



Off-Campus Living Guide



Tulane
University

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Statement of Purpose

This off-campus living guide serves as an overview of university policies and local ordinances to better prepare Tulane students for living off campus. This guide is not indicative of the status of your housing request, if you applied for on-campus housing.

Welcome



More than any other university in the country, Tulane is deeply rooted in and connected to the city it calls home. This city is one of the world's most unique, culturally rich, historic and diverse. As an off-campus student this city is now your home like never before. You are a New Orleanian in the fullest sense.

Your new status is filled with both freedom and responsibility. This guide will provide tips and resources to make sure you

don't miss out on all the opportunities your new address offers. It will also help ensure that your presence is a great addition to your neighborhood.

Here you will find tips on choosing an apartment and how to ensure that you are following New Orleans' law and meeting Tulane and neighborhood expectations related to noise, alcohol use and trash. You will also learn ways to maintain a safe and secure dwelling, build relationships with neighbors and carry the Tulane spirit to wherever you live.

There is information on your legal rights as a tenant, your duties as a neighbor, your responsibility to keep safe and prepare for emergencies and the chance you have to make your off-campus living a truly memorable and transformative life experience.

Your address may be off-campus, but your living experience and safety are still a top concern of ours. We are here to support you in this new and exciting chapter of your life and help you make the most of your new home.

A handwritten signature in black ink that reads "Mike". The letters are fluid and cursive, with a large, prominent "M" and "i".

President Mike Fitts

Off-Campus Orientation

Lunch 'n Learn Sessions

The Division of Student Affairs and the Office of Government and Community Relations host lunchtime sessions for all rising juniors, seniors and graduate students interested in living off campus. These sessions are advertised in the 5 THINGS TU KNOW THIS WEEK email and in emails from the Dean of Students. The sessions include information students need to live responsibly in the community, including:

- Choosing an apartment
- Honoring New Orleans laws and Tulane University expectations related to noise, alcohol and trash
- Keeping a safe and secure dwelling
- Building positive relationships with neighbors

Local Address Information

Every semester, Tulane requests your emergency contact information, current local address and cell phone number via Gibson Online. This information is necessary in case of a personal emergency or a campus or citywide emergency. Actively providing a false local address is a violation of the Tulane University Code of Conduct.

Your local address is the physical address where you live in the New Orleans area and should be updated every time you change your living situation. Your local address is likely different from your permanent address, although in some cases they may be the same.

Your campus mailbox cannot serve as your local address

You are responsible for updating this information. Providing this information allows us to assist you in case of a personal emergency.

ATTEND A LUNCH 'N LEARN SESSION

Lunchtime sessions for rising juniors, seniors and graduate students provide information on how to live responsibly in the community.



Apartments near campus are most likely to be in "shotgun doubles" with mirror image units side-by-side, duplexes on separate floors, or part of a large house.

DID YOU KNOW?

You can ask TUPD to perform a security check of the apartment. Contact TUPD at police@tulane.edu or call **504-865-5381**.



RentCheck is a rental inspection app created by Tulane graduate students.

Visit getrentcheck.com

Before You Sign

- Inspect the residence for fire safety equipment.
 - Pursuant to New Orleans Municipal Code, all dwelling units should have an operable fire detection system and alarm. Such systems may be hard-wired or battery-operated
 - The New Orleans Fire Department (NOFD) offers free installation of up to two (2) smoke alarms per residence. The Free Smoke Alarm Installation Program Request Form is available at tulane.it/NOFD
 - The Tulane University Uptown Campus is located in the 6th NOFD District
 - The Tulane University Downtown Campus is located in the 2nd NOFD District
- Review the New Orleans Police Department (NOPD) Crime Map, available at tulane.it/NOPD
 - The Tulane University Uptown Campus is located in the 2nd Police District
 - The Tulane University Downtown Campus is located in the 8th Police District.
- Ask friends, neighbors, and current residents for feedback about the landlord and the property
 - Does the landlord respond quickly to problems, such as a broken appliance?
 - How noisy is the area?
 - Is the property well maintained — inside and outside?
- Ask TUPD to perform a free security check of the apartment. Your prospective landlord will need to approve this. To schedule an appointment, contact TUPD at police@tulane.edu or (504)865-5381
- Ask the Tulane Legal Assistance Program (TULAP) to review your lease and explain your rights and responsibilities (see page 5 for more information about TULAP)
- Make sure you receive information on lead-based paint and / or lead-based paint hazards. Per the Residential Lead-Based Paint Hazard Reduction Act of 1992, (tulane.it/lead-paint-hazard-act) your landlord must provide you with the EPA-approved “Protect Your Family From Lead In Your Home” pamphlet (tulane.it/lead-paint-protection-pamphlet), provide any records and reports on lead-based paint and/or lead-based paint hazards which are available, and provide an attachment to the lease (or language inserted in the lease itself) which includes a Lead Warning Statement and confirms that landlord has complied with all notification requirements.

Living In Your Home

After You Have Signed a Lease

Now that you have signed your lease, both you and your landlord have many legal agreements that you must uphold. The landlord is responsible for providing the promised property on time and in good, safe and working condition. You agree to pay the rent on time and in full, to keep your residence clean and undamaged and to follow the regulations of your lease. We recommend you read your lease in its entirety and to connect with your landlord on any questions or concerns you may have.

Should problems arise while you are living in your residence, refer to your lease to determine how to address it. If the terms of your lease or rental agreement change, make sure you **get all changes in writing**.

- Record your lease with the [Land Records Division of the Clerk’s Office](#). Recording your New Orleans lease protects you from eviction in the event your landlord sells the property while your lease is in effect. You will be responsible for all fees associated with recording your lease.

Your Security Deposit

Security deposits are funds often used to offset the cost of damages caused by the tenant during the tenant’s occupancy and to secure the tenant’s compliance with the terms of the lease. If the deposit is not enough to cover all of the damages that are caused by the tenant, then the tenant is legally responsible for paying any additional charges. If there are no damages or unpaid rent, the tenant should receive the security deposit back.

The landlord must provide a list of what was deducted from the deposit if the entire amount is not returned.

Some things that are considered damages outside of normal wear and tear on the home include:

- Broken windows
- Holes in the walls caused by the tenant
- Leaving a completely trashed or messy unit that has to be cleaned
- Leaving trash or furniture that has to be thrown away

If all of the criteria are met, the landlord has one month after the move to return the deposit. It is important for tenants to take the necessary steps to ensure that their security deposit is returned.

Protecting Your Deposit While Renting

Inspect the residence with your landlord before you move all of your belongings in. Make a list of any damage(s), such as cracks or holes in the walls and floors, water damage, appliances not working properly, etc. Make sure you sign and date the list, and ask your landlord to do the same. Taking photos during your walk-through is also important — this will help protect you from being charged for pre-existing damage(s).

RentCheck

RentCheck is a rental inspection app that allows both tenants and landlords to track a property's condition using time-stamped photos. It was created by two Tulane graduate students! Visit getrentcheck.com.

Renters Insurance

Tulane University recommends all renters purchase some form of renters insurance. Renters insurance can protect your personal property in the event of theft or damage.

