



Logos Evangelical Seminary
**House of Shepherd/House of Grace/
House of Blessings**
Resident Handbook

(Effective 08/01/2015)

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1. Philosophy of Logos Evangelical Seminary Dormitory Life

- 1.1 Logos Evangelical Seminary dormitory residents by God's provision live in peace. (Deu. 23:14) Each resident shall conduct him/herself and maintain in a holy Christian life for bringing the pleasing aroma of Christ, glorifying Heavenly Father, and experiencing the presence of the LORD.
 - 1.1.1 The spirit of dormitory community life is bonding one another as a family. The Lord Jesus is the head of household. The residents shall support and love one another in harmony. This is the basic attitude for the community life. (Phil. 2:1-8)
 - 1.1.2 "The dormitory is though my residence, it is God's household." We have the privilege to live here as God's steward. We shall protect it at our best. The residents shall treat the unit as their household, the amenities and facilities as their own property, as God's inheritance. We shall maintain and value it at our best to act as faithful stewards of God.

2. Structure and Management of the Dormitory

- 2.1 Dormitory Management Committee
 - 2.1.1 Members: Director of Finance and Administration, Dean of Students, Representative of President's Office and Dormitory Manager.
 - 2.1.2 Responsibility: Under the supervision of President's Council, this committee is responsible for the planning and management of student dormitory including but not limited to the policy making, the resident discipline supervision, rent rate setting, etc.
- 2.2 Office of Student Services
 - 2.2.1 Process the new student housing application and approve the priority of current residents.
 - 2.2.2 Responsible for the spiritual disciplines, advocate the harmonious relationship among residents, and provide counseling to residents with difficulties.
 - 2.2.3 Supervise the function and the election of Resident Council
- 2.3 Dormitory Manager
 - 2.3.1 Under the direct supervision of the Facility Manager, Dormitory

Manager is responsible for the operation of dormitory. This may include but not limited to assist in the development and implementation of dormitory policy, ensure dormitory physical plants are in compliance with federal, state and local laws and enhance the living quality in its safety and sanitation, develop and manage the budget for dormitory, make assignment of housing units according to the policy, collect rent and other related fees from residents, handles all repairs and maintenance, work collaboratively with Student Service in regards of resident discipline issues, etc.

2.4 Dormitory Assistant

Under the direction of Dormitory Manager, the dormitory assistant is responsible but not limited to deal with the daily business such as repair requests, housekeeping, delivery, etc.

2.5 Dormitory Resident Council

2.5.1 Purpose: The Dormitory Resident Council is organized and elected by the residents' body for the spirit of resident self-governance. Under guidance of the Dean of Students and with the assistance of Dormitory Manager to maintain the dormitory community in order, to enhance the bonding of residents, and to seek better quality of dormitory environment physically and spiritually.

2.5.2 Structure and responsibilities of Dormitory Resident Council

The resident council members consist of representatives from each dormitory building and are elected by all of the residents in each dormitory unit annually of the following officers: chairperson, general affairs, treasurer, secretary, and caring. There are a total of seven committee members to serve the residents and maintain the dormitory life in order and ensure residents follow the dormitory policies. There should be at least one representative from each dormitory. Council Member's duties and responsibilities:

2.5.2.1 Chairperson: Call and moderate the Dormitory Resident Council meeting and the Resident Assembly for discussion on the dormitory matters and the plan for the resident fellowship activities

2.5.2.2 General Affairs: Arrange event location and responsible for purchasing

- 2.5.2.3 Treasurer: Based on the decision of the Resident Council to collect resident annual fees and make financial reports regularly for the residents
 - 2.5.2.4 Secretary: Take minutes of Council meeting and Resident Assembly. Make appropriate announcement based on Council meeting decision, makes schedules of evening prayer meeting and public area cleaning duty rotations.
 - 2.5.2.5 Caring: Care for the newly moved in residents and family as well as those residents or families with special needs from time to time. Report to Dormitory Management Committee in case of significant matters that needs attention of seminary leadership
- 2.5.3 The term of the Resident Council member: The term of service is one year, maybe re-elected for one more term but with different position. It is from January to December. The nomination is in October and election is in November. The transition occurs in December and the new Council Members are installed in January. The chairperson shall not take on any position in Student Council.

3. Housing Application Procedures and Fees

All applications will be handled on the first come first serve basis. Priority will be given to full-time students (12 credits or more each semester) in degree programs – Ph.D., D.Min, Th.M., M. Div., M. A. and Dip.C.S. and full time employees. Other factors of special need or circumstance will be considered when space is available.

The application will be processed, screened and recommended by the Dormitory Manager. The final decision is to be made by the Dormitory Management Committee.

Depending on the availability, dormitory units will be rented to daily accommodation or short-term stay for part-time students, alumni or guests.

Contact Dormitory Manager for details.

According to the status of each applicant, he/she may receive certain discount from the regular rate. The percentage of discount, if any, will be determined based on the student status, time of the application and other factors. The school reserves the right to adjust the rent at any time. All contracted residents shall be

notified of the rate change at least 30 days prior to the effect of the new rent. All lease contracts will be signed and renewed on an annual basis. Penalty will apply for early termination. Short term lease will be available with higher rates. In order to make rooms available for new comers, maximum stay in any of the unit in dormitory per household will be 5 years for all degree students and full-time employees from the date of first contract signed. For those who may move in and out of the dorm at times, the time allowance will be accumulated, unless the gap from the last stay and the new application has been over 5 years. In this situation, the contract time allowance will start all over again.

