including incense, also are prohibited in campus buildings, including residential areas.
- **Small Appliances:** In each suite the School provides a small refrigerator, a coffee pot, and a microwave oven; no other kitchen appliances are allowed. The use or possession of appliances which include a heating element or coils and/or produce excessive heat is prohibited for safety reasons. This ban includes (but is not limited to) the following common items: halogen lamps,

sunlamps, toaster ovens, hot plates, deep-fryers, electric skillets, electric heaters, and coffee pots (except for the one provided by the School). The use of handheld clothing irons that are equipped with automatic shut-off timers is acceptable, when stored and used safely. Ironing must not take place on any surface except an ironing board. All appliances must be UL-approved.

- **Lighting Fixtures:** Lighting fixtures must not be covered by any means other than by original installed equipment (such as lamp shades, lighting lenses, etc.). At no time should lighting fixtures be covered by cloth, paper, or any other material.
- **Explosives, Combustibles:** The possession or use of any item that has the potential to cause an explosion, excessive sparks, or heat, is prohibited. Also, storage of chemicals or substances that have the potential to explode or cause burning or other injury is prohibited.
- **Responsible Cooking:** Due to limited ventilation and sensitive fire and smoke detector equipment, cooking in the guest suites is not permitted, except for that done in the microwave provided by the School.
- **Propping Doors:** Guests are expected to help keep the buildings safe by not propping doors open at any time. Keeping doors closed helps prevent fire from spreading.

FURNITURE AND WALLS

The Colburn School supports its guests by providing a clean, well-furnished and well-maintained residential facility. Guests are expected to be respectful in their treatment of the School's property.

- **Furnished Rooms:** Suite bedrooms include 1 extra-long twin bed, 1 desk and chair, 1 lamp, 1 wardrobe, and 1 bedside table. Guest common space in suites include: 1 sofa, 1 chair, 1 TV and stand, 1 end table, 1 coffee table, 1 microwave, 1 mini-fridge, 1 paper towel holder, and 1 coffee pot. Guests shall be held financially accountable and billed for any missing items. Note: Some suites do not have all of furniture listed. If you have any questions, please let the Res Life Staff know.
- **Moving Furniture:** Residence hall and classroom furniture is placed according to fire and safety codes. Guests must not move furniture. Guests must not remove furniture from suites or bedrooms, and must not move or remove any lounge or common area furniture. Following check-out inspections, guests shall be charged for violations of this policy.
- **Disassembling Furniture:** Furniture must not be disassembled.
- **Damaging Furniture:** Guests are expected to take good care of residence hall furniture so it may be enjoyed by future guests. Guests shall be held financially accountable and billed for all damaged furniture.
- **Extra Furniture:** Due to strict fire and safety codes, the addition of extra pieces of furniture (e.g. couches, beds, desks, dressers, etc.) is not allowed.
- **Billing for Damaged/Lost/Moved Furniture:** If furniture is missing or damaged from an area common to more than one guest, then all of the guests associated with the space shall be billed. The total bill shall be divided among the guests associated with the space and charged to each guest's account.
- **Walls:** Any item to be adhered to a wall must first be approved by the Resident Director. Approved items may be attached to walls by the use of museum putty or adhesive putty. Items must not be

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attached to walls by use of any mounting hardware (screws, anchors, nails, tacks, bolts, etc.). Paint must not be applied to any surface (including walls, floors, furniture, etc.).

- **Billing for Damaged Walls/Apartment Damage:** Any holes, tears, scratches, and/or ripping of paint that is larger than a pinhole shall be charged to the guest. Holes larger than a pinhole are considered out of the realm of "normal wear and tear" that happens to an apartment. Guests must NOT use tape when attaching posters, pictures, or other items to the walls. Upon check-out guests are expected to return the room to its original check-in state. If more than one guest is associated with the damage the total bill shall be divided among the guests associated with the space and charged to each guest.

GAMBLING

Gambling is prohibited in all Colburn School facilities, including the residence hall common areas, suites, and bedrooms.

KEYS CARDS AND ACCESS

All guests are issued a key card that has coded in it access to permitted rooms and areas (for example, practice rooms) as well as possible meal subsidy. Because of this, key cards must be guarded carefully.

- **Control of Keys and Key Cards:** Guests are expected to maintain control over their own keys and access cards (key cards) at all times. Keys and access cards are not to be in the control of anyone other than the guest to whom they are checked out, under any circumstance.
- **Duplication Prohibited:** The duplication of School keys or access cards is prohibited.
- **Storage/Mechanical Areas:** Guests are not permitted to access storage rooms, mechanical rooms, emergency-only doors, elevator shafts, or other areas marked as Off Limits.
- **Windows:** Guests are not permitted to enter, exit, or hang items outside of suite or bedroom windows.
- **Residential Floors:** Guests are to be only on assigned residential floors.
- **Gym, Guest Lounge, Computer Room:** Guests are not permitted to access the gym, guest lounge, and computer room on level 2 of the residence hall unless given permission by an administrator and escorted by a staff member or security guard.

