

Section 8: Safety of Facilities

Community Safety and Access

All Residence Life staff and community members share the responsibility to actively promote a safe and secure community.

Entrances to all Residence Life communities are locked at all times. Community members are encouraged to have their fobs and room keys with them at all times to make sure they are able to access the building as needed.

All community members are responsible adhering to the following safety expectations:

- Do not prop open or disable locking mechanisms of any exterior or stairwell doors. If you choose to prop open suite or apartment door, choose to keep it open when you are present in the suite- don't leave it open if you are not in your space
- Keep your door locked. The number one way to reduce theft in our community is to keep your door locked.
- If you find a door that has been propped open that you do not think should be open, close the door and inform the Department of Public Safety by calling 612-330-1717.
- Make sure to escort your guests at all times. Unescorted guests will be asked to leave the building, and you could be held responsible for violating [Guest Policies](#).
- Do not give access to anyone who you do not know.
- Do not use designated emergency/fire doors unless there is an emergency, and do not allow anyone to enter through designated emergency/fire doors.

Across Augsburg Residence Halls there are spaces that are restricted access areas. These areas include, but are not limited to: roofs, mechanical rooms, and storage rooms. Residents are not permitted to access these areas at any time.

Key Usage Policy

At move-in, community members will be issued a hard key for their assigned space. Community members in Anderson and Oren Gateway Center may also be issued a hard key for shared areas within their assignment space. If a community member has any concerns with using any of the keys issued to you, please let Residence Life staff know as soon as possible so we can issue you a replacement or new key set.

If a community member loses a Residence Life issued key, they are required to inform Residence Life staff as soon as possible, so a replacement key can be issued. Community members will be charged for the replacement of the lost keys, and for the cost of changing to core loc

At no time should a Residence Life issued key or an access fob be given to other community members or guests. Community members are prohibited from using another resident's keys or fob to access any Residence Life buildings or spaces.

Prohibited Items

(Please see the [Prohibited Items List](#) for a standalone version of the following information.)

To insure compliance with fire codes and Minnesota State law, and to protect the safety of all residents in the building, certain items, equipment and electrical appliances are prohibited in Residence Life spaces. Residence Life and Department of Public safety staff reserves the right to remove prohibited items from Residence Life spaces.

Prohibited Equipment and Appliances

Prohibited equipment and appliances include, but not limited to: space heaters; personal air conditioner units; non-University issued refrigerators or freezers; hot tubs, non-university issued mattresses, bed frames, and bed springs (including water beds); halogen lamps; neon lights; LED light strips; outdoor use extension cords; and non-fused multi-plug outlets.

Open coil and open heating element cooking appliances are prohibited in Residence Life Spaces, including but not limited to: toasters, hot plates, and George Foreman style grills. Cooking appliances that use heat must have an automatic shut off feature to be used within the Residence Halls. In order to ensure that an appliance is appropriate to be used in a Residence Life space, community members are encouraged to connect with their Community Advisor. Toasters are permitted in Luther Hall and Oren Gateway Center spaces.

It is the resident's responsibility to ensure that equipment or electrical appliances you use in the building are in excellent working condition at all times.

Open Flames and Explosives

Open flames are prohibited in the Residence Life spaces at all times. Community members are prohibited from possessing and using candles, incense, hookahs, kerosene lamps, lighter fluid, propane, charcoal, and machines or chemicals that actively push particles through the air (such as dry ice, fog machines, hazers, and smoke machines).

Religious events needing accommodations to use open flames should be directed to the Director of Residence Life.

Fireworks, explosives, and other items that may create a physical hazard to others are prohibited in all Residence Life space and on all Augsburg University property.

Weapons and Firearms

Use, concealment, manufacture, or possession of firearms, facsimile firearms, bows and arrows, martial arts equipment, swords, machetes, knives (other than those used for cooking), weapons, pepper spray, taser/stun guns and other items that may create a physical hazard to others, whether functional or not, are prohibited in all Residence Life space and on all Augsburg University property.

Please see the University's [Weapons Policy](#) for further information.

Fire Equipment Safety

Tampering with fire extinguishers, sprinklers, fire and emergency doors and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm, is prohibited and will result in student conduct action.

Window Safety

Community members and guests are prohibited from using windows to enter or exit the building. Window screens are not to be moved or removed from their setting. Tampering with window screens or window hardware, throwing or moving items, is prohibited and will result in student conduct action.

Elevator Safety

Tampering with the elevators and riding the tops of elevators is prohibited and will result in student conduct action.

Bicycle and Motor Vehicle Storage

Motorcycles/mopeds (as well as hoverboards, segways, bicycles with motors, scooters with motors, etc.) and bicycles may park only in the designated areas on campus. Those parked in unauthorized areas may be

removed without notice. Please refer to the [Motorcycle/Moped and Bicycle Parking Map](#) for authorized areas to park on campus. Those parked in unauthorized areas may be removed without notice.

Bicycles or any other type of motor vehicle left in hallways or stairwells of Residence Life spaces are a fire safety hazard and will be confiscated and turned over to the Department of Public Safety (DPS). Any bicycles found on bicycle racks after Commencement will be removed (the lock will be cut if necessary). Please connect with the Department of Public Safety for the timeline following Commencement. Community members approved to reside on campus for the summer should contact the Department of Public Safety for bicycle storage information.