- Your landlord's insurance policy does not cover any of your personal belongings.
- Check with your parents to find out whether you are covered under their insurance policy. Students are typically covered under their parents' policies when living on campus but are not typically covered when renting a privately owned property off campus

Tulane University provides several resources for students to purchase a renters' insurance policy directly from insurers to cover damage or theft of personal laptops, smartphones, clothes, books, bicycles and more via tulane.it/renters-insurance.

Tulane Legal Assistance Program (TULAP)

TULAP is a legal services program funded by the Tulane University Student Government. TULAP provides free legal advice and low-cost representation to current Tulane University students, staff, and faculty. TULAP also provides free notarial services and information regarding legal rights. TULAP cannot represent one member of the Tulane community against another, as that would present a conflict of interest.

Please note that TULAP's services are available ONLY to current Tulane students, faculty and staff. The clinics are open during the academic year but closed during final exams, breaks and other university holidays. You MUST provide a Tulane email address to make an appointment.

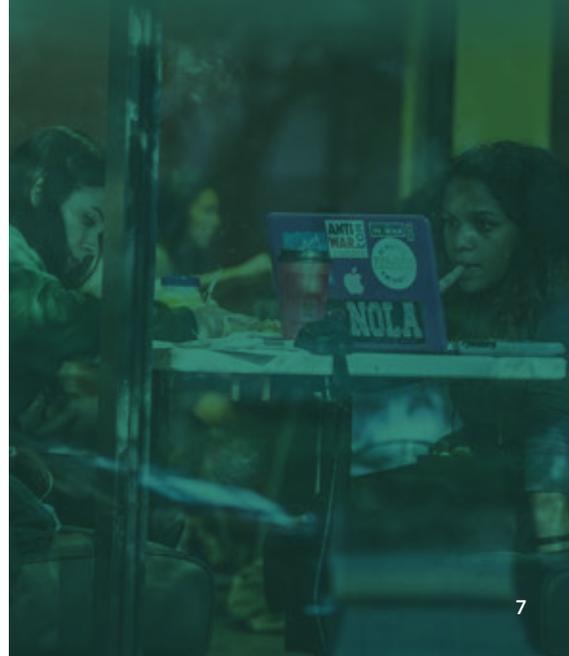
TULAP

University Square
200 Broadway Street, Suite 212
New Orleans, Louisiana 70118
504-865-5515
tulap@tulane.edu
tulane.it/TULAP

Please note that TULAP's Civil Clinic meets on Friday afternoons and the Criminal Clinic meets on Monday afternoons. Landlord-tenant matters are handled through the Civil Clinic.

Tulane University provide several resources for students to purchase a **renters insurance policy** that covers personal laptops, smartphones, clothes, books, bicycles and more.

Visit tulane.it/renters-insurance



SAFETY TIPS

Make an **evacuation plan** and an alternate evacuation plan in the event of a fire or gas leak. Hurricane evacuation plan information can be found on pages 17–19.

Test your **smoke and carbon monoxide detectors** at least once a month to make sure they work.

See more home safety tips at right.



Landlord-Tenant Relations Tips

- Be sure you obtain a signed copy of the lease at the time you and the landlord sign it
- If you are going to share your housing with roommates, be sure that all of the roommates sign the lease. Only those people whose names are signed to the lease are ultimately responsible for rent, damages, or other liabilities
- Unless the signed lease provides otherwise, Louisiana law states that roommates are considered as joint obligors, which means that each roommate can be held liable for the full amount of the lease, not just their individual share
- Be sure that any changes to the lease are written into the lease and initialed by both parties
- If possible, we suggest that you NOT sign any lease containing the following clauses, as they can severely restrict your rights:
 - Lessee waives Lessor's liability for any defects on the premises
 - Lessee is liable for attorney's fees
- You should be aware that very large corporate landlords are totally inflexible about making changes in their lease forms

Home Safety Tips

- **Lock the doors to your house at all times, even when you are home**
- Contact your landlord immediately if you have any concerns about the security at your house. Landlords are required to provide effective locks for residences
- Keep your windows locked at all times
- Leave an exterior light on at night
- Never allow strangers to come into your home. Check the identification of sales and service people before allowing them inside
- Keep your valuables out of sight at all times to discourage theft
- Record information about your electronics, including the make, model and any serial numbers in the event they are missing or stolen
- Purchase a lock for your laptop and keep it locked as often as possible
- If the residence has existing security cameras or other security features, make sure they are in working order and you learn how to access and use them
- If you come home and see an open door or broken window, do not go in. Call 911 and wait for the police in a safe place outside of your home

Evacuation Plans

Make an evacuation plan and an alternate evacuation plan in the event of a fire or gas leak. Rehearse the escape plan with your roommates and designate a meeting location in case of an emergency.

Fire Safety Precautions

- Avoid using extension cords whenever possible. When you have to use them, do not allow the extension cord or other wires to lie under rugs or through doorways
- Do not overload electrical outlets. Many New Orleans homes are decades old, and the electrical wiring is not always up to date
- Keep combustible materials like curtains, sheets and rugs away from appliances that may heat or have open flames
- Make sure that piles of paper and trash are kept tidy and away from wires and heating appliances
- Never leave a stove or oven unattended while cooking
- Remember to turn off stoves, ovens and other cooking appliances after cooking
- Do not smoke in your home
- Ensure your fire extinguishers are in optimal working condition. Make sure they are charged and accessible

Check Your Detectors

- Test your smoke and carbon monoxide detectors at least once a month to make sure they work
- Change the batteries in your smoke detectors when you move in and when you return from winter break
- The detectors should have a distinct warning signal that you can hear whether you are awake or asleep



Understanding that you are now a part of a residential community is one of the most important aspects of living off campus.

The Neighborhood

Your New Neighborhood

While the number of neighborhoods in New Orleans is debatable (the official map has 73), it is not debatable that New Orleanians love their respective neighborhoods and the city. There are six different neighborhoods adjacent to our uptown campus and five adjacent to our downtown campus. Each of these has unique characteristics, but they are all residential.

Understanding that you are now a part of a residential community is one of the most important aspects of living off campus. There are new expectations and responsibilities that come with living in neighborhoods such as MARI, Lower Mid-City, and Cal-Pal. Noise, trash and unsafe living conditions affect people who live in and visit our neighborhoods.

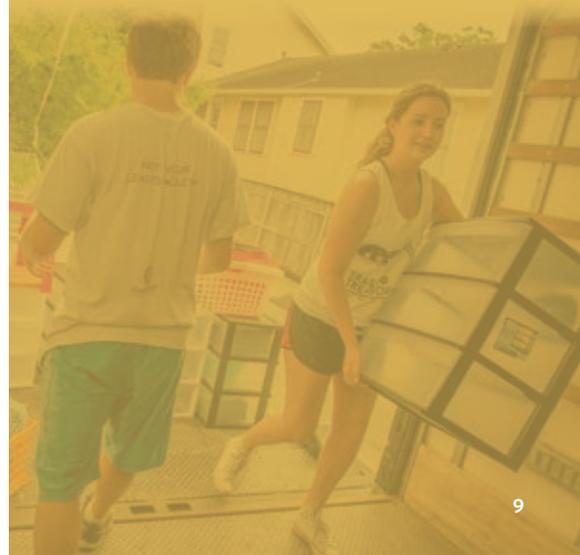
It is important to become familiar with your rights and responsibilities as a citizen and neighbor, with the university's expectations of you as an off-campus student resident, and with local laws and resources that will assist you in living off campus.

