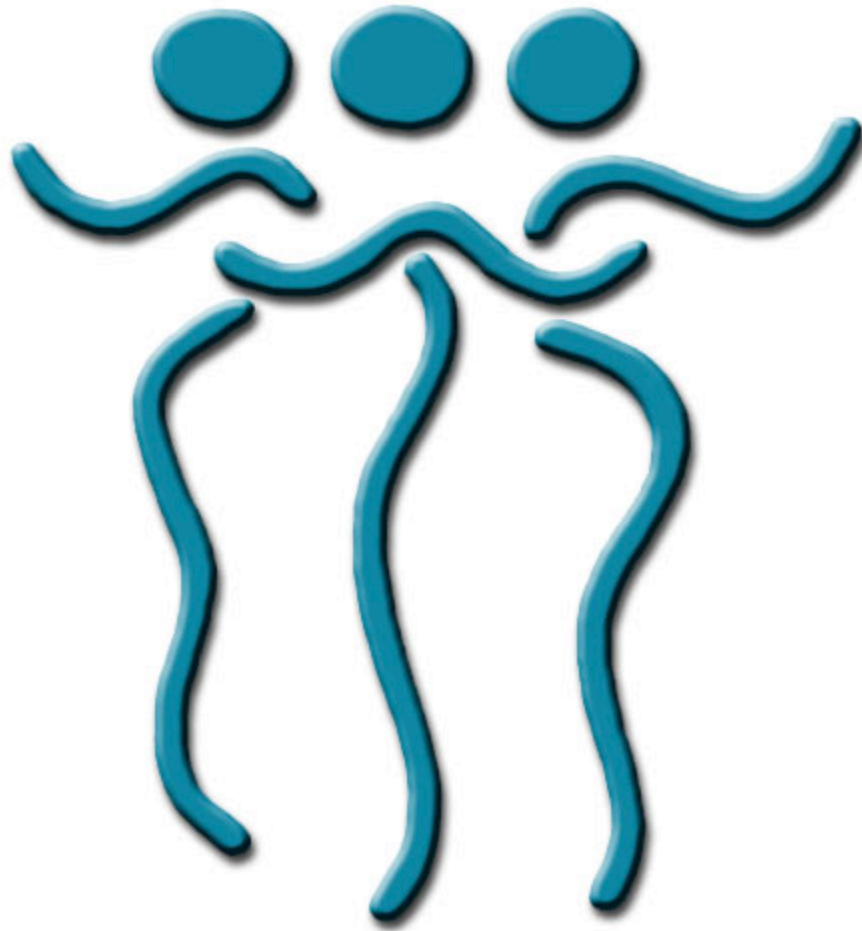


Women's Center



Student Handbook

Revised 9/2004

WELCOME TO THE WOMEN'S CENTER!

Welcome to the Women's Center. The Center was founded in 1972 to promote, support, and encourage the intellectual, professional, personal, and educational goals of women. The Center serves undergraduate and graduate students, staff, faculty, and community women. The Center is staffed by Kathleen Holgerson – Director, Kathy Fluckiger – Associate Director, Carol Millette – Administrative Assistant, Annie Rodriguez – Violence Against Women Prevention Program Coordinator, and approximately 25 students. Some of the Women's Center's programs and activities are listed below:

Violence Against Women Prevention Program (VAWPP):

This is the point program on campus for dealing with issues of violence against women. There are four components to the program: 1) a peer education program: female and male students are trained to facilitate workshops on acquaintance rape, dating violence, sexual harassment, pornography, and other issues related to violence against women, 2) crisis intervention: support services for survivors, 3) advocacy on an individual and institutional level, and 4) community awareness activities such as Domestic Violence Awareness Month, Sexual Assault Awareness Month, information brochures, etc.

Men Against Violence Against Women (MAVAW):

MAVAW is a program offered by the Violence Against Women Prevention Program. A key component of MAVAW is workshops facilitated by men, for men on the issues of consent, sex and sexual assault. Annie Rodriguez, VAWPP Program Coordinator and Kurt Graf and Davon Alston, undergraduate students at UConn, run the program.

Women's Center Library:

The Library has an extensive collection of books, magazines, and periodicals by and about women. People use the library for research, leisure reading, and general information. Articles are also collected and maintained in our resource files. Books can be borrowed with a Women's Center library card, which costs \$5.00 for a lifetime membership.

