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VICTORIA HOUSE SOCIETY INC.

RULES AND REGULATIONS OF VICTORIA HOUSE

THE GOVERNING COMMITTEE AND THE STAFF OF THE VICTORIA HOUSE SOCIETY SEEK TO PROVIDE A SAFE AND STABLE DOMESTIC ENVIRONMENT, IN WHICH THE RESIDENTS HAVE ACCESS TO OPPORTUNITIES TO ACHIEVE THEIR ACADEMIC AND SOCIAL POTENTIAL.

About Victoria House ...

Victoria House, established in 1907 as Wellington's first student hostel and New Zealand's first hall for women university students, now operates as a mixed University Hall of Residence catering for approximately 180 students.

The Hall is operated by an Incorporated Society, Victoria House Society Inc. which is a non-profitmaking organisation serving the welfare of students.

Victoria House occupies a site at 282 The Terrace and is within five minutes walk of both the main University campus and the city. The Hall serves mainly first year students and offers full board. Residents come from many different ethnic and cultural backgrounds.

The buildings comprise:

Gibb House, the original building, was retrofitted in 1987 and is named for Mrs Jean Gibb one of the co-founders of Victoria House. Gibb accommodates 36 students, and a Residential Assistant.

Pope House, opened in 1993, provides accommodation for 24 students, the Office and a self-contained flat for visiting academics. The building is named for Mrs Isabel Pope who served Victoria House as a Warden, Executive Committee and Society member.

Wallis Wing, named for co-founder Mrs Margaret Wallis, is a three-storey complex housing 90 students and 3 Residential Assistants. The kitchen, dining room and laundry are also located in Wallis Wing.

Bennett Houses, named for Dr Agnes Bennett, housing 20 residents and one Residential Assistant.

Facilities include:

- single and share study bedrooms (heated)
furnished with (per person): single bed with innerspring mattress, under bed storage, study desk, study light, bookcase, chair, chest of drawers, single wardrobe
- facilities for residents with disabilities
including accessible bathrooms (2), level entry to main buildings, ramp to dining room
- music practice room with piano (second piano in dining room)
- Sky TV lounge
- reading and study lounges
- facilities for making hot drinks and heating food
- modern free laundry (cost included in weekly room rate)
- computer room with facilities for word processing and e-mail
- project rooms for architecture and design students
- recreation room
- BBQ area

Administration

Victoria House is administered by an Executive Committee which has overall responsibility to Victoria House Society Inc. The Committee meets monthly and its membership includes student representation.

On a day-to-day basis the Manager/Warden has primary responsibility for the welfare and discipline of residents. The Manager/Warden is assisted by a Senior Residential Assistant and four other Residential Assistants who are generally senior students.

Usual Office Hours

Monday - Friday	:	9.30 a.m. – 2.00 p.m. 6.30 p.m. – 7.30 p.m.
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When the office is not staffed a notice is displayed in the office foyer indicating which Residential Assistant is on duty. The office telephone number automatically transfers to the cellphone carried by the staff member on duty.

Privacy

All student records are kept under strictly need-to-know circumstances, however email addresses may be used for in Hall surveys.

Telephone numbers

Office (Telephone) : (04) 384 3357
(Fax) : (04) 384 9907

Residents:

Gibb House – Ground : 384 2061
Gibb House - 1st : 385 7004
Pope House – Ground : 384 4891
Pope House - 1st floor : 384 4255
Pope House - 2nd floor : 384 1469
Wallis Wing – Beatrice : 385 2351
Wallis Wing – Ground : 385 8318
Wallis Wing - 1st floor : 385 8084
Wallis Wing - 2nd floor : 385 7086
Wallis Wing - 3rd floor : 385 7088
Bennett 1 : 385 7682
Bennett 2 : 381 2875

Residents' Association

Each resident is a member of the Association.
Residents elect a committee which:

- organises social activities
- represents the residents at Executive Committee meetings
- is responsible for providing some of the services within the Hall e.g. Sky TV

The subscription is collected on behalf of the Association along with the mandatory fees and deposits payable on acceptance of an offer of accommodation.