Additionally, we hope you experience the unfathomable fullness New Orleans — and all of its neighborhoods — has to offer. From our legendary restaurants and numerous festivals to enjoying Audubon Park and listening to local musicians at Wednesday at the Square, there is something for everyone.

ECO-FRIENDLY TIP

Shop at local thrift stores for gently used home goods, such as furniture and dishes, and then donate those goods at move-out.

For more eco-friendly tips visit tulane.it/GreenGuide.





TUPD ESCORTS ARE AVAILABLE 24/7

To request a TUPD escort, call: **504-865-5381**.

TUPD CONTACT INFO

Uptown Campus

Emergency: 504-865-5911

Non-Emergency: 504-865-5381

Downtown Campus

Emergency: 504-988-5555

Non-Emergency: 504-988-5531

Meeting Your New Neighbors

Meet your neighbors as soon as you move into your new home and exchange contact information. Listen to their experiences with former residents and commit to keeping communication open during your lease. If there is a problem in the future, it's easier to discuss it with someone you already know.

Good Neighbor Tips

- **Maintenance:** Maintaining your yard and bringing in your trash and recycling carts in a timely manner is common among all who live in these neighborhoods; plus, it's the law. Develop a schedule with your roommates so it becomes routine and no one person is doing everything. Keeping up with these tasks will show your neighbors you care
- **Consideration:** Generating noise that can be heard through the walls or beyond the property line and that disturbs others is detrimental to both students and non-students. Excessive noise is a violation of New Orleans law, and disorderly and disruptive conduct is also a violation of the Tulane Code of Conduct
- **Safety:** If you see something, say something. If you observe any suspicious activity in your neighborhood, call 911. Helping to keep these communities safe is a benefit to both students and non-students

Neighborhood Safety

Personal Safety

The safety and well-being of all students is of the utmost concern to Tulane University. In the event of an emergency or impending threat, Tulane will send critical voice and text messages to our students at multiple telephone and email addresses. To ensure that you receive these messages, students should update their information through Gibson Online or the Registrar's Office every semester.

For more information on the university's emergency response and operating status, visit tulane.edu/emergency.

You can also follow @TulaneNews and @TulaneEmergency on Twitter for updates.

Street Safety

- Avoid walking alone at night. Walk with friends, call TUPD for an escort, or take Tulane TapRide.
 - TUPD Escorts are available to all Tulane affiliates 24 hours a day, seven days a week. To request a TUPD escort, call: 504-865-5381
 - Tulane TapRide provides on-demand service for Tulane and Loyola community members and uptown service is available from 6 p.m. to 3 a.m. Monday-Sunday. Service must be requested through the TapRide app (see page 21)
- Be alert and be aware of your surroundings. Talking on a cellphone or listening to headphones can make you less alert and an easier target for criminals
- Stay in well-lit areas
- If you are being harassed, try to attract attention to yourself and head toward any well-lit buildings/locations where people are present

Always carry personal identification (Splash Card, state-issued ID, military ID, etc.). Trust your instincts. If someone or something makes you uneasy, avoid the person and leave the area.



The Tulane Police Department also has headquarters located in the downtown medical district.

Everbridge

Everbridge is Tulane University's emergency notification system. In an emergency, Everbridge sends messages via telephone, text message, email and app notification.

How does the Everbridge app work?

Once you register with your Tulane credentials, the Everbridge app will give you the ability to communicate via text, emergency call button and the ability to send photographs of suspicious persons/events directly to Tulane University Police Department (TUPD).

Virtual Escort

Safely walk on campus by leaving a breadcrumb of your locations. If you don't check-in, an SOS will automatically trigger an emergency request to TUPD.

Emergency Call Button (SOS)

Through a mobile device, a user can send an alert to TUPD with one click, automatically providing student information and GPS location.

The Everbridge app can be downloaded from the Google Play or iTunes App Store.

Tulane University Police Department

The Tulane University Police Department (TUPD) is a full-service law enforcement agency that provides police services to the uptown and downtown campuses. TUPD strives to adhere to the best practices, including nationally recognized standards for the delivery of police services, and is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

TUPD officers work collaboratively with the New Orleans police department and are commissioned and vested with full powers of arrest at all Tulane University properties and within a one-mile perimeter area surrounding the uptown campus. The downtown campus patrols cover an area bounded by S. Claiborne Avenue to Loyola Avenue and Poydras Street to Canal Street. There are also several Tulane University properties outside of this boundary that are checked daily. TUPD officers patrol our campuses and the surrounding communities 24 hours a day, 7 days a week.



Alcohol & Noise Policies

Tulane University Code

All students are required to know and abide by the Tulane University Code of Conduct. If students are found to have violated the Code of Conduct, appropriate disciplinary consequences may result. The Code of Conduct extends to behavior off campus. Additionally, violations of state or local laws by Tulane University students are addressed by the Office of Student Conduct.

Visit conduct.tulane.edu for more information.

The Code of Conduct extends to behaviors off campus. Visit conduct.tulane.edu for more information

Tulane University Alcohol Policy

I. Policy Statement

Alcohol Philosophy

Every member of the Tulane community is expected to make responsible choices regarding alcohol and other drugs. The misuse or abuse of these substances can result in detrimental consequences for individuals and those around them. At Tulane, we expect our community members to cultivate a healthy and safe educational environment that supports each student to reach their full academic potential.

Tulane approaches alcohol and other drug use with the following beliefs in mind:

- We value the health and well-being of every member of our community and respect an individual's choice to legally consume alcohol or to abstain from alcohol use
- All members of our community have a responsibility to foster an environment where responsible choices regarding alcohol and other drugs are the norm

- An individual's choices and behaviors impact our community; Tulanians are accountable for their actions if they compromise the health and safety of themselves or others
- We support individuals who are struggling with alcohol or other drug misuse, abuse, or addiction through intervention, education, and treatment

All groups serving alcoholic beverages must comply with all state and local laws and the Tulane University Alcohol and Other Drug Policy, which can be found at tulane.it/AlcoholPolicy.

Medical Amnesty Protocol

At Tulane University, the health, safety, and welfare of our students and community are paramount concerns. As such, **all Tulane students are expected to proactively alert appropriate officials in the event of any health or safety emergency** — specifically including those involving the abuse of alcohol or drugs — even if violations of the Student Code of Conduct may have occurred in connection with such an emergency.

Because the university understands that fear of possible disciplinary actions may unnecessarily deter certain requests for emergency assistance, the university has adopted the following Medical Amnesty Protocol to alleviate such concerns and promote responsible action on the part of students.