Informational Files/Bulletin Board:

The Center maintains hanging files in the Lounge with information on housing, conferences, concerts, childcare, messages, cultural events, politics, and special interest items. There is also a bulletin board on the second floor where job information is posted.

Programs:

The Center sponsors films, speakers, conferences, workshops, discussion groups, receptions, and concerts on a wide variety of topics. Calendar of events are provided and newsletters are published to keep everyone updated on our activities. Activities will be posted on the staff bulletin board, in addition to the calendar. It is your responsibility to stay informed of the Center's activities.

Our ongoing services include:

Discussion/Support Groups:

The Center acknowledges the diverse needs of women. Therefore, our philosophy is to empower women to initiate and/or facilitate programs that suit their particular interests and needs. We provide the resources and technical assistance for establishing groups. These groups vary between discussion groups, support groups, professional networking groups, etc. Anyone interested in starting a group should contact us. This year the groups include: Between Women, Sexual Assault Survivor's Group (closed group; inquiries should be forwarded to Jenn Fox at 486-4705), Women's Book Club and the Graduate Women's Group. The South Asian Tree will also be meeting at the Center, although it is not sponsored by us. Contact Bidya Ranjeet at 486-4040.

Advocacy and Support:

The Director, Associate Director, and Violence Against Women Prevention Program Coordinator provide advocacy and support for people who have been sexually harassed, sexually or physically assaulted, or need someone to talk to because of problems related to their gender. We do not provide on-going counseling, but can make referrals to those who do.

ORIENTATION

Working for the Women's Center is an excellent opportunity to become aware of issues of sexism, heterosexism, racism, classism, anti-Semitism, ageism, and ablebodism. Our Center's mission is to educate, advocate, and provide support services for the achievement of women's equity at the University and within the community at large. Special attention is focused on, but not limited to, women who face additional challenges due to their race, ethnicity, socioeconomic class, sexual identity, religion, age, and physical or mental ability.

Women's Center Guiding Principles:

- Support the empowerment of all women through action and example.
- Promote a feminist* perspective and celebrate differences within and amongst all.
- Provide a safe and welcoming space, maintaining open mindedness and showing respect for all in times of crisis as well as in day-to-day interactions.
- Educate the UConn community and the community at large about all forms of oppression by way of community organizing, interaction and education.
- Affect global change through local actions and programs.

*Feminism is the belief that all women have the right to control their bodies and destinies; the right to live a life free of violence and abuse; the right to equal protection under the law, including equal access to education, employment, and power.

In an effort to accomplish this mission, our staff is expected to be sensitive and knowledgeable about the issues we address, in order to properly create a bias-free environment in our Center. Training will be incorporated into our staff meetings, specifically addressing issues pertinent to

your work here. You will also be given articles to read in preparation for discussion at staff meetings. Some topics we will discuss in staff meetings or through articles are:

1. Violence against women
2. Homophobia and Heterosexism
3. Racism
4. Team building

You are expected to view selected videos from our collection on these issues as part of Orientation Training to become more informed.

One mechanism to create an inclusive environment is for staff to model to students, faculty, staff and community members utilizing our services, is through our use of language. Language has been and is a powerful tool in excluding women and other oppressed groups from society. As a staff member here, you are expected to be conscious of your personal use of language. Below are common terminologies, which we suggest that you become aware of:

Girls – our students are adults and must be afforded the appropriate respect. We refer to everyone as women, not girls.

You guys – referring to groups, especially a group of women, completely excludes and minimizes women.

Victim – “sexual assault survivor” is a more empowering and accurate description of a victim. It helps to begin restoring the women’s faith in her personal worth and ability.

Homosexual – The formal or clinical term that was coined in the field of psychology, sometimes meaning only "gay male," but at times encompasses lesbians and occasionally bisexuals. The word is often associated with the proposition that same sex attractions are a mental disorder, and is therefore distasteful to some people. “Gay men” and “lesbian” reflect an orientation. *See the Rainbow Center’s website at www.rainbowcenter.uconn.edu under resources and then glossary.*

Disabled student – “student with disabilities” puts the appropriate focus on the student versus the disability.

Hispanic – because of the colonization from Spain, many people prefer to be referred to as “Latina” or “Latino”.

Blacks – “African-American” accurately reflects the proud African heritage and is usually preferred, except by those of West Indian heritage.