OBLIGATIONS OF RESIDENTS

A few basic assumptions form the foundation for the conduct, attitudes and responsibilities of the residents of Victoria House. These are that all residents will:

- conduct themselves in ways that will bring credit to themselves, the Hall and the University
- show consideration for other people in the Hall
- show consideration for other people in the neighbourhood
- respect the Hall's property and equipment
- make every effort to maintain a friendly and happy atmosphere

It is also accepted that residents will have maximum freedom to follow their own interests provided these do not interfere with the rights and interests of others or reflect adversely on the reputation of Victoria House.

REGULATIONS OF VICTORIA HOUSE

A. Deposit

Everyone admitted to Victoria House for the boarding year shall pay the mandatory fees and deposits when accepting the place.

Damage to a resident's room, unpaid board, non-return of keys and unattributable damage and false fire alarms will result in the loss of some or all of the accommodation holding fee component of the deposit.

1. Should the person, after accepting and after the stated date on the residence contract, decide not to take up residence, the bulk of the deposit is forfeited. Only the Residents' Association and the Activities Fees will be refunded.

(An exception will be made for those who provide proof of non-admittance to their selected academic courses at Victoria University of Wellington. The deposit will then be returned LESS the Registration Fee.) **REFER RESIDENCE CONTRACT.** This applies only at the beginning of the 1st Trimester.

2. Any person who is permitted to leave before the end of their tenure will forfeit their deposit.
3. Any person who is expelled before the end of their tenure will forfeit their deposit.
4. Activities fee. Costs incurred during residents' hall orientation and related activities through the tenure.

B. Fees and Charges

All residents should have their finances worked out so that payment dates are met. Board Payments should be the first priority. Boarding fees and other accounts must be paid during office hours.

All board payments are due in the first week of each payment period for the ENTIRE period. Notices will be displayed in prominent places as reminders. There is a penalty for LATE PAYMENT. Other payment arrangements must be made in person. Every resident must provide a financial guarantor. Overseas students with no N.Z. financial guarantor must pay full board commitment for the full residential contract term.

Where a resident is past the agreed date for making board payments, a reminder will be given to that resident. The reminder will contain a warning that if payment or alternative arrangements are not made within 48 hours, the resident may be asked to leave the Hall immediately. The resident is still required to pay any outstanding payments and the loss of deposit rule will apply. The right to appeal rule applies. See Appeal Provisions.

Sanction by University against Defaulting Students

Victoria University of Wellington ("University") has an interest in the provision of affordable accommodation to its students and any default in payment of rent adversely affects this interest. Accordingly in the case of a defaulting University student from Victoria House, the University may, at its discretion, revoke that student's entitlement:

- (a) to be issued with an ID card or to have an ID card endorsed;
- (b) to attend lectures, laboratories, tutorials, or use the University Library and ITS Computing Services;
- (c) to have a degree conferred, receive grades, receive a transcript or academic certificate;
- (d) to enrol in any other University Course until the default has been fully rectified.

The Manager, Accommodation Service will ensure that all appropriate measures have been taken to assist the resident, before sanctioning a hold. The right of the University to take any of the above steps does not affect the right of the Independent Hall to seek recovery of any debt by any other means.

For the purposes of enabling the University to exercise its rights the parties agree that all relevant information may be disclosed by either party to the University.

A DISCOUNT is offered for payment of the full year's fees at the beginning of the year. The Society reserves the right to require an adjustment payment for any agreed change in accommodation (e.g. transfer from shared to single room).

Easter, Mid-Trimester, Mid Year breaks and Public Holidays

There is no reduction in board for residents who do not stay in the Hall during these periods.

