Fire Safety Guidelines

The residence halls are subject to regular and unscheduled inspections by the school's Safety Office and the city's Fire Marshall. Among the guidelines that will be followed in the interest of residence hall safety are:

1. The entrance to the room and windows must be clear of obstructions. (Nothing may be placed in or on the windows of the residence hall.)
2. Extension cords and electric cords must be inspected by the student to insure that they are safe. Students must take care to avoid overloading electrical outlets and should utilize surge-suppressing power strips instead of standard extension cords.
3. Candles, burnable incense, kerosene lamps, etc. may not be used or stored in rooms or any other area of the residence hall or campus buildings.
4. Smoking is prohibited both as a safety issue and as part of the Code of Conduct. (see "Code of Conduct")
5. Halogen lamps are prohibited.
6. Decorative lampshades may be used only if they are non-flammable.
7. Colored or commercially painted bulbs may be used but cellophane, theater gel, or colored paper may not be used inside fixtures. Students must inform the student life advisor for light bulbs to be changed in student rooms.
8. Christmas lights are allowed at holiday time only. Lights must be unplugged when the residents are not in the room and when the residents go to bed. Decorations cannot block exit doors in the residence halls and must be removed and/or discarded before students leave for the winter break.
9. Walls and doors may not be decorated with flammable materials. Wall decorations can cover no more than 20% of all available wall space.
10. Electrical heaters may not be used in student rooms.
11. Microwaves and radar ranges are not permitted in student rooms. They are provided in the kitchen areas of the residence halls. Coffee pots, hot pots, toasters, and other cooking appliances with exposed or partially exposed heating elements may not be used in student rooms. (Such items may be used in the kitchen or vending areas in each residence hall.)

NSU Police

The Northwestern State University Police provides security for LSMSA. The dispatcher's phone number is 318/357-5431.

Additionally, officers are fully authorized to investigate any suspicious behavior by students and may be called upon by the school's administration to assist in assuring the safety and security of the students, faculty, and facilities. In these cases, NSU Police assists with the investigation of the incident and disposal of any illegal items. Consequences and sanctions generally are left to the discretion of LSMSA. If, however, due to the serious nature of the offense, NSU Police chooses to press charges, LSMSA will cooperate fully.

NSU Police is provided a report on any theft that is reported to the school's administration and may question students in incidents that involve suspected theft, drug or alcohol violations, assault or battery, or other illegal activities.

Personal Property and Insurance

LSMSA does not insure the personal property (including musical instruments) of students,

faculty, or staff against theft, loss, or damage of any kind either on or off campus, in rooms, or in other storage areas.

Students are encouraged to make certain that all valuables (bicycles, computers, stereos, computers, jewelry, etc.) are adequately covered by their parent's/guardian's Homeowner's Insurance Policy.

LSMSA recommends that identification numbers or license numbers be engraved on personal items such as televisions, personal computers, stereos, calculators, etc. It is also recommended that parents keep a list of serial numbers for any valuable electronic equipment that students will bring to LSMSA.

LSMSA assumes no responsibility for lost or stolen property.

SAFETY AND SECURITY

Student cooperation is necessary and expected in providing and operating a safe school. Any concern that a student has regarding safety or security must be reported to a member of the Residential Life staff or faculty. Additionally, the following guidelines are provided for students:

- Always travel with companions.
- Always lock the door when leaving your room.
- Never give your room key to anyone.
- Do not keep large amounts of cash in your room or on your person.
- Do not leave your personal property or valuables unattended.
- Do not prop open doors or other entryways or exits that are supposed to have been closed or have been locked for the evening.
- Report any suspicious person(s) and/or activity to an LSMSA official.

SIGNING OUT

All sign out policies are designed to provide a reasonable expectation of student safety both on campus and in Natchitoches. See the section on Sign Out for more information.