In a situation involving an imminent threat or danger to the health or safety of any individual(s), students are generally expected:

- To contact emergency officials by calling TUPD at (504) 865-5911 to report the incident
- To remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so
- To meet with appropriate university officials after the incident and cooperate with any university investigation

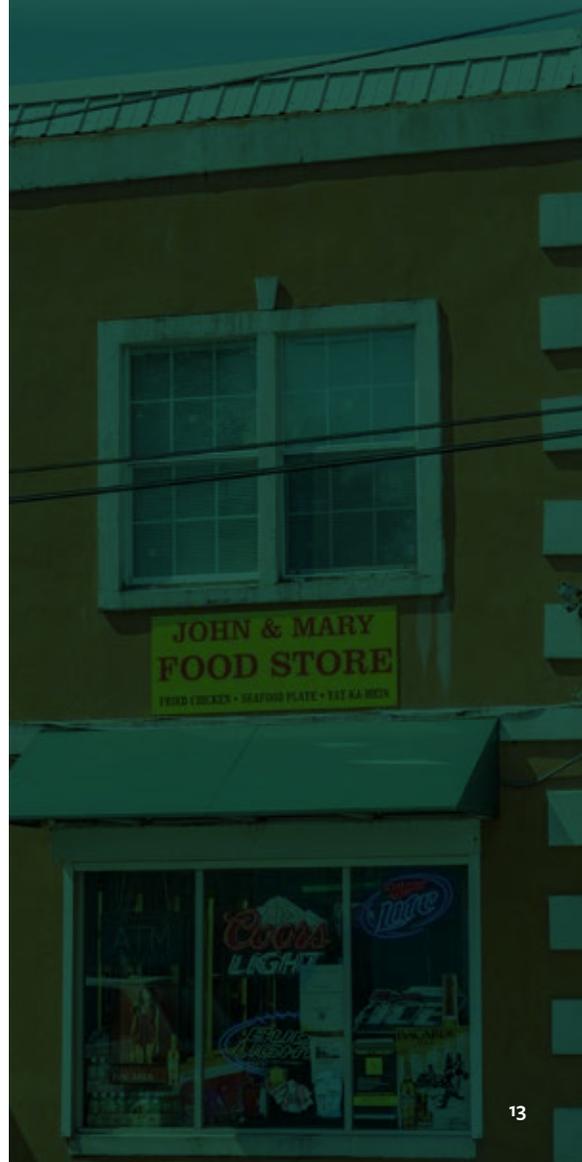
The university will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response to alleged policy violations by the reporting student or the student experiencing an emergency. This means that through the university conduct system, **students will not be charged with violation** of Tulane's Alcohol Policy (III.D.7) or use of drugs (III.D.4), and sanctions will not be issued. However, the incident will be documented, and educational, community, and health interventions — as well as contact with a student's emergency contact — may be required. The protocol does not protect repeated, flagrant, or serious violations of the Student Code of Conduct (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police (including officers from the Tulane Police Department or New Orleans Police Department) or other legal authorities.

Student organizations and groups, through their officers and members, are also expected to take responsible action in emergency situations, to incorporate these protocols into their training and risk management plans, and to always comply with them. A group's compliance with these protocols will be considered a mitigating factor when determining the outcome or sanction of an incident that otherwise merits organizational disciplinary action. Additionally, the university will deem the failure of a student group to comply with these protocols to be an especially egregious factor when determining disciplinary actions.

Failure of students or student organizations to take proactive responsible action in an emergency situation where action is clearly warranted, however, will void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions.

TULANE'S ALCOHOL POLICY IS ONLINE

Visit tulane.it/AlcoholPolicy



THE NEW ORLEANS MUNICIPAL CODE

prohibits amplified noise at a level audible in a neighbor's home between 9 p.m. and 10 a.m. Sunday–Thursday, and between 10:30 p.m. and 10 a.m. Friday and Saturday.

New Orleans Noise Ordinance

The New Orleans Municipal Code prohibits any noise above conversation level (60 dB) be heard in a neighbor's home for a sustained period of time. This is in effect 24 hours per day. The New Orleans Municipal Code prohibits amplified noise at a level audible in a neighbor's home between 9 p.m. and 10 a.m. Sunday–Thursday, and between 10:30 p.m. and 10 a.m. Friday and Saturday.

This applies to homes that share an interior wall, such as a double or other multi-unit residence, and to homes that share property lines.

Violating this ordinance can result in a misdemeanor charge or citation, which is punishable by fine and/or imprisonment. Each day a violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

Please remember you are now part of a residential community that is comprised of more than college students. There are families with young children, elderly adults and people who work a variety of hours. It is important to obey the ordinance and understand that people want quiet throughout the day and night.

Trash & Recycling

General Trash and Recycling Rules

1. If your building has more than four (4) units, then your landlord is required to contract privately for trash pickup, including bulk items. Please do not use the black or blue carts provided by the city of New Orleans for your trash collection.
2. The city of New Orleans offers biweekly curbside trash collection and weekly recycling collection to buildings with four (4) or fewer units. You must use the trash and recycling cans provided to your building by the city.
3. Sort it and close the lid: You must bag trash. Do not bag recycling, but do make sure it is clean and dry. Lids on trash and recycling cans should be firmly closed at all times.
4. Set out for collection: Carts should be put out for collection between 4 p.m. the day before and 6 a.m. on collection day.
5. Remove from public rights-of-way: Remove cans from the curb and any public rights-of-way by 7 p.m. on collection day. Other than collection days, trash and recycling cans should be stored on your property.

Schedules

You can find trash and recycling pickup schedules by address by visiting tulane.it/Sanitation.

For those living in the uptown university area, Ben Weiner Drive serves as the dividing line for properties on the river side of South Claiborne Avenue.

Uptown/West side of campus

(Audubon Street, Broadway Street) to Orleans-Jefferson Parish Line:

- Trash pickup: Wednesday and Saturday
- Recycling pickup: Friday

Downtown/East side of campus

(Calhoun Street) to Napoleon Avenue:

- Trash pickup: Tuesday and Friday
- Recycling pickup: Thursday

For those living outside of the uptown university area, please visit tulane.it/Sanitation to find trash and recycling collection schedules for your address.



Cans should be put out for collection between 4 p.m. the day before and 6 a.m. on collection day (left). Other than collection days, trash and recycling cans should be stored on your property (right).

Bulk Trash Rules

Bulk trash items are large pieces of trash, like furniture and appliances, that cannot be picked up by the Sanitation Department on a normal trash day. Bulk trash **is not** a large quantity of trash. To have bulk trash removed, call 311 or submit an online request at tulane.it/Nola311. Bulk items are not to be placed out for collection more than 24 hours prior to the scheduled date provided by the city.

Holiday Trash and Recycling Schedules

There is no city garbage or recycling collection on the following days:

- New Year's Day
- Mardi Gras Day
- Thanksgiving Day
- Christmas Day

Before winter break and Mardi Gras, watch for emails about possible trash pickups provided by Tulane University around these holidays.

Recycling Rules

The city of New Orleans offers weekly curbside recycling pickup for eligible properties.

Accepts:

- All paper & paperboard (i.e. cereal boxes, junk mail and newspapers)
- Plastic bottles
- Flattened cardboard boxes
- Aluminum & metal cans

Doesn't Accept:

- Plastics #3-7
- Glass
- Waxboard (i.e., milk carton and juice boxes)
- Pizza boxes
- Plastic bags
- Styrofoam & other plastic packing materials

TRASH PICKUP SCHEDULES

UPTOWN / West side of campus (Audubon St., Broadway St.) to Orleans-Jefferson Parish Line:

- Trash: Wednesday & Saturday
- Recycling: Friday

DOWNTOWN / East side of campus (Calhoun St.) to Napoleon Avenue:

- Trash: Tuesday & Friday
- Recycling: Thursday

For those living outside of the uptown university area, please visit

tulane.it/Sanitation

to find trash and recycling collection schedules for your address.