C. Effect of Notice, Suspension and Expulsion on Fees

1. Any resident who is suspended or expelled from the Hall during the boarding year is not entitled to any refund of fees and shall be liable for all boarding fees until either the signed residence contract expires or until a suitable replacement has been found. Also the resident is liable for the cost of making good any damage and other fines due at the date of suspension or expulsion.
2. Any resident who seeks to leave during the boarding year will be required to pay the boarding fees until a suitable replacement is found for their room. No notice of early departure will be accepted in or for the final 9 week period. All residents that are permitted to leave the Hall earlier than their contract date will forfeit all of their deposit.
3. Any resident who leaves without notice will be liable for the board payments until a suitable replacement is found for their room.
4. Should an outgoing resident find a replacement who is acceptable to the Manager/Warden his or her liability may be reduced.

D. General

1. In accordance with the Policy on Student Conduct, the Deciding Manager has full disciplinary powers over the conduct of all residents of Victoria House. A Deciding Manager is the Victoria House Manager, Senior Residential Assistant or nominated Deputy.
 - (a) The Policy covers student conduct:
 - (i) Within Victoria House property; or
 - (ii) In the context of any official Victoria House activity; or
 - (iii) Where the behaviour in question is directly and demonstrably related to his or her status as a resident of Victoria House.
 - (b) A resident of Victoria House is in breach of this policy if he or she engages in any conduct within the jurisdiction of Victoria House that is prohibited by clause 4.2 of the Policy.
2. "Resident" means:

Any person currently residing in Victoria House.
3. "Misconduct" includes but is not limited to the definition of prohibited conduct in the Policy on Student Conduct.
4. Where a complaint of misconduct is established, the Deciding Manager of Victoria House may take disciplinary action against the respondent. Such action may include:

- (a) Requiring a public apology from the respondent, either written or oral;
- (b) Requiring an undertaking/s from the respondent as to future behaviour;
- (c) An oral or written warning;
- (d) A fine not exceeding twice the single room weekly full board rate;
- (e) An order to pay compensation for any loss or damage caused by or arising from the misconduct;
- (f) Assignment of a community service project within Victoria House, which bears some relevance to the respondent's conduct;
- (g) Exclusion of the respondent from any particular area of, or particular social activities in Victoria House;
- (h) Exclusion of the respondent from Victoria House for any specified period the Deciding Manager thinks fit, not exceeding two weeks.
- (i) Eviction from Victoria House on not less than 48 hours' notice;
- (j) Requiring the respondent to undergo an assessment by a clinician if the Manager of Victoria House considers that the respondent may pose a risk to the safety and wellbeing of

themselves or member/s of the Victoria House community, or that the respondent is likely to disrupt or impede the activities of Victoria House. (This would be at no cost and conducted by VUW health services.)

5. **SEXUAL HARASSMENT:** Victoria House regards sexual harassment very seriously and will take appropriate action as required. Sexual harassment is totally unacceptable in the Hall community because it interferes with the right of an individual to enjoy the educational, social, recreational and employment opportunities offered.

6. **ALCOHOL:**

- An occasional quiet drink with a friend in your room is permitted. **HOWEVER** bedrooms are not places to hold parties. Any gathering of 4 people or more, including the room occupant(s) consuming alcohol will be asked to disperse immediately, and the alcohol confiscated.
- Victoria House is alcohol-free during orientation and all study and examination periods. Alcohol found on the premises at these times will be confiscated.
- Consumption of alcohol in all public areas of the Victoria House property is prohibited and the alcohol will be confiscated. The **ONLY** exception will be when the Manager/ Warden's permission is given for official occasions.
- All **bottled beer** is prohibited.
- Bulk supplies of alcohol including kegs are not to be brought on to or stored on Victoria House property.

Any such supplies will be confiscated. Any alcohol stored in the shared fridges will also be confiscated.