Asian/Pacific Islander is more accepted for describing people of Asian heritage who are also American citizens.

Transgender is an umbrella term referring to someone's gender identity – transvestite, transsexual, transgender, and genderqueer. *See the Rainbow Center’s website at www.rainbowcenter.uconn.edu under resources and then glossary.*

Other common exclusionary terms are: *Chairman* (Chairperson), *Freshman* (First Year Student), *Miss/Mrs* (Ms), *He* – to refer to unknown gender (he/she). Your cooperation is expected.

If you are unsure about how someone wants to be identified – Please ask.

STUDENT RESPONSIBILITIES

Whether you are a work-study student, student labor, intern, or volunteer, we look at you as an employee of the Women's Center. Being an employee has many benefits and responsibilities.

Attendance: The Women's Center expects all employees and volunteers to conduct themselves in a professional manner. This includes good attendance. All employees and volunteers should regard coming to work on time, working their shift as scheduled, and attending all staff meetings as essential functions of their jobs and an integral part of their job description.

Good attendance means the following:

- × appearing for work no later than the start of the shift;
- × being ready for work by the start of the shift;
- × not leaving work until the scheduled end of your shift, unless excused by your supervisor;
- × calling in and personally notifying Carol* if you are going to be either absent or tardy. If there is a coverage issue during that shift, it is the student's responsibility to find coverage.

*If you are working an evening shift (between 5 pm and 8 pm), you must personally notify your co-worker(s) **and** ensure that there is coverage for the Center.

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem **before** the start of your shift. The Center needs advance notice of attendance problems so that other arrangements can be made to cover your absence.

Make up hours are not allowed without prior authorization. If you fail to give proper notice in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

Assignments: Students are provided with job descriptions and projects throughout the semester. General duties range from clerical, researching-library, assisting with the mail, posting*, etc. Although you may be assigned certain projects or roles, you may be asked to perform other functions for the Center. *During quiet times, we will be expecting you to independently initiate tasks and to use your time constructively, i.e., view videos, read current periodicals, become familiar with the Library...* **Be sure that you are checking your mailbox every time you come in as your supervisor will put work requests for you there that are under deadline. If there are any questions or concerns about a project, see your supervisor.**

****All students are responsible for posting flyers and posters. This needs to be considered a priority, as it is a major advertising tool for Women's Center programs. Every student is expected to independently take responsibility for this regularly.***

**If you feel that you have nothing to do,
ASK Kathy or Carol if they have any projects they would like you to work on.**

NOTE: If you are working on an on-going project, please leave a detailed note for the next person who will work on it, including: your name, the date, where you left off, and what still needs to be done. The Programming Checklist should be used and/or the white board. This is helpful information for the next person who may have questions about where the project stands!

Cleanliness: You are **expected** to clean up after yourself and to maintain a professional and warm environment. The students' office is especially your responsibility. **If you have worked on a program or have been tabling, it is your responsibility to put away all of the materials that were used for that event.**

Computer Usage: Everyone is expected to be computer proficient. There are several computers for students to use. Staff computers cannot be used without permission as it interferes with our daily business. You are encouraged to use quiet time to familiarize yourself with the computer system and its software. If you wish to use any computer at the Women's Center for personal use, you must:

1. Check to see if one is available and obtain permission from Kathleen.
2. Furnish your own disk.

The first computer on the right in the 1st Floor student office is designated as the computer for walk-in visitors. If you are using that computer, and we have a walk-in needing to use it, you will have to relocate to another computer.

NOTE: No one is allowed to use the computer games in any of the systems.
*Personal use of e-mail, instant messaging and the Internet is allowed ***only during non-work hours.***

Confidentiality: Although everyone who uses our services is not in crisis, it is critical that you do not speak about or mention names of anyone using our services to anyone outside the Center. Any breach of confidentiality will result in immediate dismissal from your position.

Copying Machine: The copying machine is for Women's Center business purposes only. You may use the machine for private copying with Carol's permission. Please try to conserve paper, recycle, and re-use paper for postings whenever possible.