All materials for recycling should be clean and empty. Materials should be placed loosely in recycling carts and not in bags. For more information on recycling in New Orleans and what can and cannot be recycled via curbside recycling, visit tulane.it/Recycling.

The Department of Sanitation offers semimonthly recycling drop-off at the Recycling Drop-off Center at 2829 Elysian Fields Ave. on the second and fourth Saturday of every month from 8 a.m. until 1 p.m. Glass, e-waste (computers, phones, other electronics), batteries, Mardi Gras beads, and compost, along with regular recyclable materials are accepted. More information can be found here tulane.it/Recycling-drop-off.

Glass alone can be recycled through Glass Half Full at glasshalffullnola.org. (This is run by Tulane alums and students!)

FROZEN food scraps can be dropped off at one of the many Compost Now community sites. Accepted material includes FROZEN scraps of fruit and vegetable scraps (peels, pits, seeds); tea bags, coffee grounds and filters, eggshells, nut and seed shells, plain bread, plain grains or plain pasta, and papers. NO MEAT, BONES, DAIRY OR OILY FOODS. Current information on locations and hours can be found at compost-now.org or through their Facebook page, CompostNewOrleansWaste.

More information on where to recycle household goods and general items can be found in the New Orleans Recycling Guide, tulane.it/Sanitation-guide.

Outdoor Maintenance

Tulane University Policy

Tulane University students and their guests shall respect the property of their landlords, host, neighbors and the city. All are expected to refrain from littering, urinating in public and destroying or defacing property.

New Orleans Law

Pests

City law also requires that both the interior and exterior of a structure are to be kept free of rodent harborage and infestation. It is your landlord's responsibility to eliminate any pests — inside and outside — prior to renting. It is **your** responsibility to keep the property — inside and outside — free from pests. This means keeping the interior and exterior of your home clean and sanitary and securely storing your food and your pet's food. Don't allow any trash or debris to accumulate inside or outside. If rodents and pests are infesting your residence due to a structural defect, such as a hole or an improperly fitting door, then it is your landlord's responsibility to eliminate the pests.

Graffiti

It is illegal to damage, deface or mutilate the exterior of any structure, public or private. If you cause any damage to your off-campus residence, your landlord can charge you for the repair.

Public Urination

It is unlawful to urinate or defecate in public. These acts are considered lewd conduct and are punishable by a minimum fine of \$100 and no less than 30 hours of community trash cleanup.



Catch Basins

Being a good neighbor means pitching in for the good of all. An easy way to do this is to adopt a catch basin. Find the catch basin nearest your home and regularly clean any leaves, debris or trash from it. Don't park on or in front of the catch basin, and don't pour anything into it. If your catch basin doesn't drain properly during a rainstorm, call 311 or submit an online request at: tulane.it/Nola311. Cleaning catch basins may keep your home or car from flooding.

Parking Regulations

Students are expected to observe all city ordinances and exercise courtesy and common sense. For your own safety, and that of your neighbors, abide by all traffic laws and drive responsibly.

Towing fees in New Orleans start at \$161.25, and additional fees may apply. Below are some common parking violations that can lead to tickets and towing:

PARKING TIP

Towing fees in New Orleans start at **\$161.25**.

Review the parking regulations at right to avoid tickets and towing.



- Parking within 15 feet of a fire hydrant
- Parking within 20 feet of intersections, crosswalks and stop signs
- Parking against the flow of traffic
- Parking within three feet of a driveway (neighbors can have your car towed for this)
- Parking on a sidewalk
- Parking campers, trailers or 18-wheelers on residential streets (yes, even during Mardi Gras)
- Parking within 18 inches (1.5 feet) of a marked or unmarked curb line
- Having one unpaid, outstanding parking violation and/or traffic camera violation
- Parking along a parade route two hours before or after a parade
- Parking in a Residential Permit Parking Zone without a permit for more than 2 hours
 - The city of New Orleans does offer Residential Parking Permits on a semester basis. To learn more, visit tulane.it/residential-parking-permit.
- Parking on the street, even legally, for more than three days

Parking Services sells daily passes for students who wish to park their cars on Tulane's campus. Parking permits are sold based on the campus where the student's degree program is based.

Students based on the uptown campus may purchase annual permits online at parking.tulane.edu or in the Campus Services office (Lavin-Bernick Center, Suite 107). Students with commuter passes may park on the fifth and sixth floors of the Diboll Parking Garage.

Students based on the downtown campus are able to purchase parking contracts at several downtown garages. To learn more about downtown parking options, including free after-hours student parking for downtown graduate students, please visit tulane.it/Parking. You can also contact Parking Services at 504-865-5441 or parking@tulane.edu.



Emergency Preparedness

The safety and well-being of all students is of the utmost concern to Tulane. In the event of an emergency or impending threat, Tulane will send critical voice and text messages to our students at multiple telephone and email addresses. To ensure that Tulane has accurate and current contact information in the Office of the Registrar's records, students should update their information through Gibson Online or the Registrar's Office every semester.

For more information on the university's emergency response and operating status, visit tulane.edu/emergency.

Follow (@Tulane) and (@TulaneEmergency) on social media for updates.

You can also get emergency information directly from the city of New Orleans via the NOLA Ready site, ready.nola.gov, on Twitter (@nolaready) and on Facebook.

While the university works closely with city and state emergency preparedness partners, Tulane reserves the right to remain open even when the city closes. You can follow the Tulane Office of Emergency Preparedness and Response on Facebook, Twitter and Instagram (@TulaneEmergency) or email them at emergencyprep@tulane.edu. Additional preparedness resources can be found on the Office of Emergency Preparedness and Response website, emergencyprep.tulane.edu.

Hurricane Preparedness

Living with the threat of a serious hurricane is part of living in New Orleans. Each year, hurricane season lasts from June 1 to Nov. 30. Dangers from these storms include high winds, heavy rain, tornadoes, flooding and power outages.

Because our first concern is for the safety of our students and employees, Tulane has emergency plans and teams in place if a storm approaches the New Orleans area. We plan ahead in conjunction with city, parish and emergency officials. **Students and their families should develop their own student evacuation plans in the event New Orleans is threatened by a hurricane.** These plans should include your destination and transportation arrangements. Students can update their evacuation plans by going to Gibson tulane.it/Evacuation. Make sure you know the university's emergency response and operating status before deciding to evacuate.

Staying Informed

When a hurricane or tropical storm threatens New Orleans, the university will activate the Tulane Alert Line to provide faculty, staff, students and parents with up-to-date information on storm progress, instructions regarding campus preparations, announcements about closing and reopening of university offices, and other relevant instructions. In addition, the Tulane emergency website will be updated with vital information.

The university may decide to shelter in place rather than evacuate depending on the threat of the storm. If the university decides to shelter in place, off campus students will need to prepare to shelter in place at their residence. Tips for how to do this are below.