- Home brew, beer making equipment, funnels, beer bongs and yard glasses are banned and will be confiscated if found.
 - Being under the influence of alcohol in a situation where this is inappropriate.
 - Safety Tips...*Stay together...Look after your mates*
7. Each resident is responsible for the tidiness, ongoing condition and contents of his or her room until he or she vacates it. Any damage, breakages, or loss shall be reported immediately to the duty Residential Assistant. Tenancy is deemed to continue until the room has been checked by, and all keys have been returned to, the Manager/Warden or a Residential Assistant.
 8. The Manager/Warden or Residential Assistants may ask to leave from Victoria House property any non resident who causes a disturbance or infringes any rules which apply to Victoria House residents. Any such person will be given notice under the Trespass Act.
 9. **DAMAGE:**
Damage to Victoria House property will result in the full repair and/or replacement costs being charged to the offender(s). Unattributable damage will be deducted proportionally from all residents accommodation holding fee (deposit).

Appeal Provisions

- (a) The complainant or the respondent may appeal to the Disciplinary Appeals Committee against the decision of the Deciding Manager of Victoria House in accordance with these provisions.
- (b) The Disciplinary Appeals Committee must comprise three members of the Executive Committee, excluding the chairperson. The Deputy Chair will convene the Appeals Committee. Where they are unable to, a delegated member of the Executive Committee will convene the Appeals Committee. (Where possible, one of the members will be a VUW representative.)
- (c) The complainant or the respondent must advise the Convener of the committee of the appeal within 48 hours from the date of the decision of the Deciding Manager of Victoria House. The period may be extended if the Convenor is satisfied that there are good and exceptional reasons why the notice was not given within that period.
- (d) In determining an appeal the Committee may rehear any or all of the evidence before the Deciding Manager of Victoria House and may receive any further evidence orally or in writing that is relevant.
- (e) The complainant and the respondent must be provided with copies of any written material the Committee may consider in making its determination and are entitled to make submissions in writing and appear in person before the committee, accompanied by a representative or support person if so desired.

- (f) The Committee must give due consideration to all of the evidence and submissions before it.
- (g) The Committee will not allow an appeal unless it is satisfied that the decision of the Deciding Manager:
 - (i) was unsound because of some material defect in the procedures followed by that Manager;
 - (ii) was plainly wrong on the basis of the information before the Deciding Committee; or
 - (iii) has been shown to be plainly wrong in the light of additional information which, for good reasons, the party appealing was unable to have considered by the Deciding Manager.
- (h) If the Committee allows an appeal, it may substitute a different direction or provision for that made by the Deciding Manager of Victoria House.
- (i) The Committee must provide written reasons for its decision to both the complainant, the respondent and the Deciding Manager.
- (j) The decision of the Committee on an appeal will be final and binding and complete Victoria House's internal complaints process.

Complaints

For complaints, please refer to section 4.4 of the Policy on Student Conduct.

RULES AND OTHER IMPORTANT INFORMATION

Courtesy and consideration for others are expected to form the basis of resident behaviour.

Balconies

Balconies with fire exits are not to be used as entrances. They are fire exits only.

Ball games

Ball games in all inside areas and on the deck, courtyard and carpark areas are strictly prohibited.

Bicycles

Bicycles are to be kept in the designated areas only. Fire safety regulations prohibit motorcycles or bicycles in or near any entry or exit way.

Cars and Motorcycles

A limited number of parking spaces are available to residents for rent (charges on application to the Office). Street parking is within a municipal Residents Parking Zone. Permits can be sought from the Wellington City Council offices.

Dining Room

Please remember that this is your home away from home and similar courtesies should apply to Victoria House.

- Bad manners, bad language or antisocial behaviour will **NOT** be tolerated in the Dining Room.

- The 24 hour access to the drink station is a privilege and will be withdrawn if abused.
- All food served in the Dining Room must be consumed in the Dining Room. (Fruit portion excepted.) In cases of illness the Manager/Warden will permit a tray to be taken to the afflicted resident.
- Footwear must be worn in the dining hall at all times (no bare feet).
- Tidy dress is expected - night attire and dressing gowns are not acceptable at lunch and dinner. Please remove your hat in the dining room (hoodies included).
- You are welcome to bring guests to meals - prior purchase of a meal ticket from the office is required.
- The dining room is out of bounds to all other non-residents.