Time allowance for full-time degree program:

Ph. D.	5 years
D. Min	3 years
Th. M.	3 years
M. Div.	3 years
M. A.	2 years
Dip. C.S.	1 years

Following the time allowance for various degree programs, students are expected to move out of the dorm within 2 weeks after finishing their study. If more time is needed for relocation or to finish the dissertation, students can apply for an extension. Under this situation, a new contract will be signed and the rent will be adjusted accordingly. New rent and extended time (limited to one year for all students) will be determined by the Dorm Management Committee. Depending on the space availability, Ph.D. students may extend one more year, per household, beyond the degree allowance time for a maximum of 6 years.

3.1 Maximum Occupancy and Deposit (effective 08-01-2014)

Please refer to Appendix 1

3.2 Rent Rate

Consult with the dorm manager for qualified rate

3.4 Fee Collection and Other Related Issues

3.4.1 The due day for monthly rent is the first of each month. There is

penalty charge of 5% rent from the fifth of each month. Return check charge is \$20.

- 3.4.2 Each dormitory building has its own utility lines for electricity, gas and water. Depending on where the resident resides, he/she may be responsible for the different utility bill besides monthly rent charge. All residents are expected to make timely payment for their own utility bills and be responsible for any penalty or interest charge for late payment.
- 3.4.3 The residents will be charged for an additional fee(s) along with monthly rent for the wireless internet connection, enclosed parking garage and/or other services if it is provided by the dormitory.
- 3.4.4 If the resident moves the personal belongings to the unit before the actual move-in date for the resident, the lease contract begins from the former date.
- 3.4.5 **The seminary may adjust the rent at any time with a written notice to residents a month in advance.**
- 3.4.6 The stay in the dorm is strictly voluntary. The students are not obligated to stay in the school dorm. The school is not obligated to provide dorms to all students. Logos reserves the right to assign any of the housing units.
- 3.4.7 In the event when all units are occupied, the dormitory management will help provide housing information nearby or recommend realtors who are familiar with the areas for apartment search.
- 3.4.8 In the case of the residents sharing a unit with a roommate and the roommate moves out, the resident shall move to the studio unit. If no studio unit is available at the time, he/she may remain in the one bedroom unit but required to pay the rent for studio unit and will have to move to studio unit once there is vacancy. If the unit has more than one bedroom, the remained resident may stay at his/her occupied bedroom with the same rate but assume all the utility bills.
- 3.4.9 In the case of residents in different status categories sharing a unit, the rent charge is determined according to each individual resident's category level. For example, A shares with B. A is on full time student level and B is at part time student. A's rent is on the category of full time student level/2 and B's rent is at part time

student level /2 .

3.4.10 If the status of the resident changes, for student, resident shall notify the Office of Student Services and for employee, resident shall notify Human Resource and submit the approved copy to the Dormitory Manager for change of contract and rent adjustment. If the resident fails to report, there will be 10% of rent difference penalty charges in addition of rent difference.

3.4.11 The resident may request change of unit after one semester and before the contract expires. The request shall be submitted to the Dormitory Manager and there is a cleaning fee of \$75 and process fee of \$100 for the request.

4. Renewal and Expiration of Lease Contract

4.1 **Contract Renewal:** Lease contract is automatically terminated at **the end of contract. For renewal, the resident must submit the** application to the appropriate department as it specified for the particular degree program 60 days prior to the expiration of his/her previous contract. Upon approval, Dormitory Manager shall assign a unit according to the space availability. If two residents with same status request the contract renewal for the same time period, the first request received will be given first consideration.

4.2 The resident whose contract ends without renewal request shall vacate the housing unit on the date that contract ends.

4.3 Those who intend to terminate the contract prior to the end date on the contract would need to submit written notice to the Dormitory Manager at least one month (30 days) in advance to avoid the penalty charge. If the notification is received less than one month prior to the contract end date, the deposit will be forfeited.

5. Resident's Guest and Visitor

5.1 If the resident has visitors coming and needs housing, the resident shall submit the application to the Dormitory Manager and get approval one week before the visitors come.

5.2 To comply with the state law on the maximum occupancy for rent housing, the parents, adult children, or other visitors can only stay for no longer than two weeks, and no longer than three months total in one year. Special cases such as for providing maternity assistance to resident, attending the

resident's wedding or commencement service will be handled individually.

5.3 The rate for resident receiving visitors

5.3.1 Parents and /or adult children of a resident will receive a seven days free of staying annually if they stay at resident's unit. Daily rate will be charged from the eighth day on.

5.3.2 The rate for resident's siblings, relatives, or friend staying at the resident's unit is posted annually. Children aged five or under are free.

5.3.3 If the resident needs another unit for the visitors, the resident shall submit the application to the Dormitory Manager and get approval one week before the visitors come. The rent charge will be according to category 7.