- Tulane's emergency website: tulane.edu/emergency
- Tulane Alert Line: 504-862-8080 or 877-862-8080 (toll-free)

Preparing for the Storm

Your first step in preparing for a hurricane should be to develop the student evacuation plan with your family well ahead of hurricane season. This list will help you in your planning.

- **Purchase renters insurance.** This insurance covers your personal possessions. You should also inventory your possessions
- **Develop an emergency communication plan.** Have an out-of-state relative or friend serve as a "family contact." After a disaster, it's often easier to call long-distance
- **Build a hurricane preparation kit.** Pull together useful items such as nonperishable food items and snacks, juices, soft drinks, bottled water, pet supplies, manual can opener, change of clothing, sturdy shoes, portable radio, first-aid kit, batteries, flashlight, eating

EMERGENCY PREPAREDNESS SOURCES

TULANE

Emergency Websites

- tulane.edu/emergency
- emergencyprep.tulane.edu
- tulane.it/Evacuation

Alert Line

504-862-8080

877-862-8080 (toll free)

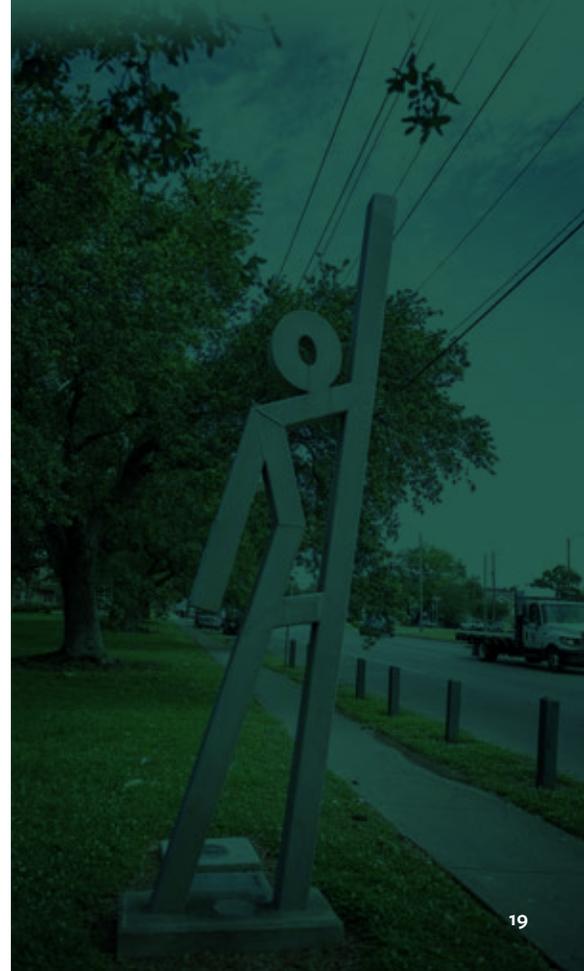
Facebook, Twitter and Instagram

@TulaneEmergency

@Tulane

Email

emergencyprep@tulane.edu



EMERGENCY PREPAREDNESS SOURCES

(continued)

NEW ORLEANS

Website

- ready.nola.gov

LOUISIANA

Preparedness Guides and Evacuation Routes

- tulane.it/LApolice
- getagameplan.org

utensils and containers for holding water. Refill prescription medicines. When you evacuate, take these supplies with you, along with a blanket and pillow or sleeping bag. Include games and toys as necessary for children or others. Remember to include your pets in this planning.

- **Prepare your apartment.** Pick up all items from the floors and store them in drawers and closets. Move upholstered furniture away from windows. Close and lock your windows. Bring outdoor furniture and decorations inside. Secure or bring garbage and recycling carts inside. Turn refrigerator and freezer temperature gauges to the lowest number and open only when absolutely necessary and close quickly. Unplug stereos, TVs, electronic equipment and lamps
- **Protect computers and electronics.** Back up computer data and take a copy with you. Cover your computer, if not a laptop, and other electronic equipment with plastic sheeting or large plastic garbage bags. Take your laptop, cellphone, and all chargers with you
- **Protect important documents.** Place your documents in waterproof containers and take with them you
- **Gas up your vehicle.** Check all fluids and tire pressures (including spare)
- **Have cash on hand.** ATMs will not operate should the area experience a power failure.
- **Evacuation routes.** Consult tulane.it/LApolice for the *Louisiana Citizen Awareness & Disaster Evacuation Guide*
- **Parking.** During a weather event, the Diboll Garage will enter Restricted Mode, and an annual permit will be required for entry. Parking space is not guaranteed. Off-campus students who do not have a commuter permit will be directed to use ParkMobile metered spaces at the Loyola University garages located next to the Tulane uptown campus. An announcement will come from Parking Services when Restricted Mode is activated in Diboll. Downtown garages will follow their own procedures and will communicate directly with parking contract holders.
- **Transportation.** Students should plan in advance for transportation needs for an evacuation. It is strongly recommended that students develop personal evacuation plans that do not rely on bus or rail transportation, and purchase airline tickets PRIOR to arrival at the airport. **The Louis Armstrong International Airport CLOSSES 12 hours prior to estimated landfall and potentially earlier depending on the storm.** In order to access the Louis Armstrong International Airport, you will be required to show an airline ticket or itinerary. In the event of an evacuation order, Tulane University's Shuttles & Transportation (page 20) will establish a shuttle service for students who need transportation to the airport. To ensure the safety of our students and drivers, the shuttle schedule will be dependent on the anticipated storm. Always check shuttles.tulane.edu for the most up-to-date information.
- **IMPORTANT NOTE:** If the city of New Orleans initiates its City-Assisted Evacuation Plan, students must be aware that bus transportation will be utilized by city emergency personnel to evacuate citizens who have no other means of leaving the metropolitan area. In addition, Tulane will not provide transportation from the airport back to campus after a storm. Students are responsible for securing their own transportation back to campus

Responding to the Storm

Whenever a hurricane threatens New Orleans, Tulane's campuses may close, and an evacuation order may be issued by Tulane. It is critical that you monitor the Tulane Alert Line and the Tulane emergency website and follow all instructions issued by the Tulane administration. When responding to any evacuation order, you should seek shelter outside of the city.

Please note that students will NOT be allowed to use any Tulane University campus buildings, uptown or downtown, as a storm shelter if an evacuation order is given. No students will be allowed to remain on any campus in the event of a university evacuation.

Use your prearranged evacuation plan. You are urged to make every effort to leave the area since we cannot assure your safety in New Orleans under hurricane conditions. Consider the following options for evacuation sheltering outside of New Orleans:

- Choose a sheltering option far inland and north of Interstate 12

- Consult the *Louisiana Citizen Awareness and Disaster Evacuation Guide*. Copies are available online at tulane.it/LApolice
- Make reservations at a hotel or motel outside the storm area
- Go to a relative's or friend's house far inland and north of Interstate 12
- Go to a Red Cross shelter (shelter locations are announced by the news media as storms approach the area and evacuation orders are issued)
- SHELTER IN PLACE: If the university decides to shelter in place, off-campus students may activate their personal evacuation plan or shelter in place at their off-campus residence. If you shelter in place you should have 3-5 days of bottled water per person, 3-5 days of non-perishable food per person and manual can opener, charge all devices in anticipation of power outages, have flashlights and spare batteries, refill prescriptions, and have enough food and water for any family members who live with you and your pets.