Mail Procedures: All mail requiring postage **MUST** have a complete UCONN return address and a valid FRS account. There are labels printed with this information if it does not already appear on outgoing mail. **NO STAPLES to close self-mail pieces are permitted. This mail**

must be taped or tabbed closed. This pertains to our newsletter and calendar, as well as flyers, etc. Internal campus mail **MUST** have the 4-digit Unit number. **PLEASE SEE CAROL IF YOU ARE UNSURE OR HAVE QUESTIONS.**

Mailboxes: All student staff members have a mailbox assigned to them on the first floor. Please check your mailbox **every time** you come to work for messages and project assignments. Many items are time sensitive.

Programs: All student staff ***must attend two Center events*** each semester. One will be assigned; the other will be of your choice. These may include films, workshops, or conferences. At least one event can be attended during your scheduled work time. At the end of the semester, you will be required to fill out a sheet indicating which events you attended. Often, people call asking for more information about the events offered in our calendar, so you must familiarize yourself with all the Center's activities. There is an "in house" listing of programs on the staff desk downstairs that will have the most up to date information. Please refer to that. If you're in doubt, ask Kathy or Carol.

Recycling: You are expected to recycle. Please use the recycling bins and boxes. When printing correspondence, first print without letterhead so that staff can edit freely. Once approved, print on letterhead. We reuse our paper for scrap. There is a recycling box in the student office for this purpose. When you are not busy, please cut the paper in the recycling box into scrap paper.

Schedule: Everyone who works at the Center has a ***fixed*** schedule. Once the final schedule has been set, changes should not be made unless due to a class schedule change. Please discuss with your supervisor.

Staff Bulletin Board: The monthly Calendar of Events is posted on the bulletin board in the Student Office. Announcements of special interest to the staff will also be placed on the bulletin board. Please remember to check the boards every time you come to work.

Staff Meetings & Retreats: All student staff members ***must attend the monthly staff meeting and the fall retreat.*** If you are unable to attend a staff meeting, ***you must*** inform Kathy or Carol in advance. Attendance may be excused only for a class, illness, or verifiable emergency. More than one unexcused absence may lead to disciplinary action, up to and possibly including discharge.

Supervision: Kathy, the Associate Director, and Carol, the Administrative Assistant are responsible for the day-to-day supervision of most student staff. Regularly scheduled supervision meetings will be held with all student staff throughout the semester. Students will also receive ongoing feedback. Performance evaluation sessions will be held at the end of the Fall and Spring semesters. The purpose of the evaluation is to strengthen supervisor/student relationships and to clarify job responsibilities and expectations. You will have an opportunity to provide feedback through a self-evaluation prior to meeting with your supervisor. A copy of the self-evaluation and supervisor evaluation forms are attached for your information.

Time Cards and Paychecks: Each time you come to work or leave, you must sign in and out on your time card. **PLEASE DO NOT LOG HOURS UNTIL ACTUALLY WORKED.** In order to be paid, you must *fill in and sign* your time card. You must fill in the time you came in, the time you left, and the total hours you worked for each day you were at the Center. Each two-week pay period begins on Friday and ends on Thursday. Time cards are **due by the end of the day on Thursday of pay week.** A reminder that time cards are due will be posted on the staff bulletin board. **It is your responsibility to make sure your time card is signed on time and put in the Completed Time Card Bin outside of Carol's office.** Anyone failing to comply will have to wait an extra two-week period for their paycheck. Payday is Thursday, every two weeks. *Checks are NOT to be cashed/deposited until after 3:00 p.m. on payday. The checks are dated for Friday. PLEASE ABIDE BY THIS.*

Workspace/Reception Area: We have worked hard to provide adequate student workspace. The office next to Carol has been designated as the reception area/student workspace. **Up to 3 students** can work comfortably in the office. All the desk space is for your exclusive use. Please store your work in available drawers instead of leaving piles on the desks. There is no need to congregate in the student workspace, especially since this creates unnecessary chaos and crowding. The noise also carries easily to Carol's office, the library and lounge creating a disruptive presence. The second floor also has space available for students. Again, 2 or 3 students can work comfortably there. For quiet work time, the third floor is also available. However, not more than 2 students should be using that space. The space is very helpful for large projects needing a lot of "spreading out" space.

***Concerns:** The Women's Center is an exciting, fun, and interesting place to work. The fact that the Center can accomplish as much as it does is due to the hard work of its student staff. However, we know that concerns can and will arise. If you are not feeling good about working at the Center, if you are having concerns doing the work you are assigned, or having concerns outside the Center that are interfering with your work here, please talk to Kathleen or your immediate supervisor as soon as possible. Please don't try to resolve the problem by disappearing. Together we can work out solutions to most concerns. The best way to deal with concerns is to not avoid them.

