



Emmanuel College

within The University of Queensland

enriching lives since 1911

Handbook

College Motto

Fiat Lux (“Let There Be Light”)

Contact Details

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(within The University of Queensland)

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A Welcome from the Principal

Australian university colleges are changing. It is an exciting time to be part of one as interesting and distinctive as Emmanuel. At Emmanuel, our central aim is to put students at the heart of all we do. *Nothing about us without us* is a great motto to drive decision-making in College. On a day-to-day basis, this refers to the current students in College. Working together with students and their representatives, we can achieve a great deal to foster the experience and the perception of the experience of being a student at Emmanuel. It is a “bottom up” rather than a “top down” approach.

Diversity within the College community is an area of focus we concentrate on. Strengthening students’ confidence and abilities is our mandate. What does the face of leadership and participation in society look like? Is it in the image of how it has always been? Or does it embrace different lived experiences that have shaped our students accordingly? Being at Emmanuel should change people for the better and we are constantly looking to help our students in their development.

We are very happy that you have chosen Emmanuel as your home. We very much look forward to the College making a difference in your life and to “getting in the way”- not in an obstructive sense, but positively, to help you to take advantage of new experiences, people and a changed direction that coming to College offers. This College was founded in 1911. As students coming to Emmanuel with over a century of history, you are a fundamental part of its traditions and legacies. There are many people here to help you and they will all go out of their way for you. I look forward to meeting each of you during the semester.

Dr. Jane Thomson
Principal

Mission Statement

Our mission is to provide university students with an outstanding collegiate experience. We offer a diverse, vibrant and supportive community in which students achieve personal growth and academic success inspired by our Christian ethos.

Emmanuel College aims to provide a first class collegiate education through:

- Academic excellence
- Diversity in the student population
- Equitable access
- Leadership opportunities for everyone
- Strong ethical values
- Inspiring lifelong commitment to community service
- Recognising the rights of individuals to their individuality while encouraging them to develop a sense of community belonging, a sense of worth and a set of high ethical and professional values.

These values play a crucial role in shaping the Emmanuel College experience and the relationships we build with students. In time, they will form a basis for the relationships our students build and the choices they make throughout their personal and professional lives.

Equipping Students for Professional Success

Over the years Emmanuel has served an important role in equipping young women and men for successful roles in public and professional life. Emmanuel graduates have gone on to achieve international prominence in a variety of fields, showing leadership and outstanding achievement in the arts, business, law, medicine, political and public service, education and the church, both in Australia and abroad.

College Facilities

Shared Facilities

The College provides:

- Extensive grounds
- Dining Hall
- The Presidents' Room
- Chapel
- Music practice rooms
- Junior Common Room with:
 - Large flat screen TV
 - Cardio studio
 - Pool table
 - Kitchenette
- Middle Common Room with:
 - Full-size billiards table
- Academic Centre with College computers and printing facilities
- The Gill Student Centre
- Tutorial and study rooms
- Bike shed
- Laundry and ironing facilities
- WiFi connectivity

Room/Unit Facilities

The College provides:

- Long single bed, or double bed and an inner-spring mattress with mattress protector
- Spacious cupboard and drawers (with mirror)
- Study desk, desk light, ceiling fan, shelves, whiteboard and chair
- WiFi connectivity
- Fridge
- Power board
- Rubbish bin
- Laundry bag
- A linen pack is provided for international students

Students must provide the following:

- Towels
- Pillows
- Blankets/duvet/quilt

- All bed linen (a linen pack is provided for international students)
- Coffee cup, any plates, cutlery, etc. for personal use

Each student is personally responsible for the tidiness of their room and its contents. On taking up residence, the furniture and fittings should be checked carefully and any damage recorded at check in time. Any damage will be assessed on departure and charged to the occupier of the room.

Services Included

The College provides the following services:

- 24/7 assistance via Reception, Hall Porter, and on-site staff
- Room cleaning once per week
- Laundry service (8kgs per week – washed, dried and folded)
- Academic advice and advocacy
- Emotional wellbeing and support
- Academic and professional mentoring
- Extensive academic tutorial program
- Limited storage during June/July holidays only

Care of Common Parts and Rooms

Out of respect for the community, students are requested:

- Not to hang towels, clothing or other items from windows or balconies;
- Not to remove furniture from any room within the college;
- Not to change the configuration of furniture within the room;
- Not to bring furniture to any common areas or rooms within the college;
- Not to bring furniture and furnishings and place them anywhere outside a common area or room within the college;
- Not to play games in hallways or leave shoes and damp clothing outside their rooms;
- Not to leave windows open when away from their room. Any damage caused to carpets and fittings from storms because of windows left open will be charged to the student;
- In the event of sudden storms, to be communally responsible and secure open rooms and common areas;
- To place papers and rubbish in the receptacles provided;
- To report any faults found in a room to Reception, or to the Hall Porter (after office hours)

Students are not permitted any of the following:

- No student is to keep or have in their possession any substance or article which is forbidden by a law of the state of Queensland or the Commonwealth of Australia, including, but not restricted to, drugs, firearms or weapons, knives, etc. Contravention is likely to lead to expulsion from College;
- Students are not permitted to bring pets to College;
- Students are not permitted to bring their own beds and/or mattresses or any other items of furniture to College, including air-conditioning machines or similar;
- Students are not permitted to use candles, fairy or party lights or incense (due to the fire risk);
- Students are not permitted to bring microwaves, fryers, sandwich presses, electric jugs, toasters, heaters, etc. (due to the fire risk).

NB: Any false alarm caused by a student occasioning fire service attendance will be charged to the student at the rate of \$1,200, subject to increase without warning.

College Life

The College is organised around wings. A wing is a small community within the wider College environment that arranges communal events and provides a familial supportive environment. The Wing Community Leader (WCL) is delegated authority to ensure good order prevails within the wing. They also provide an avenue of support for students.

Students are collectively responsible for their residential wing. This includes the general appearance, fittings and furnishings. Similarly, all students are collectively responsible for the Junior Common Room, Academic Centre, music rooms and bicycle sheds as well as other common areas. Any losses or damage will be charged to those individuals responsible. Where individual fault cannot be attributed, charges may be made to the Emmanuel College Students' Club.

College management retains the right for authorised staff to enter any area of the College at all times for cleaning, maintenance of College property, to ensure good order within the College, or to uphold College regulations. Any unauthorised property or prohibited items will be removed without notice.

Student Leaders

Wing Community Leaders

Wing Community Leaders (WCLs) are appointed by the Principal and given a position of responsibility and delegated authority within the College.