5.3.4 The visitors may only reside at the resident's unit when the resident is in the dormitory.

5.3.5 The resident is obligated to inform the visitors the dormitory policies and to ensure that they follow the dormitory rules as other residents.

6. Short-term Visitors

6.1 Clergies or Christians who intend to stay at dormitory shall submit the application to the Dormitory Manager and get approval one week prior the arrival date.

6.2 The visitor will pay the full rate.

6.3 The maximum stay is one month.

6.4 If the visitor wishes to stay longer, a written request shall be submitted to the Dormitory Manager. Once it is approved, it will be handled month by month depending on the space availability.

7. Short-term Sublease

7.1 When the resident is on mission trip or internship and away from the dormitory, the resident may submit a sublease request to the Dormitory Manager so the resident's unit may be subleased temporarily by the seminary. The resident shall not sublease the unit to anyone on their own.

7.2 The time for sublease is 14 day the least and 60 days the most. If the resident does not come back to dormitory after the sublease ends, the resident shall pay the regular rent and the Dormitory Manager shall not sublease the unit anymore.

- 7.3 The seminary, Dormitory Manager, or the Resident Council are not responsible for any loss or damage of the residents' personal belongings during the sublease.
- 7.4 The resident shall clean the unit and keep his or her personal belongings organized for the convenience of the person who subleases.
- 7.5 The resident will continue have to pay for partial rent. Please consult with the dorm manager for the partial rent. He/she will continue to be responsible for the utility bills of the unit during the subleasing period. If the electricity cost exceeds the amount of basic fee for the time of sublease, reimbursement may be requested to the Dormitory Manager.
- 7.6 The residents on mission trips not required by the seminary or on personal trips and wish to sublease the unit, the sublease is not guaranteed. The resident shall pay the regular rent if the unit is not subleased.

8. Move-in Procedures

- 8.1 Those whose housing applications have been accepted shall confirm with the Dormitory Manager one month prior to the arrival date and time.
- 8.2 New resident orientation will be provided to familiarize each resident with the facilities and dormitory policies. An appointment for signing the contract and fee collection shall be made. The keys will be given at the same time by the Dormitory Manager.
- 8.3 New resident may request a parking slot; the deposit for the gate remote opener is \$35 which will be returned to resident at the time of move-out. The resident may also request for storage space in parking lot through dormitory manager. It will be assigned according to space availability.
- 8.4 New resident shall apply for new account with the electricity and other utility companies as soon as he/she moves in.

9. Procedures for Moving Out

- 9.1 The residents shall submit a written notice to the Dormitory Manager the move-out date and time at least one month in advance and make an appointment for returning the key, garage gate opener, and final walk through of parking, storage, and housing unit.
- 9.2 The resident shall be responsible for cleaning and vacating the unit as it was at the time of moving in. The Dormitory Manager shall conduct a walk through the unit according to the check list. The resident will be

responsible for the repair or replacement of any damaged item if anything is discovered during the walk through. Security deposit will be deducted when such incident exists. Additional cleaning fee will also be charged and deducted from security deposit upon moving out.

- 9.3 The furniture and items that belong to dormitory shall not be removed or redistributed without approval from the administration.
- 9.4 The resident is responsible to remove all of the furniture and supplies that do not belong to dormitory from the unit. These items **shall not be left** in the public area such as sidewalk, Abundant Station (豐盛中心), parking lot, dormitory office, and/or any other open space.
- 9.5 If the resident would like to dispose large items, he/she may contact recycling company for pick up. The resident shall leave the items at the designated location at designated time only. Do not leave any items outside the garbage bin, sidewalk, or the Abundant Station(豐盛中心).
- 9.6 The resident shall notify all utility companies the move-out date and the forwarding address to allow the sufficient time for processing the closing of the account or the address change. The Dormitory Manager or the Resident Council will not be responsible for notifying or forwarding the mails for the resident.
- 9.7 Once the resident completes the (1) to (6), vacate the unit completely, and pay off all the bills, the seminary will refund the balance of deposit within a month. If the resident cannot follow the steps and vacate the unit or has the unpaid bills, the seminary will deduct the cost from the amount of deposit and refund the balance within a month.
- 9.8 If the resident needs someone else to receive the deposit refunds, the resident shall prepared a self-addressed and postage paid envelope for the Dormitory Manager to mail out the check.

10. Resident Life Policies

10.1 Children of 12 years old or below

- 10.1.1 Parents shall be responsible for their own children's behavior and safety. Parents shall remain close supervision of their children according to dormitory policies.
- 10.1.2 According to Social Services Child Abuse Act, children aged 12 or below shall not stay home or play at the public area without adult's

supervision. For any violation, parents may face the legal consequences.

10.2 Meeting Time and Hours for Public Facilities

10.2.1 To maintain the tranquility of the dormitory, the residents shall follow the activity time and public facility hours:

10.2.1.1 Children playtime in public area: 3-7pm in winter, 3-8pm in summer; additional hour of 10:30am -12:30pm for Saturday.

10.2.1.2 Sports equipment: 3-8pm for adults. For children, 3-7pm in winter, 3-8pm in summer; additional hour of 10:30am -12:30pm for Saturday.

