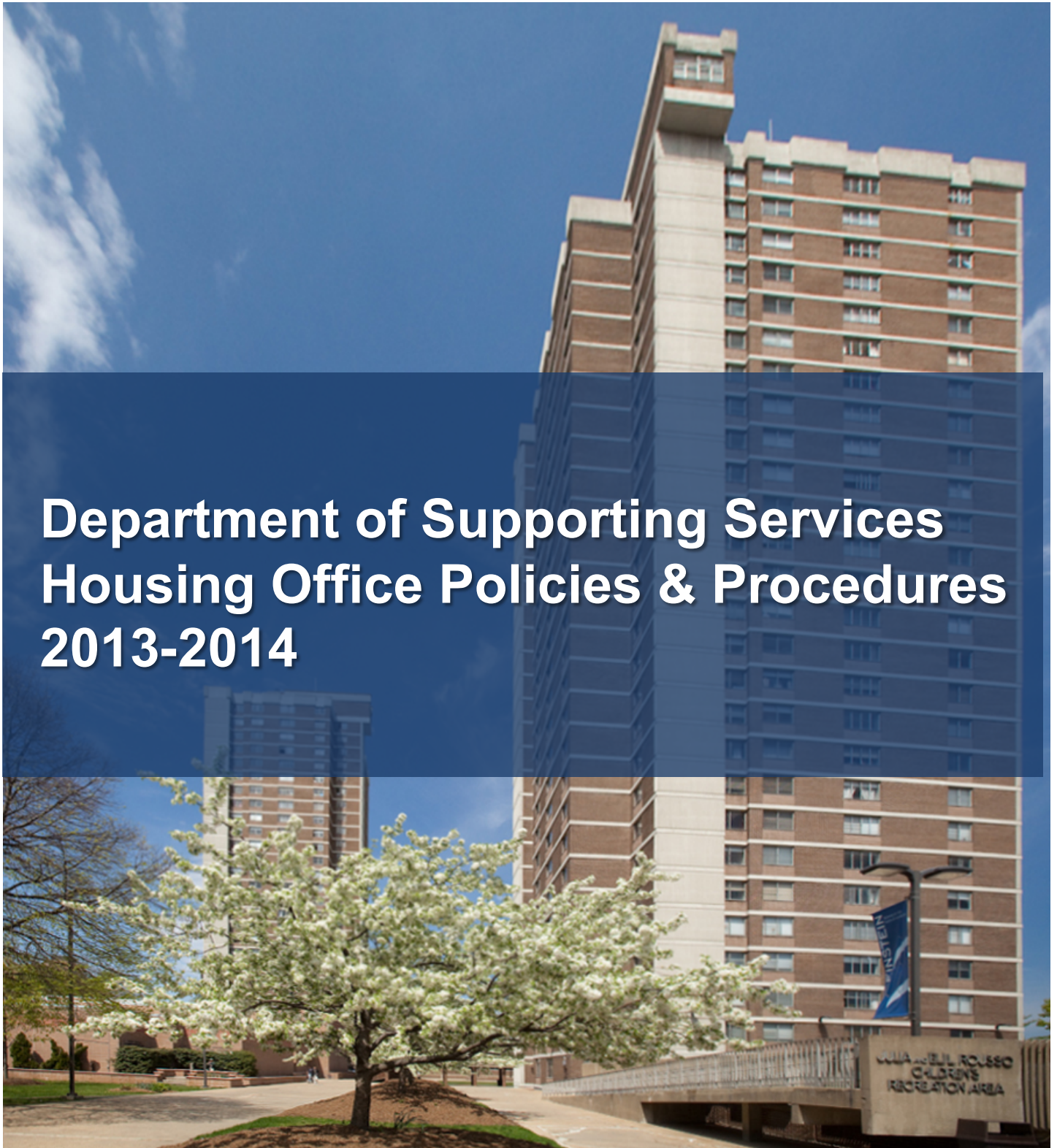




Albert Einstein College of Medicine  
OF YESHIVA UNIVERSITY

# Department of Supporting Services Housing Office Policies & Procedures 2013-2014



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# Einstein Housing Community

Congratulations and welcome to the Einstein College of Medicine of Yeshiva University. The Housing Office at Einstein is committed to providing convenient and comfortable housing for all of its medical and Sue Golding graduate students.