The role of a WCL is to:

- Support new students to settle into College
- Ensure the wing is an inclusive environment for all students
- Help provide a safe, comfortable and supportive environment for all
- Undertake fire/emergency evacuation training and act as fire wardens in case of an alarm
- Complete First Aid and CPR Training
- Engage in all Preparation Week training
- Provide a peer contact and positive role model for wing members
- Provide a link between students and staff.

International Student Coordinator

A Coordinator is appointed to assist the integration of international students into College life and promote a positive interchange between all students.

Christian Convenors

Appointed by the Principal, Christian Convenors are concerned with promoting Christian fellowship, Bible study, praise, and worship.

Information Technology (IT) Officers

Appointed by the Principal, the IT Officers provide basic IT support for all students.

Extra-Curricular Convenors

Appointed by the Principal, the Extra-Curricular Convenors are appointed to assist with the organisation and planning of regularly community events.

Emmanuel College Students' Club (ECSC)

The ECSC aims, through the promotion of sporting, cultural and social events, to represent its members and advance the interests of the College as a whole. All Emmanuel College residents are automatically members of the ECSC.

Emmanuel College Student Ambassadorship

The Emmanuel College Ambassador program is a way students can give back to the College and promote the many varied opportunities that students enjoy while living at Emmanuel. Ideally our Ambassadors will be students who have become involved within the Emmanuel community and taken advantage of the opportunities offered during their stay at College. Ambassadors will be students who are ideally either one, two or three years out of school and who want to share their love and enthusiasm for College with the wider community. College Ambassadors will have the opportunity to represent the College by speaking at their own school, attending UQ Open Day and providing general event and promotional assistance throughout the year. The Assistant Dean – Residential will consider applications to become an Emmanuel Ambassador throughout the year.

Academic Life

Emmanuel College has a vibrant academic culture. While our students excel in sports and cultural activities, the highest priority is given to their studies. The College provides an academic program that complements students' university studies through mentoring and tutorials, as well as the contribution of visiting scholars in the form of guest lectures and master classes.

Tutorials

Emmanuel tutors work with individual students and small groups. The tutorial environment enables students to explore their field of study in greater depth, developing intellectual skills and specialist knowledge applicable to their degrees. The tutorials are designed to help extend students in their understanding of their field of learning in a broader academic and professional context.

Tutors hold regular one-hour sessions in their disciplines. ***Tutorials are compulsory for first-year students.*** Advanced-level sessions for groups of four or more students can also be arranged, but the College will consider smaller sessions on a case by case basis. Advanced-level students should contact the Dean of Studies if they wish to have a tutorial in their discipline.

- Most of the tutors are PhD-qualified, postgraduate students or industry professionals. They are appointed to deliver tutorial material within discipline-specific streams.
- An academic tutorial will address the principles and concepts of a discipline in a practical manner. The tutorials are designed to extend students beyond their course content, so they can develop a more holistic understanding of their disciplines.
- If a student has concerns about their tutorial, they should talk to the tutor in the first instance. If the situation is unresolved, the student should contact the Dean of Studies
- A roll of attendance is taken at each tutorial. Attendance is monitored and the Deputy Principal is advised regularly of student progress.
- If a student is unable to attend a tutorial for any reason, they are required to contact the tutor and the Dean of Studies at least 24 hours before the scheduled tutorial.

Mentoring

Emmanuel College sees the provision of academic mentoring for undergraduate students as one of the most valuable contributions it can make to enhance their University education. Mentors are usually College tutors, other members of College staff, College alumni and friends of Emmanuel. Mentoring is aimed at encouraging and assisting all students to fulfill their potential in their studies and in their personal development, including assisting them in course and career choices. Please discuss with the Dean of Studies if you would like to engage in this program.

Masterclasses

Throughout the year, Emmanuel College hosts eminent professionals in a range of fields who provide masterclasses to our students. Past speakers have been leaders in the fields of politics, law, economics, medicine, and media and communications. These classes are designed to help students understand the various professional avenues they can take after their studies, as well as the requirements for employability.

Senior Common Room

The Senior Common Room (SCR) is a research group for the academic staff and postgraduates of Emmanuel College. The SCR meets during semesters and provides a space for members to share their research and receive feedback from an interdisciplinary perspective.

Graduation

When registering for graduation, we ask that you enter Emmanuel as your College address. Emmanuel College will then be entered alongside your name in the graduation lists.

Personal Life

Personal Wellbeing

The transition from school to university life can be challenging, and students can experience some difficulties. If you need support, there are a number of options to find a suitable person who can meet your needs. This could include your Wing Leader, other student leaders and College staff. Emmanuel's Dean of Student Wellbeing is available to all students to discuss any issue that is impacting on your wellbeing. Please feel welcome to contact via email, phone or in person.

Extra-curricular Life

By encouraging its students to take a full role in College and University life, and the life of the wider community, Emmanuel aims to foster qualities of leadership and participation. Emmanuel students are able to explore new opportunities to learn and grow in areas that will complement their academic development.

Emmanuel students are given opportunities to demonstrate talent, enthusiasm and creativity in art, music, drama, debating, literary pursuits, team and individual sports, spiritual and religious activities, and community service, as well as enjoying and organising a wide array of College social activities. Emmanuel is a place to become involved and there is a range of ways in which the College helps students to develop their passions and to enjoy their student years.

There are plenty of opportunities for sports and exercise. This includes ICC teams and individual sports. Facilities for most sports are available on the UQ campus and the College has cardio equipment.

The University provides a world-class gymnasium and sporting facilities. The UQ Sport Lifestyle Package entitles the residential student to use the following UQ Sport facilities: weights room, cardio room, pool and some group lessons. For details of what the package includes, please enquire at Reception.

Fees and Charges

Fees and Charges

For full details of fees and charges, please refer to Emmanuel College Residence Fees on the Emmanuel College website.

The residence fee covers:

- Full residence including 21 meals per week
- Personal room with fridge, study desk, WiFi connectivity, weekly room cleaning and laundry service
- Academic program
- Emotional support and wellbeing
- Sporting facilities, clubs and other amenities
- Chapel services and meditative space
- Social events as organised occasionally by the Emmanuel College Students' Club
- Formal dinners and guest speakers

Any student returning prior to the advertised Agreement Period check in dates or remaining in College after the Agreement Period advertised check out dates will be charged a Vacation Residence Fee (see the Emmanuel College Residence Fees schedule on the College website).