10.2.1.3 Winter and summer break playtime in public area: 10:30am -12:30pm; 3-8pm

10.2.1.4 Music instrument time: 10am – 8pm. (with windows and door closed if neighbors are disturbed).

10.2.1.5 Piano Room: 10am – 9pm (with door closed)

10.2.1.6 Swimming Pool: 8am – 9pm for adults. For children, 3-7pm in winter, 3-8pm in summer; additional hour of 10:30am -12:30pm for Saturday and winter or summer break. Parents shall be on site at all time to provide supervision when children are in pool.

10.2.1.7 Vacuum: 9am - 9pm.

10.2.1.8 Laundry: 8am – 10pm

10.2.1.9 Vending machine for Drinking Water: 8am – 10pm

10.2.1.10 Prayer meeting: 9-9:30pm at House of Good Shepherd daily and weekly for House of Grace and House of Blessings. Refer to 10.10.2.2.

10.2.1.11 Fellowship/small group: Residents wish to open their unit for fellowship or small group meeting shall notify the Dormitory Manager or the Resident Council. The doors and windows shall be closed during the meeting and the attendants shall respect the dormitory policies to avoid disturbance.

10.3 Safety and Sanitization

10.3.1 Possession of inflammable items or illegal substances such as

gasoline, firearm in dormitory is prohibited.

- 10.3.2 The hallways, parking lot, and public area are designated as the fire lanes for the dormitory structure. For safety purpose, no personal belonging shall be placed in these areas to block the traffic or the emergency evacuation. No large items shall be placed in front of the entrance of any housing unit to avoid blocking the emergency exit during the time of earthquake or other disaster.
- 10.3.3 Each housing unit has smoke detector installed. Residents shall inspect the detector and replace the battery regularly for safety purpose and never turn it off.
- 10.3.4 Before winter comes, the gas company will provide heater inspection and light the pilot light of the heater. Residents shall regularly check if the pilot light is off to avoid gas leaking.
- 10.3.5 Residents shall keep an eye on the dormitory entrances. All the entrances (gates) shall be kept locked at all time for safety reason. If any stranger is seen entering dormitory, please report to the Dormitory management or Resident Council chairperson immediately.
- 10.3.6 Residents shall keep the neatness of interior and exterior of the housing unit. Shoes are to be kept inside of each unit. Do not litter.
- 10.3.7 The speed limit for the dormitory parking lot is 2 mph.
- 10.3.8 For safety reason, if the resident plans to be out for more than three days, please inform the Dormitory Management or the Resident Council chairperson by completing Temporary Leave Notice.
- 10.3.9 No fireworks in dormitory (inside or outside parking lot)
- 10.3.10 No cooking or grill is allowed outside in public area.

10.4 Emergence Management

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of all apartments at **Good Shepherd House (D1), House of Grace (D2) and House of Blessings (D3)** in case of any emergency.

10.4.1 Fire Safety Plan

10.4.1.1 OBJECTIVES

- 1) To provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Evacuation Safety Plan is applicable to each floor of the building of D1, D3 and each house of D2. It will be placed into effect by the designated emergency evacuation personnel, upon activation of fire alarm system, or notification of any fire emergency condition.
- 2) To prevent and/or minimize injuries and property damage in case of fire.

10.4.1.2 EQUIPMENT INFORMATION

The design of our building incorporates the following features to insure maximum fire and life safety:

- 1) Automatic smoke detection system: There is one smoke alarm installed in each apartment at D1, D3 and in each house at D2.
- 2) An emergency lighting system (battery powered) will provide sufficient lighting for evacuation purposes. (Stairway and corridor lights)
- 3) Fire extinguishers (3 pound ABC, General Purpose, Dry Chemical) are conspicuously located on each floor and at the parking lot of D1, D3 and at each house of D2.
- 4) Emergency Exits are marked with illuminated EXIT signs at D1. The three exit stairs are identified as Stairway #1, Stairway #2, and Stairway #3. Stairway #1 exits at the west end of the building toward Rosemead Blvd. Stairway #2 exits at the east side of the building. Stairway #3 exits at south end of the building.

10.4.1.3 EVACUATION SAFETY TEAM

To effectively implement the provisions of this Fire Emergency Evacuation Plan, an Evacuation Safety Team is established and staffed as follows:

EVACUATION DIRECTOR; Dormitory Manager

The Evacuation Director shall be an individual who spends the majority of the work week in the building and is knowledgeable of its operation and the people who live in the building. The Director's duties include, but not be limited to the following:

- 1) Be thoroughly versed with this Fire Emergency Evacuation Plan. Periodically review the plan to insure that it is current.
- 2) Conduct fire/evacuation drills.
- 3) Insure someone is assigned to meet the fire department at all times and provide sets of keys to the fire department. Keys to include: key to the fire lane, and key to the front gates.
- 4) Serve as liaison between Housing Service and the fire department incident commander.

FIRE SAFETY COORDINATOR:

Chairperson of Resident Council (First floor of D1)

Secretary of Resident Council (Second floor of D1)

Resident of 5606 (D2)

Resident of Unit B (D3)

Each floor of the building will be under the direction of a designated Fire Safety Coordinator. He/She should also be knowledgeable of its operation and the people who live in the building. Each Fire Safety Coordinator is responsible for the total evacuation of the floor. He or she shall:

- 1) Insure that Fire Safety Assistants are assigned on each floor.
- 2) Assist the Fire Safety Assistants in the evacuation of the floor.