## Your New Community

Housing at Einstein is among the best you'll find at any medical school in the country. The apartments are large, rents are low, and security is excellent. Located near the Westchester border in the northeast Bronx, the environment around Einstein combines the best of two worlds: small-town living with its special sense of "community" and lower cost of living-and easy access to big city excitement in Manhattan.

## Location

- Einstein Housing consists of the residential facilities at 1925 Eastchester Road,1935 Eastchester Road, and 1945 Eastchester Road, as well as 1579 Rhinelander Avenue in the Bronx, New York.

## Eastchester Road Residence

- Located on the corner of Morris Park Avenue and Eastchester Road, this residence consists of three 28-story high-rise towers, with 634 unfurnished apartments. It includes an extensive landscaped plaza with a sitting and playing area, and a large underground garage. It is also next to the Falk Recreation Center, a modern athletic facility that students can join close to home.

## The Rhinelander Residence

- Located three block from campus, the Rhinelander Residence is at 1579 Rhinelander Avenue. This residential building is a 6-story high rise with 132 unfurnished apartments.

## Communications

### •Website

- > Useful information about Einstein and resources can be found at our website at <http://www.einstein.yu.edu/administrartion/auxiliary-services/housing/>.

### •Email Blasts

- > Updates and announcements regarding changes to/reminders concerning Einstein housing policy, scheduled repairs and service changes, events and activities, and emergency situations, will often be sent via email to Einstein Housing residents. Please be sure to promptly open and read these emails as they could contain important and time-sensitive information.

# Housing Eligibility

## Eligibility

- Students and Belfer Fellows are eligible to apply for apartments in the Einstein Housing Complex. Occupancy of apartments is limited to the license-holding student and their spouse and children, if applicable. Occupancy by other relatives or friends is not permitted. The shortage of housing accommodations makes this ruling mandatory. No exceptions of any kind are permitted.
- Housing Packets are sent out starting in **the beginning of** May until August. Since apartments are assigned on a first-come, first-served basis, and the demand is great, Housing applications should be submitted as soon as Einstein Packet information is received. For further information, please call the Housing Office at (718) 430-3552 or visit the Einstein website at <http://www.einstein.yu.edu>
- Students must reside full-time in Einstein Housing. Part-time occupancy by students who are also maintaining off campus apartments is not allowed.
- Students must immediately inform the Housing Office of any changes that will impact the number of residents in their apartments and/or need for apartment transfer (i.e., marital status, expecting children, moving, etc.). You will then be required to sign a new license agreement..
- If a student in a shared apartment is leaving, the remaining student is responsible for the apartment rent. Students are sent a list of vacancies and they can either transfer to another available slot or request a student from another apartment.

## Accommodations for Visiting Faculty, Exchange Students, etc.

- The College of Medicine reserves a small number of furnished apartments for visiting faculty, students, and others. These apartments are NOT available for permanent assignment. All Visitors must sign a transient Occupancy Agreement for the expected period of occupancy.

# Housing Allocation Priorities

## Housing Priorities

- Because of the shortage of apartments on our campus, it has been necessary to establish priorities for allocation of housing.
  1. First priority for housing will be given to students enrolled at the Albert Einstein College of Medicine and the Sue Golding graduate Division of Medical Sciences (MD- MSTP and PHD only.)
  2. Belfer Postdoctoral Fellows : A number of apartments will be set aside for this group. The size of each of these “Apartments” will vary according to the needs of a particular postdoctoral student. For example, a single postdoctoral fellow might be assigned a studio or a one bedroom, whereas a postdoctoral fellow with a family might be assigned a two bedroom apartment.