Meal times

Daily	Breakfast	7.30 a.m. - 9.00 a.m.
	Lunch	12.15 p.m. - 1.15 p.m.
	Dinner	5.30 p.m. - 6.30 p.m.

Packed lunches and **late dinners** are available for residents who have lectures or tutorials.

Packed Lunches: - are provided for those with lectures/tutorials that clash with lunch time. They are booked the night before and are available for self-service in the dining room between 7.30 and 9.00 am, Monday-Friday.

Late Dinners: - are provided for those with lectures/tutorials that clash with dinner time. They need to be booked by 2.00 p.m. on the day they are required and are available at a specified time in the Dining Room.

Note: Packed lunches and late dinners are not available when you are not attending lectures.

Dropping...

Dropping or ejecting anything from a window, doorway or stairwell is prohibited.

Electrical

Allowable personal appliances and equipment must be Pre-checked for compatibility to NZ electricity supplies, e.g. 24 volts, proof available on arrival.

Facsimile

Fax messages may be sent during office hours.

Fines

Fines levied against residents who infringe the rules are used to buy equipment for the Hall.

Fire Drill

Fire drill notices are on display in all rooms and general thoroughfares. The procedures are repeated inside the back cover of this booklet.

- Become familiar with the procedures
- Everyone **MUST** vacate their room when the alarms sound. There are no exceptions!

All Fire Alarms are to be treated as the real thing.

Fire Risk

All residents are expected to take sensible precautions including:

- no naked flames/candles/incense/fireworks
- no refrigerators without prior consent of the manager/warden
- no cooking, electric jugs, toasters, grills or additional heating in any rooms or kitchenettes

- all electric blankets must have a current safety certificate which must be shown to the Manager/Warden before use
- all room heaters must be kept clear of clothes/papers at all times.

Guests

You may invite guests to the Hall but should be aware that they are **YOUR** responsibility and you will be held accountable for their behaviour (which must conform with the Hall's *Rules and Regulations*) and any damage they may cause. All guests must be off Victoria House property by the beginning of "Quiet Hours" (see Noise)

Guests to meals: (see Dining Room).

Overnight guests: may be accommodated under the following conditions:

- Prior consent of Manager/Warden or Residential Assistant
- Duration of stay 2 nights only

There is a charge per night for your guest, and a refundable deposit for mattress hire. Failure to notify the office of your guest's stay means that, this charge is doubled. No guests during orientation week or during study and exam weeks.

No overnight stays for guests under 16 years old.

Health and Safety

Commonsense should prevail. Any actions which may endanger other residents will not be condoned. Damage or breakages (especially glass) must be dealt with

immediately. Clean it up or, if more major repair is required, advise the Residential Assistant on duty.

Illegal Drugs

Drugs are forbidden. A resident is liable to face action under the provisions of clause 4.5.2 of the Policy on Student Conduct if the staff have any reasonable cause to believe that drugs other than normal medication are being used, sold or kept on Victoria House property. Police will be notified.

Illness

The University offers an excellent health and counselling service. Victoria House **STRONGLY** recommends that students join the University's health scheme.

The Manager/Warden appreciates being advised of any recurring illness and regular medication which will assist in looking after your interests. Any acute illness, e.g. diarrhoea, high fever or bone injury **MUST** be reported to the Manager/Warden or a Residential Assistant immediately.

Indoor Plants

These are provided to enhance the appearance of the common areas of the Hall. **PLEASE** do not remove or damage them.

Insurance

Residents are **STRONGLY ADVISED** to arrange insurance cover for all their personal belongings **BEFORE** their arrival and to remember to **EXTEND COVER** to any significant

purchases made subsequently. Victoria House does not accept responsibility for residents' belongings.

Internet Services

Misuse of computer systems supplied by the Hall will result in withdrawal of access rights.

Kitchen

- The kitchen and servery are out of bounds to all residents except staff members.
- If you need anything ask the Kitchen Servers or the Residential Assistants.
- Please be considerate and patient - sometimes staff cannot get what you want immediately!