- 3) Fire Safety Coordinator will study and review the floor plan of his/her floor or area and determine the number of occupants for the purpose of dividing them into groups. These groups will be instructed to exit the building by the closest exit or stairwell available for use.
- 4) Fire Safety Coordinator shall have available a current list of special needs personnel for their respective floors. Those persons who cannot use stairs unaided will have two Evacuation Attendants assigned for assistance.
- 5) Fire Safety Coordinator will report to the Director or Designee on the status of their floors of evacuation and any persons still in the building or unaccounted for.

FIRE SAFETY ASSISTANTS:

Resident of Apartment #1 (First floor of D1)

Resident of Apartment #25 (Second floor of D1)

Resident of 5608 (D2)

Resident of Unit E (D3)

Fire Safety Assistant, like the Fire Safety Coordinator, should also be person with relatively high knowledge of its operation and the people who live in the building.

Routine Responsibilities

- 1) Assist Fire Safety Coordinator in their normal responsibilities and will fill in for Fire Safety Coordinator in his/her absence.
- 2) Conduct a search of your designated area and direct occupants/visitors/vendors to the nearest safe exit. Areas searched should include restrooms, etc. that may be occupied.
- 3) **Direct residents/visitors to stairway or nearest exit.**
- 4) Once your floor has been searched, report to the Fire Safety Coordinator on the status of your floors evacuation and any persons still in the building or unaccounted for.
- 5) It is recommended that persons capable of assuming

the role and responsibility of Fire Safety Assistant be available as back up to these positions.

PERSON CALLING 911: The person discovers the fire incident

- 1) The designated person will be responsible for calling the fire department (911) in the event of any fire emergency evacuation or fire alarm activation. Give your name, seminary name, address, phone number, location of fire, and as much information as possible about the fire or emergency.
- 2) Evacuation Director should be responsible for taking the residents' roster and visitor log to the designated assembly area, to aid the Fire Safety Coordinator and fire department in accounting for all occupants.
- 3) Report any missing persons to the fire department.

EVACUATION ATTENDANTS; For persons with special needs.

Evacuation Attendant should be located near persons or children required assistance.

Evacuation Attendant shall upon notification of fire to:

- 1) Locate the person or children required assistance to whom they are assigned and ensure that there is sufficient help available to evacuate them to safety.
- 2) Upon completion of the evacuation of the person or children required assistance, immediately contact the Fire Safety Coordinator giving the location of the person with disability.
- 3) If unable to evacuate the person or children required assistance to a safe area or down the stairway to the exit, one Evacuation Attendant should stay with the person and the other report to the Fire Safety Coordinator or fire department official for additional assistance.

10.4.1.4 EVACUATIONS IN EVENT OF A FIRE EMERGENCY

In case of fire emergency, the person who discovers will first ring the bell to notify all occupants and to the San Gabriel Fire Department has been contacted. (Dial 9-1-1) Upon sounding of the BELL, THE FIRE SAFETY COORDINATOR AND/OR FIRE SAFETY ASSISTANT WILL **BEGIN IMMEDIATELY COORDINATE EVACUATION.** The evacuation team will begin their duties as assigned to assist in the evacuation of the building. In the event occupants are not in their apartments at the time of the evacuation, they should evacuate to the nearest exit. All occupants must proceed in an orderly fashion to the nearest exit or stairway. While exiting down the stairs remember to stay to the right side on the stairs so that emergency personnel can also use the stairs. All of the occupants and visitors will proceed to the assembly area located , at least 100 ft. away from the building, or as directed by fire department. **DO NOT RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE SAN GABRIEL FIRE DEPARTMENT.**

10.4.1.5 IN CASE OF FIRE: If You Discover a Fire, or See or Smell Smoke - **RACE**

R- Rescue persons in immediate danger if you can safely do so.

A- Activate ring the bell and call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors to the fire area as possible.

E- Evacuate immediately all persons to the assembly area, **Extinguish** with portable fire extinguisher only if the evacuation has already begun, the fire department has already been called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

10.4.1.6 Evacuation Drills and Training

- 1) Fire Evacuation drills will be conducted as indicated in the Logos Evangelical Seminary policy and procedure manual. All persons occupying the building will participate in the drills.
- 2) Details of drill and the evaluation of its effectiveness will be maintained by the Evacuation Director.
- 3) This information will be available for examination by building residents and San Gabriel Fire Department personnel as requested.
- 4) All drills will begin with the sounding of Bell in the building.
- 5) All residents of the building and fire evacuation team members shall be trained on the fire evacuation procedures of this plan as needed.

10.4.2 Earthquake Evacuation Plan : Adapted from Red Cross

10.4.2.1 **Before**

- 1) Don't hang mirrors or framed art over the bed. Move the bed away from windows
- 2) Bolt tall furniture and electronic equipment to wall studs with straps
- 3) Move heavy objects to lower shelves
- 4) Install latches on the cabinets to prevent them from opening in a quake.
- 5) Brace overhead light fixtures
- 6) Secure water heater to wall studs
- 7) Advise residents to identify safe locations in each room to take cover.