**Note:** These priorities are subject to change at the discretion of Einstein Housing as other needs arise or are identified.

## First Year Students

- Assignment of incoming first year students will be based upon information provided to the Housing Office. To the extent possible, they will be assigned apartments according to their preferences and needs as provided in their Housing Application.

## Roommate Assignments

- Roommate assignments for first year students are made with the help of information provided on their housing application. Every effort is made to match up individuals who are compatible.

## Guidelines for Apartment Assignments

**Three types of apartments are available: studios, one-bedroom, and two-bedroom units. We provide housing to all students in accordance with the following guidelines:**

- The Housing Office will maintain and post waiting lists for studios, one-bedroom, two-bedroom and penthouse apartments. These prioritized lists will indicate the applicant's name, in chronological order, based on the date the student's Waiting List Application Card is received. Note that when an individual receives an email in reference to an assigned apartment and does not respond, his/her name will be permanently removed from the list. However, the student has the option to request their name to remain "Inactive" until they notify the leasing coordinator (via email) to reactivate their name on the waiting list.
- Studio Apartments can be shared by two individuals. Single students who reach their turn on the list will receive studios, provided there are no married couples or approved Domestic partners in need of these accommodations.
- Married couples as well as Approved Domestic Partners, regardless of their position on the waiting list, receive priority for Studio apartments after providing the Housing Office with the Required documents.
- One-bedroom apartments contain two separate sleeping arrangement areas (slots) that must be shared by a minimum of two students, a married couple, or Domestic Partners who have requested a one bedroom upon receipt of their studio apartment. Because of the shortage of apartments, there can be no exceptions to this rule.
- Two students that are in a romantic relationship cannot apply for a one-bedroom apartment. Couples must be married or in a domestic partnership in order to qualify for joint housing assignments.
- Two-bedroom apartments contain three separate sleeping arrangement areas (slots) that must be shared by a minimum of three individuals. Married couples with one or more children have priority. After providing the Housing Office with acceptable proof (Marriage and Birth Certificate(s)), they will receive a two-bedroom apartment if available.
- Five Penthouse apartments are located at Eastchester Road Housing. These apartments must be occupied by a minimum of three students. Penthouse assignments are made from the Penthouse Waiting List.

## Guidelines for Apartment Assignments

- Waiting lists for apartments on Eastchester Road are open to students only. Belfer Fellows may place their names on the waiting lists (maintained by the Belfer Institute) for apartments at Rhinelander Residence Hall only.
- Married couples with a child/children living with them in studio apartments will be given priority to move to a larger apartment. Married students without children will not be given special priority for larger apartments, however, they can place their names on the one-bedroom Waiting List and may qualify when their names come up in the event that apartments are available.
- An **Apartment Freeze** is implemented annually from May 1st to September 1st. This is so that housing accommodations can be provided for the incoming class. **There will be no apartment transfers, upgrades, or assignments for the in-house tenancy during this time frame.** Individuals who wish to transfer from one occupied apartment to another may do so with the consent of the Einstein Housing Manager, before or after the freeze, provided there are slots available and incoming students have been assigned.
- These priorities are subject to change at the discretion of Einstein as other needs arise or are identified, and the Administration of the College of Medicine reserves the right to authorize exceptions to these guidelines at its sole discretion. Requests for exceptions should be addressed in writing to the Housing Manager, who will review each case and grant exceptions as deemed appropriate. It is impossible to anticipate conditions which may warrant consideration for such exceptions, but they will include special needs related to health, marital status, religious or minority group concerns, and/or physical challenges.

