

HPL Acorn Dormitory and Marsh House Policies

A. Reservations and Check-In

- 1 All requests for housing are handled on a first come – first served basis.
- 2 All requests must specify the period of occupancy.
- 3 Check-in time for rooms is 3:00 – 4:00 in the afternoon. If the renter cannot be here to check in by 4:30, they will have to make alternate commercial arrangements for their first night on the Eastern Shore. If payment is pre-arranged, a HPL staff member may pick-up key.
- 4 An information form is to be completed at check-in. It requests home address, phone number, method of payment, verifies occupancy dates, etc.
- 5 The occupant must pay by check, cash, money-order or grant number at the time of registration. Long-term occupants must provide the first month's rent.
- 6 Failure to return the key prior to leaving will result in the charge for an additional day.
- 7 If a group of visitors (example: attendees of a scientific conference) is requesting reservations, someone associated with the event must take the responsibility for providing HPL with the individual arrangements needed. Upon arrival, each attendee will then check in with the HPL receptionist.

B. Regulations for Dorm Occupants

1. Individual Rooms

- a. You are responsible for keeping your room clean.
- b. Any changes to the room must be approved and implemented by the Maintenance Department. Do not block air vents, ducts, paint, construct partitions or install additional locks on doors or windows.
- c. The use of cooking appliances in living quarters is prohibited.
- d. Do not take the bunk beds apart.
- e. Do not remove desk lamps from desks
- f. Keep your key with you at all times and lock your door when leaving the building.
- g. Privately owned air conditioners are prohibited.

2. General Use Areas

- a. There is no smoking in the dormitory.
- b. Alcohol may be stored and used only with specific permission of the Director of HPL.
- c. Do not change thermostats.
- d. Cats, dogs, birds, fish and other animals are prohibited in the building. Guide dogs for visually or hearing impaired individual are permitted.
- e. When trashcans are full, please bag the trash and leave it in the garbage cans provided on the front porch.
- f. Food may be stored and prepared only in the kitchen.
- g. The occupant is responsible for washing and storing appliances, dishes, and utensils used in the preparation of food.
- h. General areas will be routinely cleaned. Each occupant should leave the premises as they found it.
- i. Furniture may not be removed from the general use area.
- j. Do not leave personal items in the bathrooms.

C. Safety Requirements

- 1 Fireworks, firearms, lit candles, gasoline, kerosene and other flammable fuels and their containers are prohibited.
- 2 Familiarize yourself with emergency telephone numbers and the location of exits.
- 3 If the smoke detector sounds or you see fire or smell smoke, pull the fire alarm and leave the building. Do not attempt to put out the fire. Call 911.
- 4 If you suspect a fire, do not leave the room if the doorknob is warm to the touch. Place a towel or clothing to block the space at the bottom of the door and go to a window to be visible to rescue personnel. If possible, open the window at the top and bottom to let smoke out and air in.
- 5 Never tamper with sprinklers, pipes, pipe-coverings. Do not hang objects from them or place furnishings or decorations near them.

D. HPL Guidelines for Reservation Acceptance

- 1 At the beginning of the calendar year, the Director of the Teacher Workshops will advise the reservation desk of their need for an apartment in the dormitory for staff and the dates of their stay.
- 2 The remaining apartment and winter dates for the above apartment are intended for visiting faculty and short-term use of new hires, etc.
- 3 Three rooms will be reserved for REU students for the period of the program as defined by the REU coordinator in January.
- 4 Full year accommodations for up to six graduate students will be permanently set aside (3 rooms).
- 5 The remaining six rooms will be reserved on a first come first serve basis.
- 6 Irregular stays for short periods shall release the room for other occupants and the returnee must apply again at their return.
- 7 Any applicant having direct activities on HPL property shall have priority for any vacant space over university or state personnel undertaking activities elsewhere on the eastern shore or interviewees for positions at other state or university entities.
- 8 Priority dorm room allocation should be given to HPL graduate students needing a room at the beginning and at the end of their graduate career. Dorm stay when students arrive is often necessary until they find a rental off campus. Dorm space at the end of their graduate career is often necessary when signing a long-term rental lease is not possible.
- 9 HPL graduate students should not use the dorm as a permanent residence. In general, new students should not stay in the dorm more than 6 months while they find a residence off campus.
- 10 Graduate students from other universities who are at HPL on a 1-year exchange program, may reside in the dorm for this period.
- 11 If it becomes necessary to evict a person from the dorm to make room for REU summer
- 12 Exceptions to these guidelines will be evaluated on a case by case basis and must be communicated in writing to the Laboratory Director.