10.4.2.2 **During:**

- 1) ***Drop, cover and hold on.*** Drop wherever you are. Crawl to a sturdy piece of furniture and take cover.
- 2) If there is not near cover, crouch by an interior wall
- 3) If you are in bed. Stay there and cover your head with a pillow.

- 4) If you are outside in the court yard or parking lot, move to an open area away from buildings, trees and wires, then drop and cover.

10.4.2.3 **After:**

- 1) Stay alert
- 2) Be prepared for aftershocks. Some aftershocks may be strong. ***Drop, cover and hold on*** for one another.
- 3) Fire is the most common hazard after an earthquake. Be ready to extinguish small fires. Look around the apartment for damage
- 4) If you feel at all unsafe, get everyone out. **Do Not** return to the apartment until local authorities say it is safe.

10.4.3 Infectious Disease Control Plan

10.4.3.1 Any residents and/or their family member(s) has any communicable disease and is confirmed by their physician must report to Dormitory Manager.

10.4.4 The effected family should follow their physician's advice to treat the identified disease.

10.4.4.1 Dormitory Manager will notify all residents of the disease and take necessary actions to prevent such disease to further spread.

10.4.5 Theft or Robbery

10.4.5.1 If theft or robber seen, remember the features. (avoid conflicts)

10.4.5.2 Leave the area untouched

10.4.5.3 Call 911

10.4.5.4 Notify the Dormitory Manager

10.4.5.5 Wait for police

10.5 Facilities and Equipment

10.5.1 Residents shall use and protect the housing unit properly and keep it nice and neat. If anything that is damaged, request for repair may be submitted and the Dormitory Manager will arrange the repair. The

Dormitory Manager shall reserve the right to inspect the housing units twice a year. For damage caused by resident, he/she is responsible for the cost of repair.

10.5.2 Residents shall not change any of the unit layouts, renovate, paint, or install appliances without notification. The dormitory furniture cannot be disposed or exchanged without notification to the Dormitory Manager.

10.5.3 Residents are responsible for the purchase and change of the consumable items such as light bulbs, batteries, shower curtain, drapery, drain net, etc.

10.5.4 Place drain net for each sink to avoid clogs from hair or food waste.

10.5.5 For use the garbage disposal, please follow the steps.

10.5.5.1 Turn on hot water, then turn on the disposal

10.5.5.2 Let it run for 1-2 minutes until the garbage disposed completely.

10.5.5.3 Turn off the disposal first then the hot water.

10.5.5.4 Pour 6 oz. bleach or Drano every month to keep the drain works well.

10.6 Parking

10.6.1 Resident may request parking lot space through Dormitory Manager once he/she owns a vehicle. There will be additional rent charge monthly for enclosed garage.

10.6.2 If the resident needs additional parking slot, regardless of the resident status, it is assigned according to the resident moving in date of the most current lease contract. The earlier moving ins, the first. The additional parking slot is available temporarily. If the new residents need parking lots, the Dormitory Manager would assign the additional parking slot to the new residents. The order of reassignment starts from the ones who stayed in dormitory the shortest.

10.6.3 Residents shall park the cars on the assigned parking slot only. Do not occupy other parking slots or the visitor parking outside the dormitory parking lot.

10.6.4 The visitors regardless of staying time shall not request parking slot.

10.6.5 No junk car shall be parked on assigned parking slot.

10.6.6 To ensure other residents' rights, no visitor's car shall be parked on a vacant slot of other residents.

- 10.6.7 No car shall be parked on fire lanes.
- 10.6.8 The two visitor parking slots outside the dormitory are for visitors or the maintenance technicians only. Short-term residents will need to get permit from the Dormitory Manager for overnight parking. If any car occupies the visitor parking without permit may be towed at the car owner's expense. Residents shall not use the visitor parking slots for car wash or any other use.
- 10.7 Hanging Clothes and Linen
 - 10.7.1 Other than the supplied hanging racks by the laundry room, residents shall not hang any clothing or linen outside the housing unit.
 - 10.7.2 There are six Saturdays in a year the residents can hang the linens on swimming pool fence. It will be announced by the Dormitory Manager.
- 10.8 Heater
 - 10.8.1 In general, the season for heater use is from November to April. If the weather changes, the Dormitory Manager will adjust the time accordingly.
- 10.9 Carpet
 - 10.9.1 Resident is responsible to keep the carpet of their unit clean by vacuuming regularly.
 - 10.9.2 If the resident needs carpet cleaning, the Dormitory Manager may help arranging the service but at the residents' own expense.
- 10.10 Resident Assembly and Prayer Meeting
 - 10.10.1 It is mandatory for residents from all dormitories to attend the Resident Assembly. At least one adult representative from each household shall attend regularly. If for any reason the resident cannot attend, he or she shall inform the Resident Council.
 - 10.10.2 For Prayer meetings:
 - 10.10.2.1. House of Good Shepherd: The residents in House of Shepherd shall attend the evening prayer meeting (9-9:30pm) once a week. Each household shall take term to lead the prayer meeting according the schedule. It is the responsibility of the individual to find substitute beforehand if he/she cannot lead the prayer meeting.
 - 10.10.2.2. House of Grace: Prayer meeting shall be conducted once

a week and be led by the residents on rotating basis.