# Terms & Conditions of Housing

The following applies to all apartments at Einstein Housing:

## Occupancy Agreement

- Every occupant at Einstein Housing must sign an Occupancy Agreement (License), or renewal Occupancy Agreement each year. This agreement is a legally binding document that gives the Occupant the right to use a specific apartment in exchange for rent. The Occupant must comply with the Terms & Conditions specified in their Occupancy Agreement, as well as follow the Einstein Housing Policies and Procedures as outlined in this document. Any individual who refuses to sign an Occupancy Agreement will be denied an apartment or will be required to vacate their existing apartment.
- The normal occupancy period for apartments is one year (12 months). If the student occupant graduates or leaves the Einstein College of Medicine during that time, the Occupancy Agreement is terminated and the occupant must vacate within 30 days.
- Medical students and the Sue Golding Graduate Division students must vacate their apartments after graduation. Any graduating student requiring an extension must receive approval from the Housing Office.

## Rent

- Entering occupants must pay a \$50.00 key deposit (refundable upon return of keys), the first month's rent, and two month's rent as Security, before obtaining an apartment. **Rent can be paid via check or money order, payable to AECOM Housing.** To remit payment using a credit card to the Housing Office, please use the following link:
- [https://secure.touchnet.com/C21817\\_ustores/web/store\\_main.jsp?STOREID=3&SINGLESTORE=true](https://secure.touchnet.com/C21817_ustores/web/store_main.jsp?STOREID=3&SINGLESTORE=true)
- Rent must be paid the 1<sup>st</sup> of the month. Payments received after the tenth of the month will result in late fees and penalties. Checks should be made payable to Einstein Housing; payments are to be made at the Housing Office or the drop box located to the left of the entrance of the Housing Office.

# Terms & Conditions of Housing

- If an individual is moved out of one apartment to another at the College's initiative, or if an individual has reached the top of an Einstein Housing Waiting List, has withdrawn or been withdrawn from the school, the remaining occupant(s) is responsible for the full rent until another roommate can be assigned.

## Subletting

- Students may **not** sublet apartments or places within apartments. All occupancies must be arranged directly through the Housing Office. Anyone who is not an Einstein or Sue Golding Student, a Belfer Postdoctoral Fellow, or the spouse and minor children of same, will NOT be considered for residency under any circumstances. Individuals who violate this policy may have their Occupancy Agreement terminated and may be subject to eviction.

## Change in Domestic Status

- Changes in marital status should be reported immediately to the Einstein Housing Office. If a couple separates or divorces, eligibility to continue residency in the apartment is limited to three months. After this time, the contract holder is eligible to stay in a family unit only if that person is a full-time student and will have physical custody of any children. If there are no children, the student will be reassigned to a single student apartment with a roommate and the non-student must vacate.

## Transfers/Upgrades

- Residents will be permitted to request a transfer/Upgrade from their existing apartment/space only upon review and verification of one or more of the following:
  - Change in domestic status (i.e., marriage, domestic partnership, divorce, separation)
  - Birth of a child
  - Emergency medical situation
  - Problems with a roommate(s)
  - Financial issues (i.e., transfer due to rent increase)
  - Waiting list

# Assignment Change / Vacating

## Transfer

- Once an individual is notified that an apartment or a requested transfer is available, they should immediately see the Licensing Coordinator in the Housing Office. At that time, they will be required to close out their present account with the bookkeeper, open a new account for the new apartment/space (a checkbook will be needed), sign an Occupancy Agreement for the new apartment/slot, and reserve an elevator for your move-out day. **We ask that you please notify your remaining roommates of your intent to move.**

Single students: Procedure if your roommate is moving out

- When your roommate gives their vacate notice, the Housing Office will provide you with a list of vacancies, where you have a choice to transfer or have someone from the list transfer to the empty slot in your apartment.
- Respond promptly and courteously to emails/phone calls when a prospective roommate contacts you