THE TELEPHONE SYSTEM

Much of the Women's Center's business is conducted over the phone. For many people their first impression of the Center is how the phone is answered. **Please** be friendly, polite, and helpful when you answer any phone call, i.e. "Good Morning, Women's Center, can I help you?" "May I ask who is calling?" "Please hold while I transfer you to her voicemail," etc.

Messages: If the call is for someone who isn't in, ask if they would like to be transferred to voice mail first. If not, take a message using the phone message slips. Fill these out completely and **ask for the correct spelling of names.** Ask what the call is in reference to, and get the phone number where the call can be returned. Be sure to sign your name on the bottom of the slip, just in case the person has any questions to ask you about the call. Put all messages in their

appropriate space on the Message Board located on the wall outside Carol's office. There is also space to put messages for student staff members on the Message Board.

Women's Clinic Calls: Because our telephone numbers are very similar, we get calls from people looking for birth control or other medical services and information. Refer them to the Women's Clinic at 486-4837. *These referrals need to be logged onto the referral log sheet located next to the phone you are using.*

Telephone and Referral Log Sheet: The purpose of the log is to keep record of all public inquires, calls and visits to the Center. Every call that comes into the Center must be logged **by the person who handles the call** on the Telephone and Referral Log Sheet, located next to the phone you are using. For example, if you answer the phone and a faculty member is looking for information about a program the Center is hosting and you are able to give the person the information, you would record the date and time, the type of access as phone (options are phone, email or walk-in) and would put a check in the row entitled Women's Center Events. If you are unable to assist the person and take a message or transfer it to voice mail, you would record that in the row entitled Took Message... Please see the attached example log. If you have questions about how to use this form, please speak to your supervisor. (*referral information on page 5*)

Information: Unless someone is calling about a specific project or program that you are aware of, refer all calls for information to Carol, Kathleen, Kathy, or Annie. **Do not tell the caller that you don't know the answer to a question.** This is very unprofessional. If Carol, Kathleen, Kathy, or Annie is unable to take the call, tell the caller that someone will get back to them and leave a message for the appropriate staff member.

Making Long Distance Calls as part of your job: At times it will be necessary for you to make long distance calls as part of your job. Please use the "Telephone Toll Record" form and record these calls as they are made. There are pads in the Supply Closet and one in the drawer of the desk in the Student Office.

Personal Calls: **NO ONE may use the Women's Center phones for personal calls. Most students have cell phones. Please use your cell phone or a calling card. If for some reason, those options are not available to you please speak with Kathleen, Kathy, Annie, or Carol before making a personal call. (NO EXCEPTIONS!!!)** The monthly phone bill is reviewed by Kathleen and Carol for long distance charges.

Crisis Calls: Refer all crisis calls to Annie as the first contact for immediate counseling. If Annie is out of the office, but on-campus, she should be beeped (860-588-0061). If she is off-campus, refer the person to Kathy. If Kathy is out, refer to Kathleen. In absence of these three, refer the call to Carol or a graduate intern. (See Student staff Procedure for responding to victims of violence on the next page).

TO ANSWER THE PHONE:

MULTI-LINE PHONES: When the phone rings, push the flashing light. Answer. “Good morning/afternoon, Women’s Center, may I help you?”

SINGLE-LINE PHONES: Pick up the receiver and answer, “Good morning/afternoon, Women’s Center, may I help you?” If you want to answer another line from a single-line phone, pick up the receiver and push *99 button to answer.

To Transfer Calls: Press the “Transfer” button after answering the call. When you hear the dial tone, dial the extension number (example: 6-2157). When the person answers, announce the caller and then press the “Transfer” button once again and hang up. **DO NOT PUT THE PERSON ON HOLD BEFORE TRANSFERRING THE CALL.** If you need to talk to the caller again, push the line that is flashing, which is the line they called in on. Calls can be transferred to any extension on campus.

Voice Mail: Kathleen, the Director, Kathy, the Associate Director, and Annie, the Violence Against Women Prevention Program Coordinator, have voice mail on their phones. The voice mail system will be activated after four rings. If a call comes in and they are on the phone, or not in, transfer the caller to their voice mail. Make sure you get the **caller’s complete name and any information regarding what the call is in reference to** before transferring the call. This will help screen calls. **Calls transferred to voice mail are logged on the Service Log Sheet in the first column.**

Taking Messages From The Women’s Center Voice Mail in Carol’s Office

1. Dial 6-5555

Enter Women’s Center code number (taped on Carol's phone).