Arrival to College

Check In

First-year students are required to register and sign into College from 9.00am on check-in day.

Returning students are required to re-register and sign in **after 2.00pm** on check-in day. Dinner will be available that evening. Any variance to these times must be pre-approved by the Deputy Principal.

If students access their rooms before the due date of return, a vacation residence charge will apply.

Please check Emmanuel College's website for check-in dates.

Orientation Week (O Week)

The purpose of this week for the College is to welcome new collegians, inform them about both the College and University life and prepare them generally for the coming academic year. Students are required to attend sessions as indicated on the O Week program. Emmanuel College Students' Club events and activities are optional.

Departure from College

Check Out

Students will vacate their rooms and check out of College by 10.00am on the last day of their Agreement Period as per clause 36.8 of the Residential Agreement Terms and Conditions.

The room key should be returned to Reception staff.

Students are responsible for emptying and cleaning refrigerators and waste bins before leaving College. Rooms must be left in an orderly condition. Depending on the circumstances, excess cleaning costs may attract a charge payable by the student or by the Students' Club.

At the end of the academic year, all personal effects must be removed from the College. Any items left in College will be disposed of as the College sees fit.

Withdrawal from College

Please refer to Clause 6 of the Residential Agreement Terms and Conditions.

General Information

Absence from College

If a student intends to be away from the College for more than 3 days, please inform Reception staff or the Hall Porter. This ensures College staffs are aware of a student's whereabouts and can respond accurately in case of an emergency. It is also highly recommended that the student informs their WCL and a close friend of their whereabouts and intended date/time of return for any time off College campus.

Bicycles

Bicycles must be stored in the bicycle shed and must not be taken into rooms or wings. Fire regulations prohibit the parking of bicycles near building doorways, in rooms or in passageways. No vehicles which are considered illegal by the Department of Main Roads may be brought onto College grounds.

All students who have bicycle/s at College must remove their bicycle/s from the College grounds upon the student's departure and final check out for the year. The College accepts no responsibility for theft of, or damage to, bicycles parked within its grounds.

Campus Security Bus

The free campus security bus operates all semester. Information regarding the bus is via the University Security Office: 3365 1234. Students are advised to use the campus security bus and not go anywhere on campus after dark when alone.

Computer Use

The Academic Centre, with colour laser printing facilities and computers, is available 24 hours a day. Our IT provider monitors traffic through the network and illegal or inappropriate activities may result in exclusion or suspension from College. All students must operate according to the Emmanuel IT Handbook.

Federal Government legislation restricts internet services for people under 18 years of age. **Permission forms must be completed by Parent/Guardian for both the College and the University before arrival in College.**

Personal Computers

Students should bring their own computer and printer to College.

Technical assistance is available by contacting one of the Student IT Officers. If the IT Officers are unable to resolve the issue, they will refer it to Cymax.

Every room is fitted with an Ethernet connection. There is WiFi connectivity available throughout the College. Please note: Laptops that do not have an Ethernet port will require a USB–Ethernet adapter in order to connect to the wired network.

Instructions for connection are available from Reception for those who wish to set up their own computer. New computers will already have a network card and network cables are available from Reception for purchase.

Contents Insurance

Contents insurance to cover up to \$3,000 is provided for personal effects stored in a student's room. An excess of \$100 applies and some items are limited to \$500 each (e.g. photographic equipment and bicycles). This may be subject to change throughout the academic year. Students should make their own arrangements for insurance of computers, cameras or other belongings of high value. A copy of the insurance agreement may be obtained from the Operations Manager.

Dining

We provide a high standard of food in the College Dining Hall.

- Food is not to be eaten in the servery for health and safety reasons
- Any unruly behaviour in the servery or Dining Hall will not be tolerated
- Those using the College Dining Hall are expected to maintain appropriate standards of dress (which excludes sleepwear and swimwear), and footwear must be worn at all times. No caps or hats are to be worn in the Dining Hall or servery. Anyone not wearing appropriate dress will be asked to leave the Dining Hall.

Meal Times

Monday to Saturday

Breakfast – cold	6.30am – 9.00am
Breakfast – hot	7.00am – 9.00am
Lunch	12.00pm – 1.30pm
Dinner	5.00pm – 6.45pm
Supper	7.30pm – 9.00 pm

Sunday

Breakfast – cold	6.30am – 9.00am
Brunch	11.30am – 1.00pm
Dinner	5.00pm – 6.45pm
Supper	7.30pm – 9.00 pm

Cutlery and Crockery

No cutlery, glassware, plastic tumblers or crockery may be taken from the Dining Hall.

Formal and Special Dinners

Formal dinners are held regularly. There may be entertainment or guest speakers at these dinners.

- Meals are served at the table by Dining Hall staff;
- With the Principal's prior approval, students may address the community after the meal;
- Academic gowns must be worn to formal dinners and attendees are expected to wear a collared shirt and smart trousers for males or female equivalent;
- Special dinners are held throughout the year
- Alternate dinners are available after formal dinners, and other occasions throughout the year

Packed Lunches and Late Meals

- Packed lunches can be prepared in the kitchen between 7.00am and 9.00am by students who have lectures in the middle of the day. Any enquiries regarding packed lunches should be directed to the Chef on duty;
- Late dinner is available to those who register with kitchen staff. Such meals are provided only when attendance at lectures, College tutorials or ICC or UQ sporting commitments prevents a student from attending the normal meal time;
- Special requests for early meals at weekends during the examination periods may be considered and must be made to the Deputy Principal in advance.

Removing Food

Food must not be taken from the Dining Hall. However, takeaway coffee, tea, milk or milo (in your own mug) and fruit are permitted to be taken away after meals.

The exception to this rule is when students are ill. Students should advise Reception staff if they are unable to attend the Dining Hall; arrangements will be made for meals to be delivered to their rooms.

Serving of Meals

To enable the efficient and orderly serving of meals, students should move promptly through the servery, returning dishes, etc. to the washing-up bay.

Guests may join students at meal times, but charges apply. Students with accompanying guests must purchase meal cards at Reception and give the card to the catering staff. After business hours meal cards can be purchased from the Hall Porter.

Special Diets

A vegetarian option is always available at meal times. Students with specific dietary needs should discuss their requirements with the Executive Chef or a member of the Student Engagement Team.

Laundry

Clothes must be taken to the laundry in the bag provided before 8.00am on the day designated for each residential wing, or placed in the blue bin outside the laundry room the night before.