## Preparing for Move Out

- **Four weeks prior to your move out date:** Clear your account with the Bookkeeper **by completing a vacate form obtained in the housing office. Your financial breakdown will be ready within 24 hours. ONLY credit cards, certified checks and/or money orders will be accepted as forms of payments. Personal checks will not be accepted.**  
**NOTE: Regulations preclude the use of Security Deposit for rent.**
- **An inspection of your apartment will be performed once you have vacated.** You do not need to be present for this inspection, but at this time, all of your possessions must be removed from the apartment, and the unit must be cleaned. All damage and cleaning charges, if any, will be assessed on the basis of this inspection.
- Your room should be returned to the condition you found it when you moved in. You are responsible for cleaning, removing your property, and “closing up” your room/space. You will not be charged for normal wear and tear, holes in the wall the size of a pencil or smaller, larger plaster chips around holes caused from weak or poor plaster. However, **you will be charged if Housing finds that there is damage in the vacated apartment space.**

# Move Out Procedure

The **Before you Go Check List** specifies your responsibility for cleaning and "closing up" your room and removing your property.

## Before you Go Checklist

### Before You Go Check List

- Remove all personal property, including carpets, furniture, wall hangings, etc.
- Remove all trash and recyclables and place in the appropriate receptacles.
- Place all discarded carpets by the nearest dumpster.
- Sweep the floor.
- If you have a private bathroom, clean the bathroom.
- Close and lock all windows in your apartment or room.
- Fill out a change of address form with the US Postal Service if you want to have your first class mail forwarded to an address other than your home address. Note: Magazines are 2nd class mail and are not forwarded.
- Make appropriate plans for storage.
- Donate unwanted furniture, clean clothing, unused school supplies, books, bicycles.
- Lock your door upon exiting your room.
- Return your key.

## Items Left In Your Room

•Any items left in your room after you vacate will be considered abandoned and you will be charged for the cost of disposal. **Please leave your apartment or room clear of furniture, rugs, clothing, debris, etc. Remove all food from the refrigerator and cabinets, and dispose of all garbage. Please also shut all windows.**

**Additional charges will be applied and taken from your security deposit, for failure to comply with the above.**

## Garbage and Recycling

•You are responsible for placing garbage and recycling items into the appropriate receptacles. Please do not leave garbage and recycling items in the hallway or in your room.

## On your move out day

•**Upon clearing your account, please make your elevator reservation with the receptionist at the Housing Office. Scheduling is very important, please confirm with your moving company before making reservations. You must show your elevator reservation at the 1935 Security Desk to pick up the elevator key and present your Blue Card to the guard.** He/she will open the gates to admit your moving vehicle on the premises.

## Key Return

•Return your apartment, mailbox, front door and top lock key (if any) to the Housing Office.

## Move Out Procedure Continued

Key return is important. It signifies that the apartment/room is vacant. If the Housing Office is closed, please place your key in an envelope on which you have written your name, apartment, and building number. Place this envelope in the black mailbox, which is located on the wall near the entrance to the Housing Office.

### Security Deposit

- The Housing Office will request a refund of your security deposit after receipt of your apartment keys. This process will take about four to six weeks. A check will then be mailed to you at the forwarding address listed on your vacate form.