When You Evacuate

Tell someone outside the storm area (a family member or friend) where you are going.

- Offer a ride and share sheltering options with other students who need transportation
- Leave as soon as possible. Avoid flooded roads and watch for washed-out bridges
- Bring your preassembled hurricane kit and protective clothing. When an evacuation is ordered, you should do everything in your power to comply. Tulane will provide as much notice as possible so students can make arrangements to provide for their own safety and welfare

After the Storm

Consult the Alert Line and Emergency website for official information regarding Tulane University on a daily basis. Listen to local news media for other information. Stay where you are if it is safe until authorities give the "all-clear." **DO NOT ATTEMPT TO RETURN TO CAMPUS** until instructed to do so via the Alert Line and Emergency website. Updates about the university's operating status will also be sent via Everbridge.

Flooding

New Orleans is one of the rainiest cities in the country, with an average of 62 inches of rain each year. June, July and August are the rainiest months, but flooding can happen at any time.

You can find the flood risk for your home at ready.nola.gov/rain.

When there's a flood risk, the National Weather Service issues alerts. Here are some commonly used terms:

- **Flash Flood Watch:** Sudden or flash flooding is possible
- **Flash Flood Warning:** Flash flooding is happening or is about to happen
- **Coastal Flood Watch:** Moderate to major coastal flooding is possible
- **Coastal Flood Warning:** Moderate to major coastal flooding is happening or is about to happen

Before a flood:

- Move your car to higher ground. Parking Services sells daily passes for students who wish to park their cars on Tulane's campus. (See page 16.) The city frequently lifts parking restrictions prior to flood events and allows residents to park on median strips, known as neutral grounds
- Clear debris from catch basins
- Bring outdoor furniture and decorations inside
- Secure garbage and recycling bins or bring them inside

During a flood:

- **Do not** walk or drive through floodwater
- If water rises around your car while you are inside it, abandon it immediately
- View reports of street flooding at: streetwise.nola.gov
- Call 911 to report street flooding and life-threatening emergencies
- Don't touch outside electrical equipment

BEFORE A FLOOD

- Move your car to higher ground
- Clear debris from catch basins
- Bring outdoor furniture inside
- Secure garbage and recycling bins

DURING A FLOOD

- Do not drive through floodwater
- Abandon your car if water is rising in your vehicle
- Check news media for street flooding reports
- Call 911 to report flooding and life-threatening emergencies
- Don't touch outside electrical equipment

AFTER A FLOOD

- Be aware after water has receded and watch for debris
- Stay away from standing water

Review more details on left.





Tulane shuttle buses service both the uptown and downtown campuses.

After a flood:

- Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters can erode roads and walkways
- Stay away from standing water. It might be electrically charged from underground or downed power lines

Transportation

Tulane University Shuttles and Transportation manages most transportation services between campuses and to other points of interest for Tulane faculty, staff and students. For more information and service alerts, visit shuttles.tulane.edu, email (shuttles@tulane.edu) or call 504-314-7433 (RIDE). All of our buses are equipped with bike racks, are ADA accessible, and can accommodate a wheelchair.



View the all-routes map at tulane.it/ShuttleLines.

Tulane University Shuttles

Tulane Shuttles & Transportation currently operates the following shuttle lines.

1. Diboll Green Line
 - a. Connects the downtown campus to the Diboll Garage on the uptown campus
 - b. Operates Monday-Friday
2. Commons Green Line
 - a. Connects the downtown campus to the Commons on the uptown campus
 - b. Operates Monday-Friday
3. Green Wave Hall Line
 - a. Provides transportation between the uptown campus and Green Wave Hall and other Tulane locations
 - b. Operates Monday-Friday

Please note that lines and service may change from year to year.

Tulane TapRide

Tulane TapRide provides on-demand service for the Tulane and Loyola communities around our campuses and surrounding areas. Service must be requested through the TapRide app.

For more information and to download the TapRide app or to request a ride from your computer, visit tulane.it/Tapride.

Other

Car rentals: Tulane partners with Enterprise Rent-A-Car to provide discounted rates on business and personal car rentals for faculty, staff, students, parents, and visitors.

For more information, visit tulane.it/Enterprise.

Airport Shuttle, Inc: The Airport Shuttle is a convenient and economical way to get to and from the Louis Armstrong New Orleans International Airport. On Tulane's uptown campus, their permanent pickup and drop-off location is on the corner of Willow Street and Janet Yulman Way near PJ's Coffee. Online reservations must be made at least 24 hours prior to your departure flight time. To make reservations and for more information visit tulane.it/AirportShuttle.

RTA

New Orleans Regional Transit operates the network of buses and streetcars that traverse the city. More information can be found at norta.com.

All RTA passes are available for purchase in Campus Services, LBC Suite 107. 1-Day Jazzy Passes are available for purchase in Campus Services, Tidewater 803.

Biking

Bicycling is an important element of the New Orleans transportation network. There are currently over 100 miles of dedicated on-street bike lanes, designated share lanes, and off-street multi-use paths in New Orleans. As you travel to and from campus and across New Orleans by bike, make sure that you stay safe by following these simple rules:

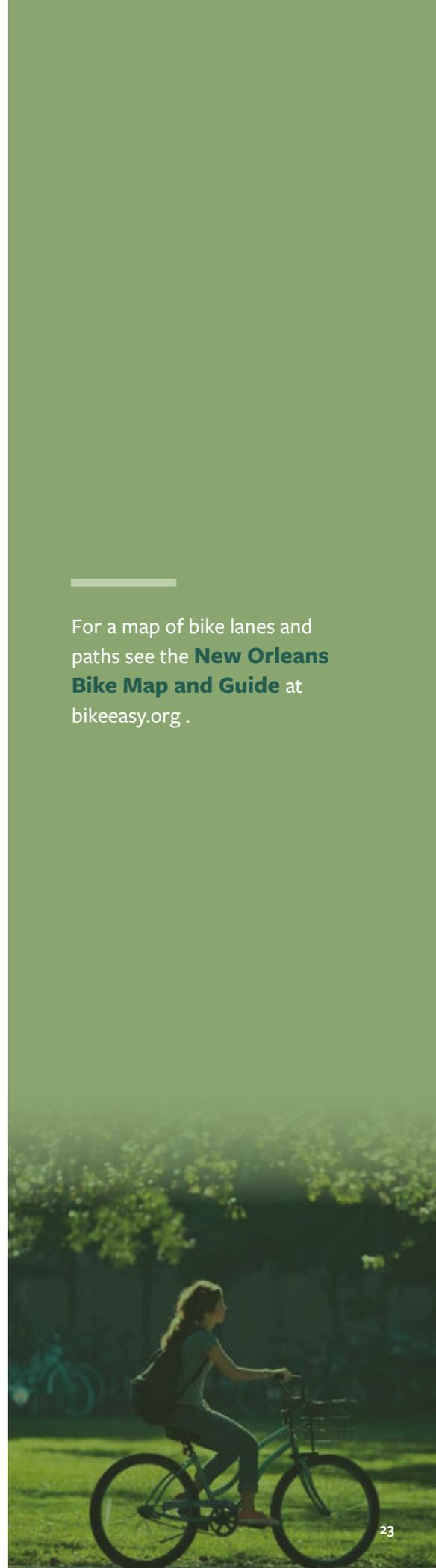
- **Obey all traffic laws:** In Louisiana, bicycles are considered vehicles and must obey the rules of the road. This includes coming to a complete stop at stop signs and red lights
- **Ride on the road:** In New Orleans, bicyclists over age 14 must ride on the road, not on the sidewalks
- **Ride in the direction of traffic:** Louisiana law requires bicyclists to ride in the direction of traffic and as near right as practicable
- **Use lights at night:** Cyclists are required to use lights and reflectors at night — white for the front, red for the back
- **Wear a helmet!**