Care must be taken in the selection of items to go into bags for laundering. Delicate items or items

where colours might run should not be included, but rather washed separately by the student. The College does not accept responsibility for damage if items of clothing have been put through the commercial machines.

Machines must not be overloaded. The bags hold up to 8kg of laundry. Anything over 8kgs will be returned to the student unwashed and will be the student's responsibility to follow up.

Laundry bags are issued upon a student's arrival at College and must be returned on sign out or a replacement charge will apply.

Lost and Found

Any property found within the College grounds should be handed to a staff member who will store it in the lost property box at Reception for a maximum of three months.

Mail

Mail is delivered to the College each day between Monday and Friday, and is placed alphabetically in mailboxes that are located next to the Academic Centre. Items such as parcels, greeting cards and registered mail are held at Reception for collection, and the recipient shall be advised by email or SMS.

If you are expecting important mail during breaks, you should notify the sender of your forwarding address so there are no delays as mail will be forwarded to your home address (**local students only**) during semester breaks.

Stamped outward mail can be left at Reception for mailing or posted at the Post Office on The University of Queensland campus at the JD Story Building or the Post Office in the village in Hawken Drive.

Printing and Binding Facilities

A selection of administrative items and services are available for purchase from Reception, e.g. binding kits, laminating pouches and printing top-up cards. Prices are available from Reception.

Each student is provided with \$30 printing credit per semester and any remaining print credit will be cancelled at the end of each year.

Parking

Parking permits are issued by application only. The number of parking spaces is very limited and **no parking will be offered to first-year students** (unless for special reasons as approved by the Deputy Principal). Priority is given on a seniority and needs basis.

No parking is allowed on kerbs, against yellow lines or blocking access to fire hydrants. **No parking is allowed through Gate 1.** Permit holders who give car park access to anyone who is not a permit holder may automatically lose their permit and parking privileges without prior notice. Students are asked to observe and not park in the RESERVED parking spaces, which are allocated for visiting professors and other guests in the college.

Disabled zones are policed regularly and any vehicle parked in such spaces will be towed unless a disabled parking permit is displayed in the front window. Applications should be made in writing to the Deputy Principal for consideration in special circumstances.

The College accepts no responsibility for theft of, or from, or damage to, cars parked within its grounds. **A WAIVER FORM MUST BE COMPLETED FOR ALL VEHICLES PARKED AT COLLEGE.**

Noise and Speed

Consideration for other students is required from all vehicle owners and drivers. Dangerous or inconsiderate parking may result in towing or loss of parking permission. Driving in excess of 10kph in the College grounds may lead to the loss of a parking permit.

Power

Students are urged to be economical with electric power. Lights and electrical appliances should be switched off when leaving rooms. All appliances should be 240v. **Any student using an appliance that is not 240v is recommended to use a transformer.** It is the responsibility of students to ensure their appliances are checked and tagged by a qualified electrician for safety purposes.

Public Transport

For information about Brisbane buses, ferries and trains please visit www.translink.com.au.

Re-admission to College

Students wishing to return to College the following year will be invited to reapply towards the end of Semester 2 via the online portal.

Re-admission to College from one semester to another is not automatic. Considerations for re-admission include, but are not limited to, financial, academic and behavioural conditions during the previous period. Any student failing more than two courses or achieving a low GPA will not be eligible for return to College without special consideration. Students with a failing GPA may be asked to leave College at the end of any semester. This decision lies with the Principal.

Security and Safety

Exterior Doors and Gates

All exterior doors to wings are permanently locked. Access is gained through the use of an electronic access fob, which also provides access to the Academic Centre, The Gill Student Centre, and Junior Common Room. Access to the music rooms, squash courts and bicycle shed is provided after approval from Reception. To ensure the integrity of the security put in place, all exterior doors must be closed and remain closed. **All students must shut their doors when leaving their rooms for the security of their personal possessions.**

The College property is fenced and all entrance gates are locked at midnight. Pedestrian access is provided through side gates, accessed by the electronic access fob. Alternatively, students can press the button at the main entrance gate to contact the Hall Porter. Climbing the fence is prohibited.

Late vehicular access and exit should be arranged with the Hall Porter prior to leaving, or by telephoning and giving a specific time of arrival.

For everyone's safety and security, do not admit strangers to the wings.

Fobs (keys)

Upon registration, each student is issued with a blue fob which gives access to their room, wings and other College facilities.

Lost fobs must be reported as soon as possible. In the event of a lost fob, a new one will be issued and programmed. A charge will apply for each replacement fob. (Refer to the Emmanuel College

Residence Fees schedule for current charges.)

Hall Porter

The Hall Porter is available for general assistance and emergencies, telephone calls, receiving visitors, opening rooms as needed, etc. They are employed for the safety of students and College property.

Shopping Facilities

The nearest shops are in St Lucia village on Hawken Drive, a short walk from the College. Shopping complexes are nearby at Toowong Village and Indooroopilly Shopping Centre, both of which are on local bus routes.

Storage

The College provides a minimal amount of storage **only** between semester one and two. Students must provide a lock and pack and seal their possessions in the overhead section only of their wardrobe. No storage of student belongings is possible during the Christmas break.

Items are stored at the owner's risk and while all care will be taken, no responsibility will be accepted for loss or damage. **Property stored during the winter break is NOT covered by the students' contents insurance policy.**

Telephones

A free Yellow Cabs telephone is located in the Reception foyer next to the Hall Porter's office.

Vacation Accommodation

If during vacation periods, you are participating in formal course work or supplementary examinations, you may be accommodated in College, subject to availability, but must make arrangements with the Deputy Principal prior to the end of the previous semester. A Daily Residence Fee charge will apply (refer to the Emmanuel College Residence Fees schedule).

Water Consumption

Water is a precious commodity in Queensland and tight water restrictions apply. Students are asked to be careful with water usage: limit showers to four minutes or less; do not let taps or showers run unnecessarily; and report faulty taps, showers and toilets to Reception.

Code of Conduct

Rights and Responsibilities

Students have the right to:

- Engage in activities which are a part of University life;
- Study without interruption or interference;
- Individual and group educational and developmental opportunities;
- Freedom from unreasonable noise;
- Free access to their living accommodation;
- A clean and secure environment;
- Host guests within established guidelines;
- The respect and safety of personal property;
- Freedom from intimidation or harassment;
- Enjoy individual freedom without regard to race, gender, national origin, physical condition, age, or religion;
- Express themselves creatively within generally accepted norms;
- Expect consistent enforcement of the rules and regulations;
- Equitable treatment when behaviour is in question;
- Participate in student and College governing bodies and committees.