To Put A Call On Hold: Press the “Hold” button. To return to the caller, press the line that is flashing.

To Make A Call: For an on-campus call you must dial “6” before any extension (example: 6-2157). For an off-campus call you must dial an “8” before the seven digit number. If it is a long distance business call within Connecticut, dial 1-area code (860 or 203) and then the seven digit number (example: local: 8-423-3345, long distance within CT 8-1-860-555-8456). This manner of dialing is mandatory for all of CT, not only UConn.

For Emergency Calls: During an emergency, 9-1-1 can be dialed from any phone on campus. **DO NOT** Dial “8” or a “6” before the 9-1-1. This number is not to be used for any routine calls to the Police or the Fire Department. Calls of this nature are not emergencies and only interfere with the Public Safety Answering Points (PSAP) ability to provide fast and reliable service in real emergency situations.

Information Services: *DO NOT use information services (411)!!!* We are charged 75 cents for each time we use it. Please use the Internet to locate telephone numbers. Any of these sites can be used:

www.bellsouthrealpages.com

www.smartpages.com

www.anywho.com

www.directoryassistance.com

The Center does maintain some phone directories for Connecticut, however they may be out-of-date. Please use them if you are unable to get the information on-line. For information about 800 numbers call: 800-355-1212.

Note: DO NOT UNPLUG or relocate any phone to another phone jack. This must be coordinated with the Telecommunications Department.

Student Staff Procedure for Responding to Victims of Violence

The goal of the Women's Center is to provide victims who have experienced sexual assault, sexual harassment, stalking and dating or domestic violence support in a confidential setting. These services include assessing safety and safety planning, discussing options, and informing and/or referring the victim of available resources on and off campus, including but not limited to, The Community Response Team (CRT).

Protocol for student staff: *(This includes all types of violence, including sexual assault, domestic/dating violence, stalking etc.)*

At no point in time should the student get involved in asking for details or providing support/counseling.

****Please remember that any information you receive or hear about is strictly confidential and is not to be discussed anytime outside of the Center and only as needed within the Center.***

Be aware that some victims may not disclose any violence, but may just ask to speak to a counselor/advocate, or may be crying and asking to speak to someone. After receiving a report of violence from a student, the Student Staff should:

1. Phone Call response:

*Transfer the call to Annie. If Annie is not in the office the call can go to Kathy or Kathleen.

*If Kathy or Kathleen is not available and Annie is on campus, page her at (860) 588-0061 or send text message via e-mail at 6171550036@alphapage.airtouch.com.

*If Annie, Kathy or Kathleen is not available, give student hotline numbers listed below:

WeConect (sexual assault) - 24 hour hotline - 456-2789

DV Program of United Services (domestic/dating violence) - 24 hour hotline - 456-9476

*Ask student if they would like to leave their first name and number so that a staff member can call them when she comes in.

2. Walk-in response:

*Call to Annie. If Annie is not in the office try Kathy or Kathleen.

*If the victim is emotionally distraught, do not leave the student alone and ask another student staff or Carol to call Annie. If Annie is not in the office, ask Kathy or Kathleen to see the person. If Kathy or Kathleen is not available, follow procedure from part 1.

*If Annie, Kathy or Kathleen does not respond within 10 minutes, contact Lisa-Marie Griffiths at 486-4837 (Women's Clinic). If Lisa-Marie is not available, go down the list of the Community Response Team (attached).

Do not leave an emotionally distraught student alone, but remember, student staff should not get involved in asking for details or providing counseling.

Referrals:

The Center provides referrals to the local community. The "Infoline" directory is a valuable resource. It can be accessed on a link off of the Women's Center webpage. Anyone asking for information/assistance with divorce or separation issues, refer them to the Connecticut Women's Education and Legal Fund (CWEALF) - 860-247-6090. Please refer calls to Carol if in doubt on how to provide an appropriate referral. . ***All referrals must be logged on the Telephone and Referral Log Sheet located next to the phone you are using.***

Other:

Please remember in addition to all of the services and programs we offer, the Women's Center is more than just a valuable source of information and services. Students are encouraged to use the Center's lounge and library as a place to relax, meet with friends, study, and enjoy.