QUIET HOURS

It is expected that guests shall treat their fellow residents with respect by being courteous at all times. In order to ensure that all guests have the right to sleep and study in peace, "Quiet Hours" have been established in the late evenings. During Quiet Hours, noise should not be audible outside of guest suites, and guests should be careful to keep noise in common areas and hallways to a minimum. Violations of this policy may result in fines and/or disciplinary action.

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Quiet hour schedule:

- Sunday through Thursday night 11:00pm to 8:00am
- Friday night 12midnight to 9:00am
- Saturday night 12midnight to 9:00am

SMOKING

Smoking is prohibited in all campus buildings, including the residence hall and its common areas, suites, and bedrooms. Designated smoking areas are clearly labeled outside the buildings. By law, designated smoking areas must be a minimum of 20 feet from buildings. Smoking is to be confined to designated areas at all times. Violation of this policy may result in fines and/or disciplinary action.

THEFT

Theft of any item belonging to a Colburn guest, Colburn guest, student, staff or faculty member, or of any item belonging to the School itself, is prohibited. This policy includes theft of food or merchandise items from the campus cafeteria and other contracted vending services. Theft is considered an extremely serious matter by the School and shall result in disciplinary action.

WEAPONS

Guests are not permitted to have weapons on campus at any time. These include firearms (licensed or non-licensed), martial arts weapons, swords, knives (except small eating utensils and reed-making tools), cap guns, ammunition, or other weapons that may cause harm or fear in the community. This policy applies to weapons facsimiles as well (e.g. fake guns, decorative swords, plastic nun chucks, etc).

SAFETY INFORMATION & EMERGENCY PROCEDURES

In any emergency, it is important to both call 9-1-1 first, and then to notify the staff—either the RA on duty or the security guard on the third floor of the Olive Building. It is also important that guests never put their own health or safety at risk. In emergency situations, guests should stay calm and take immediate action to keep themselves safe. The following information should be read by all guests.

EXTREMELY IMPORTANT: Guests should program 9-1-1, the RA duty phone (213-590-7277) and the School's security command center (213-621-4500) into their mobile phones at the beginning of their stay in case of need.

EVACUATION ASSEMBLY AREA

In any emergency that requires the evacuation of the building, no matter what time of day or night, all building occupants must exit and go to the Evacuation Assembly Area. This is a designated gathering place for building occupants. By gathering here, the staff will be able to assess the condition of the guests, communicate instructions, and formulate orderly next steps.

The Evacuation Assembly Area for the residential building is the sidewalk at the corner of 2nd and Olive Streets. Please note this location for your own safety. If this location is not accessible, proceed to the evacuation assembly area at 2nd and Grand Avenue.

TO REPORT A MEDICAL EMERGENCY

If you or someone else has been severely injured or has a medical emergency, contact 9-1-1 and notify the RA on-duty or the security staff. Stay calm. Do not move the injured person. Keep others back, and wait for help.

TO REPORT A FACILITIES EMERGENCY

If there is a major facilities-related emergency (flooding, sewage spill, broken glass, structural damage, person(s) stuck in elevator, electrical outage, or other problems that might cause injury or harm), contact the security command center (213-621-4500). Keep yourself and others away from danger, and phone 9-1-1 if anyone has been hurt.

FIRE PROCEDURES

TO REPORT A FIRE:

If you smell smoke, feel intense heat, or see a fire:

- Do not try to fight the fire.
- Call 9-1-1 and pull the closest fire alarm pull station.
- If you have a mobile phone and can safely do so, call the RA on-duty (213-590-7277).

EVACUATION OF THE BUILDING IN A FIRE ALARM OR EMERGENCY:

- Proceed to the closest exit. Do not use the elevator. Look for a green exit sign.
- In general, it is best to move toward the ground floor. If the floors below you are unusable (too hot or too filled with smoke), move to an upper floor and find a window where you can wait for rescue.
- If there is smoke in the area, stay low to the ground and cover your nose and mouth.
- Feel each door before opening it to make sure there is no intense heat on the other side.
- Do not break windows unless it becomes necessary for escape or rescue.
- When you have reached the ground floor and have exited the building, move to the Evacuation Assembly Area (the sidewalk at the corner of 2nd and Olive Streets) to receive important information and so the staff may account for everyone and know that you are safe.
- Do not, under any circumstances, re-enter the building.

IF YOU ARE TRAPPED:

- In general, it is best to move toward the ground floor. If the floors below you are unusable (too hot or too filled with smoke), move to an upper floor and find a window where you can wait for rescue.
- If there is smoke in the area, stay low to the ground and cover your nose and mouth.
- When trapped, DEFEND IN PLACE: Stay low and put as many barriers as possible between you and the fire. If you are in a room with doors, stuff cloth under the door to prevent smoke from entering.
- If possible, close vents and turn off air circulating systems.