Students also have a responsibility to:

- Protect their environment and living conditions;
- Respect the rights of others;
- Adhere to regulations;
- Report violations of regulations to appropriate staff;
- Participate actively in self-governance;
- Contribute positively to the development and wellbeing of the community;
- Attend and participate in educational programs;
- Behave in a responsible adult manner;
- Be mindful that the college provides residence to young people under 18 years of age;
- Respect and care for college buildings and property.

Rules and Regulations

- Unless otherwise agreed with the Principal, students commit themselves to remaining in College for the full academic year and accept responsibility for the fees payable;
- Cohabitation is not allowed. Students wishing to live as couples must make other arrangements outside of College;
- The College has an Diversity and Inclusion statement, which upholds the rights of individuals as protected by the Anti-Discrimination Act, which makes discrimination unlawful on grounds including gender, race, age, lawful sexual activity, impairment, religion, political belief or activity;
- Sexual harassment or personal harassment of any type including, but not limited to, physical, verbal, or on social media will not be tolerated.
- No person in College should be unnecessarily noisy. Reasonable noise should be tolerated at reasonable hours in appropriate places, but those studying or sleeping should be allowed to do so in peace. The hours 11.00pm to 7.00am are to be regarded as “quiet hours”, with noise in and around wings kept to a minimum;

- Those who leave the College to party elsewhere should return to the College environs mindful of others — do not disturb the neighbours or other students with loud and/or offensive language or behaviour. Those who are repeatedly unnecessarily noisy, or who deliberately cause disturbance may be asked to leave College. As a member of the Emmanuel College community, your behaviour outside the College reflects on the College;
- Under no circumstances may students swim in the river;
- Under no circumstances may students climb College fences or gates;
- Students have a responsibility to:
 - adhere to rules and regulations;
 - monitor and accept responsibility for behaviour of guests;
 - comply with reasonable requests made by staff;
 - recognise the rights of fellow students.

Workplace Health and Safety

Under the Workplace Health and Safety Act, the College is recognised as a workplace. This places responsibility on not only the employer, but also employees and students. The College undertakes to train any students or staff who are employed in the kitchen or grounds in required procedures and safe use of equipment.

Individuals need to be aware of such matters as:

- ensuring clear access to and exit from all buildings at all times;
- ensuring bicycles and other objects are stored properly and do not become a hazard;
- ensuring any fire or emergency notices or equipment are respected and maintained in place.

Alcohol at College

- The College has adopted a policy on alcohol that acknowledges that some students wish to consume alcohol. Those who do wish to consume alcohol are advised to do so in moderation;
- No College event will have the consumption of alcohol as a major focus. Soft drinks and iced water must be available whenever alcohol is served. Mixed drink punch (combining spirits, wines, etc.) is prohibited;
- Alcohol must not be consumed in any of the public areas of the College (including the outdoor areas, Chapel, Dining Hall, tutorial rooms, bathrooms, toilets, Junior Common Room and the music practice rooms) without the Principal's permission;
- The College upholds the University's policy on alcohol. Alcohol is not to be brewed or distilled on College grounds. Attempts to induce intoxication or vomiting are also proscribed. Those who indulge in drunken behaviour may be asked to leave College;
- Only quantities of alcohol that are deemed reasonable for the consumption of one person may be kept in student rooms. If large quantities are required for a function, the College should be consulted to determine a suitable storage facility.
- Please refer to the policy on the Emmanuel College website for further details.

Drug Policy

The use of illegal drugs is prohibited. In addition to forfeiture of College membership, anyone caught supplying drugs will be reported to the police. Please refer to our policy online.

Smoking Policy

Emmanuel College is a non-smoking precinct. Smoking is injurious to health and is a potential fire risk. In keeping with University regulations, smoking is prohibited in all Emmanuel College buildings and within five metres of the College campus.

Revision/Examination Period Policy

- Within the examination period in which quiet study conditions apply, there will be no tolerance for noise or party-going by students as this disturbs those students who are studying for exams. Any student breaching this rule may be asked to leave College immediately

General Behaviour

- The College requires a high standard of behaviour is expected at all times. Behaviour of any kind that is contrary to the ethos of the College will not be tolerated; neither will intentional contravention of College and University regulations, including the encouragement of others to do so;
- Likewise, offensive, demeaning or degrading behaviour is totally unacceptable. Therefore, disruptive and abusive behaviour, drunken or otherwise, food fighting, including throwing or flicking of food, and acts likely to endanger and/or harm yourself or others, are strictly forbidden;
- Those found doing any of the above may be given a written final warning, a copy of which will be sent to guarantors, to remind them that a further breach will lead to the expulsion of the person concerned with a liability for payment of remaining fees for the whole academic year. Students doing any of the above may also be asked to leave College.

Good Community Relations

- Living in a community is different from living a private life. It requires respect for others and give and take by all students. Refusal to abide by the College constitution, by-laws and regulations of the College will lead to loss of the privilege of residence within the College;
- Some disadvantages such as some loss of privacy, occasional noise, sporting and social distractions are inevitable in a communal environment;
- Occasionally students display a lack of sensitivity towards others. College members have a responsibility to point out to those involved that their attitude is not welcome at Emmanuel College;
- Inter-collegiate raiding, individually or collectively, is not permitted. Students are warned that where this regulation is infringed, action may be taken not only by the Heads of Colleges concerned, but also by the University.

Inter-College Disturbances

From time to time, members of other colleges may do certain things in and around the College which are inappropriate. **DO NOT RETALIATE** as this only escalates the problem.

Complaints

Any complaint should be made as soon as possible to a senior member of staff or student in a position of authority. Complaints against a member of staff or College student are dealt with in the first instance by the College.