## Apartment/Building Rules & General Information

- It is expected that all occupants of Einstein Housing conduct themselves and treat fellow occupants in a mature adult manner. As such, the following Housing rules represent the basic understanding all occupants should have regarding living in Einstein Housing.
- All residents of an apartment must respect the rights of everyone in the apartment. This includes respecting the right to study and sleep, including maintaining an acceptable noise level within the apartment.
- All non-bedroom areas of the apartment must remain accessible to all apartment residents. This includes all common hallways, internal stairways, kitchen, living room or the common hallways, bathrooms off the common hallway and other non-bedroom area.
- All residents of the apartment should respect the security and access rights of all other residents. This includes ensuring that the apartment doors remain locked and that the door chain is used only when all residents are present in the apartment.
- All residents are responsible for keeping the apartment in which they reside clean and orderly, and for cooperating with roommates in the cleaning of the shared kitchen, bath facilities, and living and dining areas. Additionally, they must maintain their own space in a manner that helps to contribute to the overall cleanliness of the apartment. Many roommates have found it useful to establish a rotating schedule for cleaning the common areas of the apartment. This includes vacuuming, sweeping and mopping of the kitchen floor, cleaning the stove, oven, and refrigerator, cleaning the bathroom, etc. Residents are responsible for removing the trash from their apartment and disposing of it into the trash chute located in the hallway.
- All residents of the apartment must respect the cooking and cleaning expectations of all other residents. This includes cleaning up after using the kitchen and only using the food, dishes and utensils of others when expressly given permission.
- Living on campus is both a privilege and an opportunity for students. In order to have a positive community, it is necessary to define policies that affect both the College and the students. Please note that all housing policies and procedures are a part of your housing contract and therefore any violation will be reviewed by the Housing Manager.
- It is recommended that you obtain apartment rental insurance to protect your assets. Please check with your local insurance carrier for options.

# Apartment/Building Rules & General Information

## Noise and Quiet Hours

- Consideration for the rights of others is essential in a multi-unit residential complex. Every effort should be made to maintain quiet from **11:00PM-8:00AM**. The rights of other members of the community should always be taken into consideration. If a roommate or neighbor requests your cooperation in lowering noise levels so that he/she may study or sleep, please be considerate and keep in mind that their schedule may not be the same as yours.

## Conduct

- Residents are responsible for the actions and conduct of themselves and their guests. Musical devices should not be audible outside the individual apartment and should not disturb other residents. The Einstein Housing Office reserves the right to determine what constitutes disorderly conduct, excessive noise, or interference with the rights, comforts, or conveniences of other residents.

## Overnight Guests/Visitors

- Residents may have overnight guests in their apartments for no longer than seven (7) days, with approval from their roommate (if applicable). Be sure to discuss the visit and receive your roommate's approval prior to the guest's arrival. Remain sensitive to your roommate's feelings and concerns throughout the length of your guest's stay. Please be sure that your guest is aware of, and adheres to, all Einstein Housing policies and procedures.

# Apartment/Building Rules & General Information

## Pest Control

- Residents are required to cooperate with the University in its efforts to maintain a pest-free environment. Please report any pest control problems to the Housing Office immediately. Residents will be advised prior to any necessary exterior spraying of the apartment complex.

## Apartment Keys

- Keys for Einstein Housing apartments will be provided to incoming and/or transferring occupants at the time of move-in by the Housing Office.

## Lost Keys

- Eastchester Road Residents: Please go to the Security Desk at 1935 Eastchester Road. Upon proof of I.D., the guard will admit you to your apartment. Please be aware that a lock out fee of \$5 will be applied to your account.
- Rhinelander Residents: Please go to the Security Desk located in the Lobby of 1579 Rhinelander Avenue. Upon proof of I.D., he/she will admit you to your apartment. Please be aware that a lock out fee of \$5 will be applied to your account.
- University policy requires accessibility to all units by Einstein Housing and Security. **Any additional locks are prohibited.**

## Appliances

- Stoves and refrigerators are provided. Washing machines, dryers, and dishwashers are strictly prohibited in the apartments.

## Repairs and Service

- Routine maintenance requests may be made online at <http://www.einstein.yu.edu/administration/auxiliary-services/housing/housing-work-order.asp> or you can call or visit the Housing Office at (718) 430-3552, 1935 Eastchester Road, Apartment 1A.

## Mailboxes

- Each apartment has its own mailbox. Please ask relatives and friends to indicate your apartment number on all mail so that delivery is not delayed. The Post Office has notified us that mail will be returned to sender if an apartment number is not listed on the envelope.

# Apartment/Building Rules & General Information

## Pets

- We regret that pets are **not allowed** anywhere in the housing complex.