10.10.2.3. House of Blessings: Prayer meeting shall be conducted once a week and be led by the residents on rotating basis.

10.11 Other Guidelines

- 10.11.1 In respect to all residents, individuals shall follow the guidelines of “Meeting Time and Hours for Public Facilities” and maintain the tranquility of the dormitory. Watch for the noise level. (such as loud talking, yelling, children crying and chasing around)
- 10.11.2 Single resident is not allowed to have any opposite-sex visitor staying overnight. It is also advised to remain the apartment door open when meeting with an opposite-sex visitor alone.
- 10.11.3 Any commercial sales activity is prohibited in dormitory.
- 10.11.4 Yard sales and garage sales are prohibited inside and outside the dormitory.
- 10.11.5 Smoking is prohibited in dormitory.
- 10.11.6 No pet is allowed in dormitory.
- 10.11.7 Residents shall not exercise or jog at the hallway on second floor.

11. Public Amenities

11.1 Activity Room

- 11.1.1 The activity room is open for residents for Resident Assembly, Prayer Meeting, personal devotion, small groups, etc. Please sign up at the prayer room if residents wish to book the room.
- 11.1.2 Do not wear shoes in the activity room. No food is allowed in the room. Children must be accompanied with parents when using the room.
- 11.1.3 Do not talk loud or make loud noise in the room.
- 11.1.4 Please keep the neatness of the room. Return all items back to its original condition and turn off the lights and air-conditioner after use.
- 11.1.5 Do not remove any item in the activity room.

11.2 Piano Room/Study Room (hour: 10am – 9pm)

- 11.2.1 Please keeps the door closed when playing piano. Hands shall be cleaned before playing pianl. Make sure to return all items

- back to its original condition, the lights are off when leave.
- 12.2.2 No shoes in the room. No food /drink is allowed in the room. Children must be accompanied with parents when using the room.
 - 12.2.3 If the resident would like to use the piano regularly, please sign up at door. No more than two blocks of time at once. First come first serve. (Please do not sign up for entire semester.)
 - 12.2.4 The phone number for piano/study room is 626-614-8919 for resident's convenience. Each call charges 25¢ and is limited to call within California only.
 - 12.2.5 Please purchase prepaid phone card when making long distance calls.
 - 12.2.6 Please keep the conversation short to avoid causing inconvenience of other residents.
 - 12.2.7 Please follow the instruction when using the copy machine.
- 11.3 Dormitory Manager Office
- 13.1 Office is the working space for the Dormitory Management team. Do not enter without permission.
- 11.4 Sports Equipment
- 11.4.1 Follow instruction properly when use any sports equipment.
 - 11.4.2 Hours for sports equipment: same as for activity time.
 - 11.4.3 Except table tennis, do not play any sports in the public area such as swimming pool, parking lot including bike riding and skateboarding. **Must wear helmet when playing with scooter.**
- 11.5 Vacuum (hour: 9am – 9pm)
- 11.5.1 Vacuum cleaner is not provided. Residents shall provide their own.
- 11.6 Bulletin Board
- 11.6.1 Bulletin board has three sections: Updated Information, General Information, and For Residents.
 - 11.6.2 All postings must be approved by the Dormitory Manager first. Outdated posts will be removed by the Dormitory Management.
 - 11.6.3 Residents shall not post anything or remove any posts without

permission.

11.7 Laundry (hour: 8am – 10pm)

- 11.7.1 Residents shall follow the instruction on using the washer and dryer.
- 11.7.2 The washer and dryer are for clothes only, No shoes, rug, hard items, metal, or other fragile items are allowed in the laundry machines.
- 11.7.3 Do not use anything other than regular laundry detergent for washer.
- 11.7.4 The hour for laundry is 8am to 10pm. Please do kindly arrange the time and finish drying by 10pm.
- 11.7.5 To avoid inconvenience of other residents, please do remove the clothes from washer or dryer as soon as they are done. It is suggested to leave the room number so other residents may be able to remind the user if the clothes are not removed.
- 11.7.6 After removing the clothes from the washer or dryer, please make sure nothing is left in them and clean the lint filter.
- 11.7.7 After use, please make sure the laundry room is clean and no personal item is left in the room.
- 11.7.8 Other than the lint waste, no garbage shall be placed in laundry room.
- 11.7.9 If the washer or dryer is not working well, please notify the Dormitory Manager.
- 11.7.10 To avoid flooding from the drain system, please do not start operating two washers at the same time. Leave at least 3-4 minutes in between.

11.8 Drinking Water Vending Machine (hour: 8am – 10pm)

- 11.8.1 One gallon of purified water may be purchased at the drinking water vending machine at 25¢. Resident needs to prepare his/her own container.
- 11.8.2 The machine is being inspected every month and professional maintenance is done every six months.
- 11.8.3 The hour for getting water is 8am – 10pm. Do not get water during off hours to avoid distraction to other residents.