Visitors

- Students may entertain guests in their rooms. In so doing, they are expected to respect the needs and regulations of the community. Students are responsible for the behaviour of their guests while on College grounds;
- Permission may be sought from the Deputy Principal in advance and in writing for close relatives to stay overnight from time to time for a reduced nightly fee. There is a maximum stay of three nights, and guests may also buy meal tickets for meals eaten at the College;
- Unauthorised visitors will be charged a fee per night for room and meals charged as extra to the account of the “host”, who may also be placed on final warning.
- No guests under the age of 18 are permitted to stay overnight at College
- Guests will be accommodated in our onsite flats, not in student wings, pending availability

Intruders

- Although the College takes all possible precautions, intruders may occasionally gain entry. If you see anyone you do not know, or anyone behaving suspiciously, notify Reception or the Hall Porter. Observe the person or persons from a distance, but do not put yourself at risk;
- Open doors and visible valuables can be tempting — it only takes a few seconds. Do not give unidentified visitors entry to the wings, show them to student rooms, or tell them where they live, as the students concerned may not wish to see the visitor. Refer all visitors to Reception or the Hall Porter. **Please do not give or lend your fob to anyone else in order to provide access to buildings.**

Theft and Vandalism

- To prevent vandalism or theft, all students are strongly encouraged to lock their door each time they leave their room;
- Treat Emmanuel College property with care and respect and ensure others do likewise;
- Students should ensure that non-residents including former students do not use any student common room facilities;
- Students engaging in unlawful behaviour such as theft and/or vandalism of any kind must be aware that their actions may result in:
 - prosecution of offenders (conviction could seriously hamper a professional career);
 - suspension from University classes;
 - suspension or exclusion from College residence or membership.

What may appear to be a harmless student prank may have very serious consequences.

Privacy

- Emmanuel College treats all information collected from its students as confidential;
- We take all reasonable steps to comply with the Australian Privacy Principles and the Privacy Act 1988 (Cth) in the way we collect, use, keep secure and disclose personal information.

- Such information is used only for administrative or educational purposes by the College or in accordance with specific consent;
- Emmanuel College will not provide any third party with personal information unless required or permitted by law, or if you have consented in writing;
- The College may distribute aggregated statistical information in a form that will not identify any individual.

Emmanuel College Policies and Procedures

The following details are extracts from Emmanuel College's policies and procedures. For further details, please visit the Emmanuel College website.

Alcohol:

1. College Members who are 18+ years old have the right to make an informed choice free from peer pressure to consume or not to consume alcohol.
2. College Members who are under 18 years old are not permitted to drink alcohol on College grounds under any circumstance.
3. College Members who are 18+ years old and who have chosen to consume alcohol are encouraged to drink at lower risk levels: *that means up to 2 standard drinks per day to decrease lifetime risk of harm and up to 4 standard drinks on one occasion to decrease acute risk of harm on any drinking occasion.*
4. College Members who are 18+ years old, who have chosen to consume alcohol, are encouraged to eat food and drink water before, during and after consuming alcohol. Emmanuel College will always serve food when alcohol is available at College events.
5. College Members take pride in maintaining their own wellbeing as well as that of their friends and others at all times, especially if alcohol is being consumed. If there is injury or risk of this, College Members are encouraged to call for help regardless of alcohol or substance use.
6. College Members are expected to always maintain respectful relationships. (See Respectful Relationships Policy).
7. College Members are responsible for maintaining the current condition of the College's historic grounds and must actively prevent any damage that might occur, especially as the result of alcohol consumption. Any damage to College grounds or property should be reported as soon as possible.
8. Alcohol may be consumed at non-licensed social events held on College grounds if:
 - a. Alcohol is only consumed by those 18+ years old
 - b. All those 18+ years old in attendance, who are consuming alcohol, are freely consenting
 - c. All those 18+ years old in attendance must be aware of the alcohol content of each drink
9. All licensed events must comply with the law

Informed Consent

Emmanuel College Members have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. This is informed consent and must be considered when consuming alcohol, smoking or using other drugs.

College Members should understand the following

- Intoxicated people cannot give informed consent to any activity
- Informed consent requires people to be free from the influence of others, not least older community members
- Informed consent requires the person to be aware of all the relevant facts

This includes

1. How alcoholic a drink is
2. Being given sufficient information to understand what they are agreeing to
3. Being given a free choice to opt in or out without any negative sequelae
4. Being permitted to change their mind at any time

Harm Minimisation

Emmanuel College takes a harm minimisation approach towards the use of alcohol, smoking, medications and other drugs. Harm minimisation recognises that the use of substances can be a part of life for many young people in Australia and seeks to decrease any harm as a result of this. The College Community wishes to minimise harm associated with alcohol, smoking, medications and other drugs, to develop responsible attitudes and behaviours towards them and to ensure that these substances do not prevent College Members from engaging energetically with College life.

Safer alcohol consumption levels

There is no safe level of alcohol consumption. Current Australian Guidelines suggest that;

- Drinking 2 standard drinks or less per day reduces the lifetime risk of harm from alcohol related disease or injury while
- Drinking 4 standard drinks or less on one occasion reduces the risk of alcohol-related injury arising from that occasion.

All members of the College Community with concerns or questions are encouraged to seek help for themselves or for others at any time. All matters will be confidentially and respectfully managed. The health and wellbeing of everyone concerned are of the utmost importance.

The Dining Hall

Formal dinners and other major dinners at Emmanuel are special occasions for our Community. College Members who are 18+ years old may be invited to engage in a social drink served with food for these special occasions.

Further information about formal dinners can be found in the College Handbook.

Smoking:

1. College Members who are 18+ years old and who have chosen to smoke should understand that smoking, whether it is tobacco, cannabis or nicotine smoked through cigarettes or e-cigarettes, is harmful to the health of the users and others. There is no known safe level of use for any of these products or devices, including the inhalation of second-hand smoke/vapour.
2. Emmanuel College is a non-smoking precinct.
3. College Members who are 18+ years old have the right to make an informed choice free from peer pressure about whether or not they smoke tobacco products including e-cigarettes.
4. College Members who smoke must comply with the law as well as the University of Queensland Smoke Free Policy when on UQ grounds.
5. College Members who smoke are encouraged to quit for their own health and the health of others. Support, including limited financial support for stop smoking products, is available for College Members. All enquiries will be dealt with sensitively, confidentially and respectfully.
6. The prescription of a smoked substance by a medical practitioner does not override the College's Smoking Policy.

Medications and Other Drugs Policy

1. The College does not condone the use of any prescribed drugs for purposes / by individuals other than those specified by a medical practitioner.
2. Non-legal use of other drugs by any member of College or on College grounds is prohibited.
3. The sale or dealing of any other drugs by College members will result in immediate suspension and likely permanent expulsion.
4. All matters relating to drug use will be dealt with on a case-by-case basis. While the College will always remain consistent with Australian law, its priority is the health and safety of

residents. It will, when possible, facilitate members' access to services required to minimise harm and enable rehabilitation.

5. The College has a duty to protect the safety of all residents and will impose sanctions when necessary.
6. Visitors to College found to be using, selling or dealing illegal substances on site will be asked to leave and may be banned. The Police may also be called.

What are other drugs?