## Laundry Facilities

- Washers and dryers are conveniently available in each of the Eastchester Road Residence Hall buildings on a 24-hour basis
- The washers and dryers are located in the basement of 1925 and 1935 Eastchester Road. The machines at 1945 Eastchester Road are located in the lobby area. The Rhinelander Residence Hall machines are located in the basement.
- The washers and dryers in the laundry rooms are owned and operated by an outside vendor, not by the University. If a washer or dryer malfunctions, please call the vendor directly:
  - Hercules, 1-800-526-5760, [www.hercnet.com](http://www.hercnet.com)
- Please remove clothes from the machine when cycles are complete so the equipment is available for the next user. Wash cycle time is approximately 35 minutes. Dryer cycle time is approximately 45 minutes. Dryer lint screens should be cleaned after each load. All laundry debris (dryer sheets, empty detergent containers, dryer lint) should be placed in the trash cans provided inside the laundry room. Einstein and the Vendor are not responsible for missing or damaged articles.

## Utilities

- At the Eastchester residence hall only: Air conditioning, heating, gas and electric are included in the rent. The occupant is responsible for Cable and Telephone and should directly contact the companies that provide these services, Cablevision and Verizon, for an appointment for installation/activation.  
**Satellite dishes are prohibited.**

## Vending Machines

- Eastchester Road: Vending machines are located in the Lobby of each building.
- Rhinelander: Vending machines are located in the basement laundry room.

## Express Bus

- The Express Bus to Manhattan leaves from the corner of Morris Park Avenue and Eastchester Road.

# Apartment/Building Rules & General Information

## Neighborhood Housing Information

- If you are interested in locating a neighborhood apartment, please check bulletin boards located outside the housing office.

## Storage

- Storage of items in your apartment is not permitted, beyond that which is usual and customary for everyday living.
- Storage is not allowed in common areas, hallways, or stairwells. Any items left outside your apartment door (**this includes doormats, footwear, baby carriages, and bicycles**) or in other public areas will be removed and discarded in compliance with fire regulations.

## Apartment Entry

- Einstein Housing, and its authorized representatives/agents, has the right to enter your apartment at reasonable times, or in cases of emergency, to conduct inspections, to show the apartment to prospective tenants, to make repairs or necessary improvements/upgrades, or to exterminate pests as deemed necessary. You will be notified in advance whenever possible.

## Postings

- All material for posting and distribution on-site must be submitted for approval to the Housing Office prior to the desired posting date. The material will remain posted one day after the event or no longer than one week if no specific date is indicated. Any unapproved message or flyer will be removed and discarded immediately.

## Window Guards

- Window Guards are for the safety and security of students and children living on campus. Under no circumstances, should the window guards be removed in any apartment. If you are in an apartment that does not have window guards and you have children, you must immediately inform the housing office so that they can be replaced.

## Personal Information Policy

- No personal information of a student will be provided over the phone to parents, friends, or family members inquiring about a student. Any information request must be made in person by the student in question, or said student may provide written consent allowing their information to be discussed with the party they have designated (e.g., parents, friends or family members).
- In the event that a student is incapable of giving a statement to release personal information to requesting parents, friends, or family members, approval must be obtained from the Dean's office.

# Safety & Security

## Safety and Security

- There is a Security Officer posted in every building in the lobby areas of Einstein Housing 1925, 1935, 1945, and 1579 Rhinelander Ave.
- In the event of a fire or medical emergency, please use the following numbers:

## Inquiries/ Emergency Telephone Numbers

- Housing Office: (718) 430-3552
- 1925-35 Security Desk: (718) 430-3066
- 1945 Security Desk: (718) 430-3025
- Rhinelander Security Desk: (718) 430-3375
- Campus Security (718) 430-2180
- After-hours Emergencies, i.e.,  
Fire, Flooding, Blackout (718) 430-3000
- Police 911
- Fire Department 911

## AlertFind

### Campus Wide Mass Notification-Everbridge

- Yeshiva University Manhattan Campus as well as the Einstein Bronx Campus presently utilize the Everbridge Mass Notification System in order to inform the Einstein Community of life threatening events. Messages are sent to students, faculty and staff via e-mail, voice mail and SMS text messaging to addresses and telephone numbers previously registered with the college's database.