If you wish to discuss any aspect of catering at Victoria House please see the Manager/Warden **NOT** the Kitchen staff.

Laundry

Washing machines and driers are provided **FOR THE USE OF RESIDENTS**. If you are tempted or pressured to do non-residents friends' washing and drying.....**don't!** (Remember it is **YOUR** fees that will be forced up by the costs incurred).

Strangers found in the laundry should be reported to the duty Residential Assistant who will enforce above rules and may call the Police. If any resident is found to be helping these outsiders he or she will face serious consequences.

Linen

Victoria House provides a mattress and mattress protector. The Hall has a limited supply of linen that may be hired by arrangement with the Office.

Maintenance

Matters requiring routine maintenance or identified hazards must be reported to the Office by recording in the maintenance book or informing the duty R.A., or to the duty Residential Assistant during evenings and weekends. Your report gives permission to the Manager/Warden to authorise a tradesperson to enter your room to carry out the necessary repairs.

Mugs

Dining Room mugs and glasses are **NOT** to be taken elsewhere.

Neighbours

Maurice Terrace is a private roadway and belongs collectively to property owners in Maurice Terrace, no parking is the rule. Please show consideration when disposing of rubbish or playing music.

Noise

Consideration for others, both residents and neighbours, is expected and every effort should be made to keep noise to a minimum at all times. Simple measures include:

- keeping doors shut to contain music or conversation
- using headphones for radios/stereos

Excessive noise from stereos/radios will lead to confiscation of the equipment.

The House is to be quiet during the day and no noise will be tolerated between 10.00 p.m. - 8.00 a.m. 7 days a week.

Noticeboards

Located in the Dining Room these are used to convey important information to residents. It is your responsibility to read **ALL** notices as they are updated.

Out of bounds...

Do not enter:

- **at any time**
 - any internal or external roof areas or balconies;
 - any locked area for which you have not been issued a key.
- **without authorisation**
 - the kitchen, storage areas, linen room, plant room, hardware room, luggage store.

Paint work

Please help to keep maintenance costs down by not using pins or sticky tape on any of the paintwork in the Hall.

Pets

Residents are not permitted to have pets on Victoria House property (Manager/Warden's dogs and cat exceptions).

Photocopier

A photocopier for student use is located in the Pope lounge. There is a small charge.

Rooms

Residents are expected to keep their rooms in a reasonably clean and tidy state. Vacuum cleaners are available from the Office during office hours.

Should the Manager/Warden or Residential Assistants need to enter your room you will be given prior notice. (*See also Maintenance*)

Rubbish

- All rubbish must be deposited in the appropriate recycling bins or in the big skip bin in Maurice Terrace
- Bins in the kitchenettes and bathrooms are **NOT** for bedroom rubbish overflow.

Safety

1. **DO** keep your door locked, especially at night **BUT ALSO** when leaving the room (**HOWEVER BRIEFLY**).
2. **DO** report strangers or any person acting suspiciously to the Manager/Warden or Residential Assistant immediately.

3. **YELL & SHOUT** if anyone forces their way into your room.
4. Keep outer fire doors secured. **DO NOT** prop them open.
5. For safety reasons all doors **MUST** be locked at night and relocked behind you when you return late. It is also commonsense to lock bedroom doors.

Security

Victoria House Society Inc. has contracted a commercial security firm to maintain security through spot checks both inside and outside the Hall at night. Some surveillance cameras are also in operation.

Smoking

All indoor areas of Victoria House, **INCLUDING BEDROOMS**, are deemed non-smoking areas. Smokers may smoke only in designated areas. Visitors must also adhere to this rule.

Strangers

If strangers are encountered in the Hall, who are acting suspiciously, notify a Residential Assistant immediately or call the Police. **TAKE CARE - PROTECT YOURSELF.**

Vegetarian/Dietary Exclusions

We are happy to try to meet the dietary wishes of vegetarians and we do provide a vegetarian alternative for the meat component of our evening meal and there is a wide range of salads at lunchtime. However, we do not provide for vegans. Prospective residents with other dietary exclusions may wish to review whether they should accept a place at Victoria House.

