Welcome to Washington University in St. Louis!

Our staff looks forward to serving you throughout your stay and we hope you have a wonderful experience at WashU! If you have any questions, please call the Summer Programs and Conference Services (SPCS) office at 314-935-5015. The office is located in Umrah House on Shepley Drive and the entrance is under the red awning on the east side of the building, next door to the Bear Necessities store.

Office Hours
Monday-Friday: 9:00 a.m. to midnight
Saturday and Sunday: 12:00 p.m. to midnight

Outside of office hours, please contact the Washington University Police Department (WUPD) at 314-935-5555 for assistance. WUPD is located on Shepley Drive across the street from the SPCS office. WUPD will contact a Conference Assistant to assist you with lock-outs, lost access cards, and other needs.

Helpful Numbers
(can be dialed from any university phone or 314-935-xxxx from a cell phone)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Programs &amp; Conference Services</td>
<td>5-5015</td>
</tr>
<tr>
<td>University Police</td>
<td>5-5555</td>
</tr>
<tr>
<td>Campus Operator</td>
<td>5-5000 or 0</td>
</tr>
<tr>
<td>Bear Necessities Store</td>
<td>5-5071</td>
</tr>
<tr>
<td>Campus Store</td>
<td>5-5500</td>
</tr>
<tr>
<td>Housekeeping Services</td>
<td>5-5015</td>
</tr>
<tr>
<td>Mail Room (South 40)</td>
<td>5-5069</td>
</tr>
<tr>
<td>Student Health and Counseling</td>
<td>5-6666</td>
</tr>
<tr>
<td>Student Technology Services (Help Desk)</td>
<td>5-7100</td>
</tr>
<tr>
<td>Transportation</td>
<td>5-5601</td>
</tr>
</tbody>
</table>
**Emergencies**
For all emergencies, including medical emergencies, please call WUPD at 314-935-5555. The emergency website is http://emergency.wustl.edu.

**Washington University Police Department (WUPD)**

University Police are available 24 hours a day, seven days a week. The University Police headquarters is located in Lien House off Shepley Drive on the South 40. Look for their green awning. Police can be reached at 314-935-5555 or by dialing 5-5555 from any campus phone. For further information and safety tips, visit www.police.wustl.edu.

**Blue Light Phones**

Blue light phones are emergency phones located throughout campus and identified by the blue lights. Phone activation automatically connects you with University Police who are able to track your location and send assistance.

**Earthquake**

In case of an earthquake, remain calm and stay where you are; most injuries occur as people are entering or leaving buildings. Protect yourself from possible falling objects (Duck, Cover, Hold-On) and do not use stairwells or elevators. If you are outside, stay clear of buildings, trees, walls, and utility wires.

**Fire**

If you encounter smoke or a fire in your building, pull the closest fire alarm or call WUPD at 314-935-5555 and evacuate the building to your designated emergency assembly point (EAP). Emergency evacuation procedures are posted in every bedroom or suite. Please visit http://emergency.wustl.edu/ to view maps of emergency assembly points.

**Emergency Assembly Points**

Buildings on Washington University campuses have designated Emergency Assembly Points (EAPs). Look for the one assigned to the building that you are in by locating the emergency evacuation map near stairwells or main doorways. You may also locate them by visiting http://emergency.wustl.edu

**Medical Emergency**

If you or someone you encounter needs medical assistance, call WUPD at 314-935-5555 to report the emergency and give your location. Stay with the patient until help arrives.
Tornado

Tornado sirens are tested the first Monday of every month in St. Louis at 11:00 a.m. If you hear a tornado siren at any other time, immediately proceed to the lowest level of your building and seek shelter in an interior space with no windows. Check with local media resources to see where the storm is located and headed. Remain in the shelter until the weather has passed.