11.9 Parking Lot

- 11.9.1 No car wash is allowed in parking lot. Wiping is acceptable but do not pour any water in parking lot.
- 11.9.2 No activity is allowed in parking lot or the space behind the parking lot.

11.10 Swimming Pool

- 11.10.1 Hours: 8am – 9pm for adults. For children, 3-7pm in winter, 3-8pm in summer; additional hour of 10:30am -12:30pm for Saturday and winter or summer break.
- 11.10.2 Dormitory swimming pool is open for residents only. Parents shall be on site provide supervision for children. Those with skin disease or contagious disease do not use the pool.
- 11.10.3 Please take shower before entering the pool.
- 11.10.4 Spitting, urinating, or washing are prohibited in the pool. Children wearing diapers shall wear swimming diapers when entering the pool.
- 11.10.5 Do not eat, talk loud, or chase around inside the pool fence.
- 11.10.6 No life guard on site. Everyone swims at their own risk.
- 11.10.7 Do not push the fence gate too hard. The gate shall stay closed all the time.
- 11.10.8 If the pool is damaged by personal item, the owner of that item will be responsible for the repair cost.
- 11.10.9 No diving allowed.
- 11.10.10 Do not leave any personal belonging inside or outside the pool.

11.11 Leftover Food and Garbage

- 11.11.1 To avoid any of the pest or animals coming, please follow the instruction below on handling the leftover food and garbage.
- 11.11.2 All the leftover food shall be sealed in plastic bags before being left in the garbage bin.
- 11.11.3 Waste collection company (Athens Services) empties the garbage bins twice a week. Please check the schedule by the garbage bin.
- 11.11.4 Please leave the personal garbage in the garbage bin only. Do not leave it anywhere to avoid attracting pest.
- 11.11.5 Do not leave large waste item (eg. Mattress, sofa, computer,

television, etc.) by the garbage bin.

11.12 Abundant Station (豐盛中心)

- 11.12.1 Items in Abundant Station of House of Good Shepherd are donated by brothers and sisters with love. Residents of all dormitory buildings may feel free to take the items during open hour.
- 11.12.2 Please keep the station neat and organized. Make sure to put everything back to rack or hanger if you do not need it after trial.
- 11.12.3 Please see the schedule at the door for operating hours.
- 11.12.4 The items should be clean and in good quality for donation.
- 11.12.5 Please contact the Dormitory Manager or volunteers who are in charge of the station for donation items.
- 11.12.6 The following items are not accepted: Any electronic equipment and supplies such as computer, monitor, printer, keyboard, laptop, fax machine, baby toys and items, books, etc.
- 11.12.7 Do not leave any donation items by the station when door is closed.

12. Repairs

- 12.1 Residents are responsible for the maintenance of housing unit equipment or appliances.
- 12.2 If the resident cannot handle the repair work, please submit the “Repair Request” to the Dormitory personnel.
 - 12.2.1 The Dormitory personnel will accompany the repair person to enter the unit to perform the repair if resident is not in the unit at the time.
 - 12.2.2 If the repair work is not done within seven days, the Dormitory Manager shall notify the resident the reason of delaying and the timeline for repair.
- 12.3 If any damage is found in dormitory building, public facilities or equipment, please notify the Dormitory Manager.
- 12.4 If the damage is caused by the resident, the resident shall be responsible for the repair cost.

13. Dormitory Management Team Working Hour

Please see the bulletin board for schedule. Unless it is an emergency, residents shall always contact the Dormitory Management Personnel between 9 a.m. to 7 p.m. Monday through Fridays. Weekends and evenings are by pre-arranged appointment only.

14. Violation

Residents shall follow the above dormitory policies and make sure the families and visitors follow the same rules for the benefit of all residents. If any resident violates the policy continuously, the case will be investigated and the resident may be compelled to move out the dormitory within a month.

15. Cleaning Duties in Dormitory Public Area

All residents shall participate in the cleaning of the public area in dormitory.

15.1 Each quarter, Dormitory Resident Council shall develop a schedule for job assignments of each public area.

15.2 Each household completes the work accordingly and notify Dormitory Manager upon completion the task. Dormitory Manager will forward the report to the Office of Student Affairs quarterly.

15.3 Any delinquencies will be fined for US\$10/incident from second incident on.

Appendix 1

House of Good Shepherd:

Unit	Maximum Occupancy	Deposit
One bedroom	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500
Studio	One single in general	\$300

House of Grace

Unit	Maximum Occupancy	Deposit
5602	one married couple and children under 18 at the time of signing contract	\$500
5604	Same as above	\$500
5606	Same as above	\$500
5608	Same as above	\$500

House of Blessings

Unit	Maximum Occupancy	Deposit
A	Three same-gender singles or one married couple and children under 18 at the time of signing contract	\$600
B	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$400
C	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$400
D	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500
E	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500
F	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500
G	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$400
H	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$400
I	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500
J	Two same-gender singles or one married couple and children under 18 at the time of signing contract	\$500

Appendix 2

Airport shuttle

William Yang: 626-689-0777

呂昂: 626-280-9208

Jackson: 626-864-1899

Shuttle2LAX: www.shuttle2lax.com

Prime Time Shuttle: 310-536-7922, www.primetimeshuttle.com