When on campus, bicyclists should always lock their bikes in designated bike racks when not in use. Please do not lock bicycles to trees, fencing, ADA ramps, handrails, or lamp posts. To mitigate thefts, all bicyclists are encouraged to use U-locks, which are more secure and difficult to cut than cable locks.

For more information visit:

- bikeeasy.org
- tulane.it/NolaBicycling
- <https://tulane.it/BikeLaws>

For a map of bike lanes and paths see the **New Orleans Bike Map and Guide** at bikeeasy.org.





University Partners

Office of Government and Community Relations

governmentrelations.tulane.edu

504-988-3390

The Office of Government and Community Relations works to advance Tulane's mission in research, teaching, and service by aggressively seeking government funding and community support for university programs and activities. The office supports the university's long-term growth and economic development efforts; facilitates and develops relationships with community organizations and all levels of government; supports faculty research and scholarship in local communities; and, fosters a cooperative relationship with the community and our neighbors.

Division of Student Affairs

studentaffairs.tulane.edu

504-314-2188

The Tulane University Division of Student Affairs engages in all aspects of student's lives and collaborates with campus partners in the delivery of programs and services for all students. These programs and services challenge and support the growth and development of Tulane students and support the academic mission of Tulane University by providing intentional opportunities for students to engage in meaningful and complementary ways outside of the classroom.

Office of Student Conduct

conduct@tulane.edu

504-865-5516

The Office of Student Conduct manages all nonacademic misconduct allegations that involve Tulane students. The goal of the student conduct system is to educate students about appropriate behavior and decision-making, and to foster a safe and healthy community in which academic success can occur. The office cultivates personal growth and social responsibility by guiding students to understand the impact of their behavior

and choices. The Office of Student Conduct recognizes that college students (like all of us) make mistakes. Through the conduct process tulane.it/ConductProcess, we hope to help students learn where they could have made different decisions and offer strategies for making better choices in the future.

Department of Housing and Residence Life

housing.tulane.edu

504-865-5724

The Department of Housing and Residence Life is responsible for the administration of 14 residence halls, housing over undergraduate 4,000 students. The staff work in coordination with several departments and student groups to provide and maintain comfortable, safe and secure living environments for the Tulane University residents. These on-campus communities are intentionally designed to support the academic goals and personal development of our students. Through the residential curriculum, the staff offer students intentional learning opportunities while they reside in the residence halls. This curriculum is founded on numerous student development theories to provide comprehensive student experiences at while at Tulane.

Division of Campus Services

campusservices.tulane.edu

504-865-5441

The Division of Campus Services supports the university's living, learning, and teaching communities through the sustainable delivery of exceptional and innovative services. We are dining and vending, ID cards, parking and transportation, facilities and construction, mail, bookstores, computer store, university architect and planning, recycling and sustainability, event services, and childcare and our role is to support Tulane's living, learning, teaching and research communities. For questions, help, or concerns, email us at campusservices@tulane.edu or visit our customer engagement offices, located uptown in the Lavin-Bernick Center, Suite 107 and downtown in Tidewater, Suite 803.

Office of Sustainability

green.tulane.edu

504-865-5145

The Office of Sustainability collaborates with students, staff, faculty, and community partners to reduce the university's environmental impact and promote a culture of sustainability.

Undergraduate Student Government (USG)

tulane.it/USG

The USG serves all undergraduate students at Tulane. Its members advocate on behalf of the student body and strive to constantly improve the undergraduate experience for all Tulanians. The USG communicates the will of the student body to the university administration and to the greater Tulane community.

Graduate and Professional Student Association (GAPSA)

gapsa.tulane.edu

The Graduate and Professional Student Association (GAPSA) is the unifying body of the graduate and professional divisions of Tulane University. GAPSA develops and furthers the scholastic, professional, social, and public service interests of all graduate and professional students by promoting an understanding amongst students, faculty, and administrators. GAPSA also facilitates interdivision communication and coordinates activities with the Undergraduate Student Government.



Community Resources

COVID-19 TIPS & RESOURCES

- View the Off Campus Healthy Living Guide at tulane.it/healthy-living-guide
- Perform daily self-screening
- Wear a cloth face covering when in public
- Practice good personal hygiene
- Practice social distancing
- Follow all university, local and state guidelines
 - tulane.it/covid-19
 - tulane.it/coronavirus-info-nola
 - tulane.it/coronavirus-info-la

311

Dial 311 from any New Orleans phone number or call 504-658-2299 or 877-286-6431 (toll-free) nola.gov/311

NOLA 311 is New Orleans' primary source of local government information and non-emergency services. Whether you are a local resident, visitor, or business, NOLA 311 will provide a prompt, courteous and professional customer service experience.

Sewerage & Water Board of New Orleans

504-52-WATER/504-529-2837
625 St. Joseph St., New Orleans, LA 70165
swbno.org

The Sewerage & Water Board provides potable (drinking) water, drainage, and sewerage facilities to residences and businesses in New Orleans. Before contacting the Sewerage & Water Board, review your lease to determine if you or your landlord is responsible for the water bill. New customers should apply in person to open a new account.

New Orleans Police Department

911
504-821-2222 (nonemergency)
nola.gov/nopd

The New Orleans Police Department (NOPD) is the primary law enforcement agency for the city of New Orleans. It has eight districts, each with its own commander, staff, mailing address and jurisdictional boundaries.

Tulane's uptown campus is in the 2nd Police District, which is located at 3401 Broadway St. and can be reached directly at 504-658-6020 or nopd2nnddistrict@nola.gov.

Tulane's downtown campus is in the 8th Police District, which is located at 334 Royal St. and can be reached directly at 504-658-6080 or nopd8thdistrict@nola.gov.

You can report nonemergency crimes, such as lost property and theft, online at nola.gov/nopd/nopdonline.

As always, dial 911 if it is an emergency.

Entergy New Orleans

entergy-neworleans.com

Entergy New Orleans provides electric and gas utility to Orleans Parish. To report an outage, call 800-968-8243.

AT&T

844-723-0252
tulane.it/ATT

Provides residential cable and internet service.

Cox

Sales: 504-267-0901
Support: 504-304-8444
tulane.it/Cox

Provides residential cable and internet service.







6823 St. Charles Avenue
New Orleans, LA 70118

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