Weapons and Explosives

Residents may not bring any weapons into the Hall. This includes replica guns, BB guns, swords, replica swords, martial arts weapons, hunting and ceremonial knives. Residents may not bring or use explosive devices or fireworks around the Hall.

Things to bring to the Hall

- A pillow, blankets or duvet.
- All linen (Two sets) – sheets – pillowcases – towels
- Cutlery, crockery and mug for use in rooms.
- Padlock for lockers.
- Coat hangers

We trust you will enjoy Victoria House and achieve success in your studies.

Manager/Warden & Committee

In the event of a disaster that renders Victoria House unable to continue to accommodate its residents, due to circumstances not reasonably within its control, we would terminate or suspend the Accommodation Contracts without incurring any liability for any loss or damage whatsoever suffered by you or any other person. Payments made in advance and the Accommodation Holding Fee would be refunded as soon as practically possible.

Serious Issues - behaviour that could result in eviction includes:

Theft or attempted theft of Victoria House property.

Theft or attempted theft of anything belonging to another resident.

Non-payment of boarding fees.

Misuse of fire equipment - malicious use of a fire alarm in a non-emergency. Apart from considerable inconvenience to all it costs a minimum of \$300 for the re-setting of the Alarm **PLUS** the Fire Service charges for calling out fire engines of \$1,000.00 plus GST. Wherever possible the charges will be referred to the culprit/s for payment.

Fighting, violent behaviour or any serious criminal or anti-social behaviour.

Sexual Harassment.

Any action or behaviour which endangers your life or the lives of others.

Possession of firearms and any other weapons.

Use and/or possession of illegal drugs.

Persistent breach of Victoria House rules.

For a more detailed list, please refer to the Policy on Student Conduct – this is available in the office or on our website – www.vichouse.co.nz

EARTHQUAKE PROCEDURES

1. When it happens

Basic Safety for indoors and outdoors

- (a) "Duck" under a solid structure e.g. doorway, desk, etc. Hold on, cover yourself, face away from windows and watch out for moveable furniture.

2. When it stops shaking

- (a) Ensure you are wearing sturdy practical clothes and footwear.
- (b) Collect important personal ID papers and any personal requirements, i.e. medication, personal hygiene, etc.
- (c) Check for hazards - turn off heaters.
- (d) Check for injuries - self and neighbours.
- (e) Vacate building via the closest exit route.
- (f) Proceed to the designated meeting or muster area.
- (g) Assist disabled residents.
- (h) Keep alert, after shocks may happen.

FIRE PRECAUTIONS AND PROCEDURES

Familiarise yourself with:

- **ALL** alarm points in the hostel, particularly those in the building in which you live,
- the **NEAREST EXIT** to your room.

Should there be any suspicion of a fire (e.g. a strong smell of smoke or signs of smoke/flame):

1. Set off the alarm
2. Ring **111** ask for **FIRE BRIGADE**
say **VICTORIA HOUSE, 282 THE TERRACE**
add **OPPOSITE MCDONALD CRESCENT**
3. Evacuate the building
4. **ASSEMBLE** with your floor Residential Assistants in the **MUSTER AREA**

Remember!

- Do not stop to gather possessions.
- Leave your room door **OPEN** – Residential Assistants will close it after checking.
- Check your neighbours and room mates.
- Vacate the premises immediately and quickly - **DO NOT RUN!**
- If the fire is at night wear a coat or dressing gown and shoes.
- Use the **NEAREST** fire exit.
- **WALLIS RESIDENTS** - your fire stairs are your quickest exit.

MUSTER AREA

Victoria House side of the Terrace **downhill** from Maurice Terrace - **do not block** the Hall's gateway or Maurice Terrace.

If you suspect someone is **missing report** this immediately to the Manager/Warden, Residential Assistant or other staff member.

Do not return to any building until the Manager/Warden, Residential Assistant or Chief Fire Officer says it is safe to do so.