THE LIBRARY

Our library offers fiction, non-fiction books, anthologies, poetry collections, journals, magazines, etc. on issues pertaining to women. We also maintain resource files with clippings and newsletters on pertinent women's issues. A subject list is kept on the side of the resource cabinet. Everything is available for everyone's use; however, the journals, magazines and resource articles cannot be removed from the Center. Copies of the above can be made at \$.10 per copy.

All of our books and reference materials are cataloged under the Library of Congress System. A search for specific titles, authors, or subject areas can be made on the library computer, by using the Athena library program. Directions on how to use Athena can be found in the blue binder located next to the library computer. These directions include how to: issue a library card for a new member, enter a search, take out books, renew loan periods, and make changes for an updated address and phone number. All students are required to become familiar with using the Athena library program. If you have any questions, ASK!

In order to take books out of the library, a Women's Center library card is required. These cards can be obtained for a nominal one-time fee of \$5.00. The cards are for a lifetime membership and are renewed free of charge on a yearly basis. The card entitles the member to borrow books for up to two weeks. If additional time is required, members can extend the due date by another two weeks simply by calling the Center. Overdue books will be charged \$.05 a day per book for

every day they are late. Returned books should go in the red book return box so that they can be returned to the proper shelf immediately.

The library also offers a series of videotapes on issues pertaining to women. Please ask Carol for assistance in signing out videotapes.

Please offer your assistance to library users. ***The library should only be used as a workplace if alternative space is unavailable.*** Make sure the library noise level is kept to a minimum and that library users are made to feel welcomed and assisted.

All library visits, including browsers, must be logged on the Women's Center Telephone and Referral Log, which is located next to every phone.

NOTE: Although two students will have primary responsibility for the library, everyone is expected to be familiar with the library procedures and the Athena library program.

EMERGENCY PROCEDURES FOR THE THIRD FLOOR

1. Precautions:
 - a. Try to exit down the stairs from the third floor.
 - b. If the exit is blocked, the 3rd floor window must be used.
2. Fire Ladder: (please note fire ladder also available in 2nd floor bathroom.)
 - a. Open window on the right side of the 3rd floor back room.
 - b. Push the screen out.
 - c. Throw out of the window the last rung of the ladder (labeled end)
 - d. Place the ladder hooks on windowsill.
 - e. Exit with caution!
3. Fire Extinguisher:
 - a. If a small fire breaks-out on the 3rd floor use the extinguisher.
 - b. Extinguisher is located on the wall near the staircase.
 - c. Read directions and use accordingly.
 - d. **Always call 911!!**

NO SMOKING is allowed anywhere in the Women's Center.

NOTE: Workspaces on the 3rd floor are not to have more than three people working in them at any given time.

Remember: ***Don't block the staircase or basement door***
Don't block the fire extinguisher
Don't block the fire ladder
Don't panic!!!

OPENING/ CLOSING PROCEDURES

The Women's Center hours are from 8:00 a.m. to 8:00 p.m. Mondays through Thursdays during the semester. Hours on Fridays are 8:00 a.m. to 5:00 p.m. The following procedures are to be followed for closing the Center and the reverse procedures should be used when opening the Center.

THIRD FLOOR: Make sure that all the windows are shut tight and locked and all lights are turned off. When you're done checking, make sure to close the door leading to the 3rd floor (in the Graphics/Student office).

SECOND FLOOR: Turn off all lights, computers and printers, and the coffeepot. **DO NOT SHUT OFF NETWORK COMPUTER.** Be sure to **lock all 2nd floor office doors and windows.**

FIRST FLOOR: Shut all windows, turn off all lights, computers, and printers. (**Do not** shut off library computer!) Lock **all three** of the exterior doors on the first floor. There is a door in the back by Carol's office and there is one in the lounge, and the front door. Lock the back and side doors from inside and lock the front door by pressing in the bottom button of the two buttons located on the edge of the door by the knob. *Make sure that it is locked!!* When you are sure, just pull the door tightly shut on your way out.

NOTE: *Do not shut off the copier; it is on an automatic timer!*
Do not shut off the black network computer in the 2nd floor Student Office!

This is to certify that I have read and understand the Women's Center procedures and policies as indicated in the Student Handbook.

Signature _____

Date _____