EARTHQUAKE PROCEDURES

DURING AN EARTHQUAKE – INSIDE:

- If you are inside and feel the building or the earth shake, take cover quickly to protect yourself from falling glass and debris. Move away from windows. Also, stay away from doors that may swing open and harm you.
- Get underneath a desk, table, or other sturdy object with a hard surface, and hold on. If there is no table or desk or similar object, find an interior wall and sit with your back against it. Lean forward and cover the back of your neck with your hands to protect yourself.
- WAIT! Do not immediately run outside. Many people are hurt or killed by debris falling from buildings. Make sure the earthquake is over, and make sure the area around you is safe before moving outside.
- Remember that aftershocks are possible.

DURING AN EARTHQUAKE – OUTSIDE:

- If you are outside and feel the earth shake, move quickly away from buildings, structures, etc. that may have falling debris or glass.
- Stay away from power lines, trees, traffic signs and signals, etc.

AFTER THE QUAKE:

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- Move slowly and cautiously toward the Evacuation Assembly Area (the sidewalk at the corner of 2nd and Olive Streets).
- As you move, assist those who may need help—if it does not put your own safety in jeopardy.
- As you move, be cautious of possible hazards such as broken glass, electricity sources, leaking chemicals or gas.
- Do not use elevators.
- If you are unable to exit safely, continue to avoid unsafe areas in case of aftershocks. Move to a place where you may call or wave for help.
- Emergency personnel may not be available, and it is important to expect to help others and take care of yourself. Phone lines may be down, roads may be obstructed, and it may be necessary to survive on limited food and water for some time.
- The Floor Wardens or other School personnel will be in charge of distributing and monitoring food, water and medical supplies, and will provide important information at the Evacuation Assembly Area (the sidewalk at the corner of 2nd and Olive Streets). The staff will need your help. School personnel may assign guests to serve in the following roles: runners, supply monitors, medical triage, damage assessment, security patrols.

BOMB THREAT/TERROR THREAT

There is a remote possibility that a guest may receive a bomb threat. There are many reasons individuals may choose to phone or mail a threat. It is important that our community react swiftly to avoid putting community members at risk or creating panic.

IF YOU RECEIVE A THREAT: If you receive a phone call indicating the presence of a bomb or other terror-inflicting device, keep the caller on the line as long as possible, and gather this information:

- *Where is the device?*
- *What type of device is it?*
- *When is it set to be activated?*
- *Who are you?*
- *Why are you doing this?*

Don't assume the caller will not give this information; it is likely that if they are calling, they do want to provide information.

Also, make notes about the following:

- *Are there background noises?*
- *Are there identifying characteristics to the voice of the caller?*
- *Caller's gender?*
- *Accent or dialect?*
- *Strong telephone connection, or fuzzy phone line?*

Report the threat immediately by calling 9-1-1 and the School's Security Command Center (213-621-4500). School officials or local authorities will determine whether an evacuation is necessary—in part, based on the information you provide.

IF YOU FIND A SUSPICIOUS OBJECT: If you find a suspicious object or substance, do not touch it or go near it. Isolate the area immediately, tell others to stay away, and contact the staff and authorities.

Evacuate the area, and move to the Evacuation Assembly Area (the sidewalk at the corner of 2nd and Olive Streets) to await further instructions.

POWER FAILURE

In the event of a major power failure, the building is equipped with a back-up generator that will provide power for emergency signage and stairwells for a limited amount of time. Guests should not use elevators during a power failure, even if they appear to be running properly.

If the power failure persists for a long period of time, the back-up generators may run out of power. It is important to listen to instructions from the Residential Life and security staff. The staff may require that guests move to a central location within or outside the building to ensure the safety of everyone, particularly if the power failure continues during nighttime hours.

If the fire alarm system fails, guests may be asked to assist the Residential Life staff in a “fire watch” patrol of the building.

EMERGENCY/DURESS (BLUE LIGHT) PHONES

The School has placed emergency/duress (blue light) phones throughout the Olive Building. Pressing the button connects directly to the officer in the 24-hour Colburn security control room. Locations include residential hallways, the parking garages, and the fourth and fifth floors in the Olive Building. Should a guest feel threatened or encounter an emergency, this phone should be used to reach help. Misuse of these phones may result in fines or disciplinary procedures.

PANIC BUTTONS IN PRACTICE ROOMS

Panic buttons are located in the Olive Building practice rooms. Pressing a panic button notifies Security of the need for assistance and the location of the button pressed. Misuse of panic buttons may result in fines or disciplinary procedures.

FEE LIST

The following fees may be assessed at the discretion of The Colburn School.

Lost/Broken key card:	\$25
Linen loss or damage:	Replacement value
Damage/Cleaning fee:	Actual cost of cleaning/maintenance <i>(Includes but is not limited to excessive filth, wall damage, furniture damage, etc.)</i>
Damage to Property:	Actual cost of repair or replacement
Moving of Furniture:	\$50