Other drugs include

1. Sedatives e.g. codeine, heroin, GHB, etc.
2. Stimulants e.g. Ecstasy, amphetamines, including 'ice' etc.
3. Hallucinogens and other drugs e.g. Cannabis, nitrous oxide etc.

Many of these can be either prescribed by a doctor or bought illegally. Some may be bought legally for other uses. And all are used in Australian society for non-medical and recreational reasons.

If a College member is prescribed medications by their doctor that can be used for non-medical a reason, College understands that this is private information and suggests that the College member:

1. keep medications in a locked box in their room
2. Keep this information private and do not inform other college residents or visitors of the medications, unless they are supporting the member and their medical condition
3. Consider informing the Deputy Principal or Principal. This information will be kept strictly confidential

The College understands that consuming other drugs has the potential to affect decision-making and may affect the personal safety of College Members.

The College takes a harm minimisation approach and encourages any member of the College community with concerns to seek help for themselves or a friend at any time. All matters will be confidentially and respectfully managed and the health and wellbeing of everyone concerned is paramount.

Social media policy extract:

As a means of communication, social media is an increasingly prevalent and powerful method. Emmanuel College acknowledges that the College, its staff and students use social media and the College also seeks to engage with its students and the broader community through social media. Social media can blur the lines between one's personal and professional expression. All members of College must think carefully about their conduct online, so as to preserve and protect individual reputations and the reputation of the College.

While social media creates new tools, the same laws, policies, professional expectations, and

guidelines for interacting within and outside the College community apply online. The College community remains responsible for the same things, and needs to follow the same behavioural standards when using social media, including the student Code of Conduct, Residential Terms and Conditions, annual Handbook and other policies.

With social media being an integral part of College life, the following principles and guidelines will assist you in your use of social media as a member of the Emmanuel College community.

GUIDELINES

The same standards apply to social media online as in a real life situation - including laws, College and University policies, behavioural expectations and the rules of common courtesy - the following principles provide some additional guidance specifically relevant to the use of social media:

- Be respectful, genuine and credible.
- Remember each social media platform is different. Ensure that you are aware of and understand the nuances and accepted communication style of each tool, before you start posting.
- Remember to post appropriately as social media content is easily spread. If you would not shout something out to a room full of 100 people, you should not post it online.
- Maintain confidentiality. Do not share any confidential, private or sensitive information through social media. Only provide publicly available information, and do not comment on or disclose any confidential information.
- Do not use social media to harass, vilify, bully or discriminate against another person.
- Protect your own safety and privacy. Think about your own privacy and safety before broadcasting details about where you are at any given time or what you might be doing. Make sure you fully understand the privacy settings you have for limiting who can see your information or posts and set them appropriately.
- Be aware of liability. Your posts are your responsibility. Post carefully and thoughtfully. Breaching copyright laws is unlawful. Defaming or threatening someone online carries consequences.
- Consider how your posts might affect other people. If you post something negative or inflammatory about someone on a social media site, consider the potential impact considering the entire community will be reading it. If it is something that you would not say to that person's face; then do not post it.
- Think about in what capacity you are posting. If you are both a student and a leader, be sure to distinguish between your roles. If you are acting in your personal capacity, be sure to make that clear.
- Use your online presence to promote the College and not to damage it.
- Something posted on a social media site is still a written communication, so the same legal ramifications can flow, such as defamation, trade practices/fair trading violations or breach of privacy or confidentiality - and because it's written in a permanent forum, it will always be accessible and has the same evidentiary value as hard copy communication.
- Do not use social media to resolve or air a private dispute. Posting something on social media makes it public.
- When you are online act consistently with the student Code of Conduct, Residential Terms and Conditions, annual Handbook, and other policies of the College and University.

- Staff and current students are not to be “friends” on any social media platform, on any page run by a staff member or student. Doing so may result in dismissal or expulsion. This is for the safety of the students and best practice in working with young people.

Respectful Relationships Introduction Guide for Students

Who is this guide for?

This guide provides information on the Respectful Relationships Policy and the options available to you to respond to breaches of this policy or the Code of Conduct. We seek to support and empower you through our policies.

Summary of the Respectful Relationships Policy

Emmanuel College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment and that we are all responsible for maintaining this.

College members are expected to maintain respectful relationships and seek affirmative and informed consent always and in all circumstances. Emmanuel College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

What happens when there is a breach of the Policy or our Code of Conduct?

If students want to report a breach here are some details and definitions of what that report might look like for you:

Reporting Party

A Reporting Party is any College member/s who makes a report to College concerning the behaviour of another person/s.

Responding Party

A Responding Party is any College member/s who has had a report made concerning them.

Support Options for Reporting Party

At any time, you may choose to

- Seek counselling and support at College
- Seek counselling and support outside of College

- Seek further information
- Seek no further support
- Discuss with family and friends
- Whatever you choose we will support you.

Support at College

You are welcome to approach anyone in the College community who you feel comfortable talking to. For breaches of the Respectful Relationships Policy, you might like to talk to

- Respectful Relationships Officers - Deputy Principal, Dean of Student Wellbeing, Dean of Studies
- Student Leaders

Confidentiality

All matters relating to breaches of the Respectful Relationships Policy will be considered confidentially, sensitively and respectfully. Any issue you raise will be confidential within the bounds of safety. What you say will not be shared with anyone unless someone is at risk of harm.

Reporting Options

At anytime, you may choose to

- Take no further action with or without support from the College
- Seek resolution with those involved directly with or without support from the College
- Make an informal report
- Make a formal report
- Make report to the police
- Make a report to your University

Whatever you choose we will support you.

Informal Report

An informal report is a chance for you to discuss what happened and look at options for restoring your sense of safety, fairness and allowing those who have been involved the chance to understand how their actions have affected you.

Formal Report

Making a formal report will trigger a formal investigation by College. When the investigation is complete, a final report will be given to the Principal who will then decide to act on any of the report's recommendations (e.g. suspension or expulsion).

Information for the Responding Party for a Formal Report

This information is for anyone who is the subject of an informal or formal report to College of a breach in the Respectful Relationship Policy. We want to make the process as fair and open as possible and ensure privacy and confidentiality is maintained. Please see the Respectful Relationship Policy for more details of what a breach of the policy looks like.

We understand that being the subject of a report is stressful and College will appoint you a Respectful Relationships Officer to help guide you through the process (a different officer from the reporting party). You will be asked to make yourself available for interview. You are welcome to bring along a support person to your interview. It is within your rights to refuse to be interviewed, however this may result in your place College being terminated.