Violence

If you are involved in a situation where someone has entered the area and started shooting a firearm (or displaying a weapon), or is threatening to harm:

- Exit the building immediately, if possible. If it is not possible to exit, lock yourself in an office or room.
- Notify anyone you may encounter to exit the building immediately.
- Go to another building to seek shelter. Otherwise, it may be better to leave campus.
- Call Washington University Police at 314-935-5555 and give the dispatcher as many details as possible

Room and Building Entry

Safety and security are priorities for our summer housing. Residential building and room doors lock automatically and are accessible by swipe card. Students not residing on campus do not have access to halls. Do not let anyone into the building without asking for their ID and never prop the door open.

Emergency Communications

Washington University in St. Louis has developed multiple ways to warn the campus community and update them about the status of a crisis or emergency.

Website:  http://emergency.wustl.edu . New information will be posted to the site continuously. If there is no current emergency, the site will say so.

Hotline:  314-935-9000 (5-9000 from a campus phone) or 888-234-2863 (out of area). You can listen to updated voice messages by calling the university hotline.

Social Media:  Subscribe to WUSTL Facebook, Twitter or RSS feeds.
Other: Washington University uses a multi-modal approach to emergency communications, outdoor warning sirens, indoor public address systems, cable TV over-rides, desktop pop-up messages, digital signage over-ride, yellow Alert beacons hung on the wall of high traffic areas, text messages and e-mails.

**Suspicious Behavior**

Please report any behavior or person that makes you feel uncomfortable or seems odd. This includes non-students or non-staff, solicitors, people checking for unlocked doors, etc. Please inform a staff member or call WUPD immediately at 314-935-5555 to report any suspicious behavior.

**Policies & Standards**

You are expected to know applicable laws and to be responsible for your own behavior. You are expected to obey the laws and all University rules and regulations; any participant violating University policies will be removed from the University. To learn more about University policies, please visit [http://www.wustl.edu/policies/](http://www.wustl.edu/policies/). The following guidelines apply to alcohol and drugs in our community:

**Alcohol**

1. All public spaces on the South 40 and in the residential colleges, including lounges, lobbies, hallways, etc. are substance-free.
2. Open containers and bottles are not permitted outside of the Residence Halls. This includes balconies and window ledges.
3. Kegs containing alcohol and large common containers are not allowed anywhere on the South 40 or in our buildings.
4. You may not engage in drunk or disorderly behavior that disrupts the community.
5. No person under the age of twenty-one (21) may purchase or possess alcoholic beverages according to Missouri State Law.

**Drugs**

Use, possession, sale or manufacture of any illegal drug is strictly prohibited.

**Smoking**

Smoking or other tobacco use is not permitted on campus.

**Discrimination**

Washington University’s policies and programs are non-discriminatory. The University administers all programs without regard to race, color, religion, national origin, age, sex, sexual orientation, disability or veteran's national guard/reserve status.
Fire Alarms & Safety Equipment

Tampering with fire safety equipment is a federal offense and subject to penalty. This includes fire extinguishers, fire alarm pulls, smoke detectors, sprinkler systems, fire panels, etc.

Harassment

Washington University advocates a positive and safe environment for its students, faculty, and staff and does not tolerate harassment of any kind. Harassment is defined as any behavior or conduct that is injurious, or potentially injurious to a person’s physical, emotional, or psychological well-being, as determined by the sole discretion of the University.

Vandalism

Destruction, defacement, or damage of any public space or property (bathrooms, lounges, hallways, etc.) is not permitted. Guests responsible for such damage will be fined appropriate costs for repair, replacement, and labor.

Weapons, Firearms, & Explosives

The possession, storage, or use of firearms, knives, ammunition, or other dangerous weapons is prohibited on all University property. Students and visitors are strictly prohibited from carrying concealed weapons on University property and may not store weapons or ammunition in vehicles parked in University parking facilities. Use, possession, and storage of fireworks, combustibles, or explosive devices or components are prohibited except in accordance with the Fireworks Policy.