E. Horn Point Laboratory Residence Area Bed Bug Prevention and Policies

UMCES Horn Point Lab is committed to an effective and organized response to assist students and faculty who suspect they might have bed bugs. We have established bed bug procedures and work closely with a licensed pest control service expert.

It is important to know that a bed bug infestation can happen to anyone. Bed bugs have become increasingly common with the number of reported infestations growing exponentially over the past decade. Bed bugs have emerged in greater numbers in the United States, spreading through hotels, apartments, airports, movie theaters and college dormitories, among other places. Bed bugs are great hitchhikers and can travel easily from place to place in luggage and personal belongings. Greater worldwide travel and mobility have contributed to increasing infestations.

What is a bed bug?

A bed bug is a very small wingless oval-shaped bug with a flat body, approximately the size of a lentil. It looks similar to a tick. Bed bugs are usually active at night. They do not transmit diseases, but they do bite to feed on blood. Bed bugs are nature's hitchhikers and travel from place to place on personal belongings, such as luggage, backpacks, furniture, boxes, clothing, etc., that have been exposed to bedbugs in another location, such as airports, hotels, and movie theaters. Bed bugs are rarely spread from person-to-person contact. Bed bugs tend to live in very small spaces, such as:

- In seams of mattresses
- Behind bed headboards and bed frames
- In cracks and crevasses of walls and baseboards
- In electrical outlets or electronics
- In furniture and drawers
- In seams of curtains that touch the floor

How are bed bugs discovered?

Bite marks are usually the first sign that bed bugs are present. Small, dark red or black spots on sheets or mattresses are also signs. Routine inspections by contracted, licensed pest control experts occur monthly and can also be a good indicator that bed bugs may be present.

Bed bugs multiply quite rapidly, increasing the probability that they move to other locations, such as adjoining rooms. If you suspect there may be bed bugs present, *please report it immediately* to the Facilities Department via email to Jeff Miley, jmiley@umces.edu or by calling 410-221-8334.

Generally, how do we treat for bed bugs?

When bed bugs are found in a building, HPL will seek treatment advice from licensed pest professionals determined by the severity of the infestation present. There are two general ways that bed bugs can be treated: chemically and with heat. Chemical treatment involves pesticide application of the affected area, and the adjoining rooms, including the floor above/below. This process can be time consuming and possibly take a couple of applications, and requires that any resident fully move out of the room being treated. Heat treatment utilizes commercial heaters to reach an ambient temperature of 135F within the affected rooms. This heat is maintained for 4-6 hours to ensure that all bugs are exterminated.

Specifically, what does HPL do to get rid of bed bugs and help those affected?

The Facilities department will contract with a licensed pest control company to examine the affected area(s) and provide a professional opinion on how to proceed, either via chemical or heat treatment.

Facilities will also coordinate a temporary room for the student during the duration of this process. Specific instructions will be given for the student to follow, such as how they need to prepare their personal belongings and what they need to leave or take.

How can I reduce my risk of getting bed bugs?

Taking some precautions can help to give you a piece of mind, and make it easier for Facilities and pest control companies to do their jobs should an outbreak occur.

- Keep your room as uncluttered as possible, especially with clothing and cloth items where bed bugs like to hide.
- Keep clothes off the floor. This will help to prevent bed bugs from establishing populations. You are provided with a dresser as well as closet space to hang clothing. If this is not enough space, consider purchasing plastic storage tubs to keep overflow clothing in.
- Do your laundry often, especially bedding, drying on the hottest setting. This will not only give you a clean bed and clothes but will aid in diminishing the chance of a population establishing in your room.
- Vacuum your room frequently.

What is my role as a student in this process?

It's huge! Students need to communicate quickly about any suspected bed bugs. Once/if they are confirmed, the student is expected to cooperate with all instructions given by Facilities, as the efficacy of treatment depends largely on this step alone.

The general process if you suspect bed bugs is to contact the Facilities Department immediately. Facilities will have a licensed pest control expert onsite as soon as possible to assess the situation. Do not take it upon yourself to move rooms or transfer your belongings into any other spaces until you are told to do so; this may facilitate unnecessary transfer of bugs and cause more areas to become infested.

If you're moved to another room, you will be given explicit instructions on what to do with your belongings, i.e., what you can and can't bring with you and what we can treat for the time being, such as your clothing. Again, please do not do anything before being told to transfer rooms/buildings! If you have been told to vacate a building or room, do not return to it until you have been given the all-clear to return; depending on the treatment method used to exterminate the bed bugs, this is a safety concern for yourself.

Each bed bug scenario will be unique; with the understanding that we cannot make a blanket process and the above are general guidelines that should be followed whenever there is a bed bug infestation. Specific instructions will be given to residents depending on specific circumstances. HPL will strive to follow all safety guidelines recommended by licensed pest control companies to protect its students and staff.