Whatever your decision we are here to support you.

If you want to seek information you can do so confidentially.

If you wish you may give us information without giving names, *i.e. 'if this incident had happened and it was reported what would happen?'* we can then let you know the process to help you make a decision.

Please feel welcome to reach out and discuss any time with a member of the Student Engagement Team.

Emmanuel College Highlanders Pipe Band

The Emmanuel College Highlanders at the University of Queensland (www.emmanuelhighlanders.com) is an award-winning pipe band that has performed for and entertained crowds across Australia for 20 years. The band is the merger of two of Queensland's most recognised pipe bands — the University of Queensland Pipe Band at Emmanuel College and the Queensland Highlanders Pipe Band, founded in 1998 and 1996 respectively. The band's patron is Michael Bryce AM AE.

The band performs regularly at a variety of events in south-east Queensland and northern New South Wales, proudly representing the College and the University in major annual events such as Anzac Day, the Woodford Folk Festival, and the Australian Celtic Festival. As well as competing locally, the band has travelled interstate to compete at the Australian Pipe Band Championships and to Scotland for the World Pipe Band Championships.

With around 25 members, the band features 15 pipers and 10 drummers. Emmanuel College Highlanders membership is open to all members of the College, including alumni; the University; and musicians from the wider Brisbane community. Pipers and drummers who would like to be part of a developing Grade 2 competition and performance pipe band are welcome.

The band is supported by Emmanuel College and St Andrew's War Memorial Hospital in Brisbane is a major sponsor. In addition, two scholarships are on offer to students accepted into Emmanuel College and UQ who show sound academic ability and superior talent as a piper or drummer. The scholarships are for part relief of fees up to \$4000. Visit www.emmanuel.uq.edu.au/student-applications/scholarships-bursaries for details.

If you're interested in joining this unique aspect of Emmanuel's history and future, contact Emmanuel College Reception or the band directly at secretary@emmanuelhighlanders.com.

Emergency Information

Emergency Numbers

In an emergency call 000 or (07) 3871 9100. If you call 000, please immediately inform staff. Senior staff will respond and instigate any necessary action. In the case of fire immediate evacuation is required.

Fire/Emergency Prevention and Procedure

- All students must evacuate their building immediately if the fire alarm sounds;
- The College has a detailed Fire and Emergency Management Policy and Evacuation Plan. Please refer to the policy on the website. Emergency procedure notices and evacuation plans have been placed in all wings and service areas of the College. All staff and students are required to become familiar with these procedures;
- Fire prevention is aided by tidy rooms free from litter and rubbish. Flammable materials including incense and candles and sources of ignition such as matches and lighters or multiple electric leads must not be used. Double adaptors are not allowed; use fusible power boards;
- Corridors must be kept clear of personal belongings as they may hinder evacuation of students in an emergency;
- The alarm system identifies the room where the alarm was triggered. This identification remains in the system and cannot be removed;
- False alarms may be caused by burnt toast, aerosols, detectors hit by objects including footballs and clothing or deliberate tampering with alarm equipment. Repeat offences may result in the student being asked to leave the College;
- It is a criminal offence to tamper with fire detectors or alarms. Fire extinguishers must also not be moved. Offenders may be prosecuted;

ANY FALSE ALARM CAUSED BY A STUDENT OCCASIONING FIRE SERVICE ATTENDANCE WILL BE CHARGED TO THE STUDENT AT THE RATE OF \$1,200.

Medical Information

Accidents

Emergency procedures are posted on each wing notice board. A number of staff members and all WCLs are qualified in basic first aid. If anything other than a minor injury is suspected, follow procedures as outlined. First aid kits are maintained at Reception, the kitchen and property workshop, as well as with WCLs. In the event of a major accident, please contact our staff on 07 3871 9100. We are available 24/7, 7 days a week.

Hospitals/Ambulance

If a student is injured in an accident, whether on College grounds or not, Reception staff or the Hall Porter should be informed immediately. If it is an emergency, please contact 000, followed by informing our Reception staff or a Hall Porter. Ambulance cover for students is provided through the Community Ambulance Cover. Lists of available doctors and hospitals are held at Reception and the kitchen. Choice of public or private hospital may depend on the condition of the patient, hospital bed availability, or the particular medical condition. In emergencies, students will be taken to the Royal Brisbane and Women's Hospital.

The College staff may inform your Next of Kin that you have been taken to hospital depending on the situation.

Illness

College staff must be notified immediately of any infectious illness such as glandular fever, chicken pox, measles, mumps or influenza in order to prevent cross-infection. This may necessitate special arrangements for catering staff to provide meals and property staff to provide alternative accommodation.

Medical Centre Telephone Numbers

St Lucia Medical 32 Hawken Drive, St Lucia Monday to Friday: 8.30am – 5.00pm Saturday: From 9.30am	07 3371 6005
University Health Service	07 3365 6210
St Lucia Village Medical (The "Ville") 245 Hawken Drive, St Lucia Monday to Friday: 8.00am – 6.00pm Saturday: 8.00am – 12.00 noon	07 3371 8662
Taringa 7 Day Medical Practice 15 Morrow Street, Taringa 7.00am – 11.00pm	07 3870 7239
Indooroopilly General Practice Suite 5, 66 Station Road, Indooroopilly Monday to Friday: 7.00am – 6.00pm Saturday: 8.00am – 1.00pm	07 3878 3733

After-Hours Medical Care: Bulk-billed doctor home visits can be arranged through 13 7425 (13 SICK). The closest private hospital is the Wesley Hospital, Coronation Drive, Auchenflower (07 3232 7333). The closest public hospital is the Royal Brisbane and Women's Hospital, Butterfield Street, Herston (07 3636 8111).

Personal Medical Information

College staff must be advised of any ongoing medication or existing medical conditions and any allergies that have the potential for serious consequences.

Should you experience an injury or emergency, ambulance staff will need to be advised of any pre-existing or complicating condition.

Who to Call in an Emergency

<p>Medical Emergency</p>	<p>In an emergency, call 000, and then alert a duty staff member – (07) 3871 9100.</p> <p>If you encounter a medical incident and are unsure of how to proceed, contact a staff member immediately. They will dial (0) 000 for an ambulance (if needed).</p>
<p>Fire</p>	<p>Evacuate the building immediately</p> <p>Register your name with your wing leader and assemble in designated assembly points and remain there until the all clear is given.</p>
<p>Any other emergency</p>	<p>Dial (07) 3871 9100</p>

Evacuation Procedure



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