### Building Wide Notification

- Each of the floors in Einstein's 1925, 1935 and 1945 Eastchester Road Residence is equip with a visual as well as audio notification system. The system consisting of a Sign Board, Siren and Paging Speaker on each elevator floors intended to augment emergency notification.
- Since this system is **not interconnected** to any life safety device it should not relied upon for your sole means of information or decision making in the event of an emergency. Therefore, please be guided by building fire alarms and directions provided by first responders.

# Fire and Emergency Procedure

## Fire Instructions

- On each floor, there are Fire Alarms and Fire Extinguishers. In case of an emergency, act in accordance with the posted fire instructions.
- For your safety, you should become familiar with Fire and Emergency Procedures *in advance* of such an event. These are provided on the following page.
- The possession and lighting of any candles in the residence is prohibited. We will do our best to accommodate as many observances as possible providing they are safe for the entire community.
- **Automated External Defibrillators-** Phillips-Heart Start professional rescuer AED's are installed in each housing lobby as well as the 15th Floor of 1925, 1935 and 1945 Eastchester Road. Always notify 911 (and then lobby security at 718-430-2019) should a medical emergency exist.
- Most security personnel and staff are trained in CPR and the use of the AED.
- Security personnel also provide regular inspection of these units.

## REMAIN CALM

- If there is visible flame or smoke, and an automatic alarm has not been sounded.
- Notify Security and/or call 911

## BE PREPARED

- Your own good judgment is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm sound, or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit. Evacuation is a must under these circumstances and not something you choose not to do.
- Determine in advance the nearest exit to your location, and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway.
- Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low, with your head below the smoke, watching the base of the wall, and count the doors you pass so that you will know when you reach the exit door.

## IF YOUR CLOTHING CATCHES FIRE ... STOP... DROP ... ROLL

- **Any attempt to fight a fire should be limited to the discharge of one hand-held fire extinguisher and only if you feel comfortable operating one.**
- Fire extinguishers are located in the hallway on every floor of every building in Lower Housing. You should be familiar with the location of the nearest fire extinguisher in your area and how the extinguisher operates.

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**Albert Einstein College of Medicine  
Department of Supporting Services  
Housing Office  
1935 Eastchester Road  
Bronx, New York 10461**

**Einstein reserves the right at any time to modify or revise the Housing Policies outlined.  
- Revised 10/09**

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- Students must reside full-time in Einstein Housing. Part-time occupancy by students who are also maintaining off campus apartments is not allowed.
- Students must immediately inform the Housing Office of any changes that will impact the number of residents in their apartments and/or need for apartment transfer (i.e., marital status, expecting children, moving, etc.). You will then be required to sign a new license agreement..
- If a student in a shared apartment is leaving, the remaining student is responsible for the apartment rent. Students are sent a list of vacancies and they can either transfer to another available slot or request a student from another apartment.

## Accommodations for Visiting Faculty, Exchange Students, etc.

- The College of Medicine reserves a small number of furnished apartments for visiting faculty, students, and others. These apartments are NOT available for permanent assignment. All Visitors must sign a transient Occupancy Agreement for the expected period of occupancy.

# Housing Allocation Priorities

## Housing Priorities

- Because of the shortage of apartments on our campus, it has been necessary to establish priorities for allocation of housing.
  1. First priority for housing will be given to students enrolled at the Albert Einstein College of Medicine and the Sue Golding graduate Division of Medical Sciences (MD- MSTP and PHD only.)
  2. Belfer Postdoctoral Fellows : A number of apartments will be set aside for this group. The size of each of these “Apartments” will vary according to the needs of a particular postdoctoral student. For example, a single postdoctoral fellow might be assigned a studio or a one bedroom, whereas a postdoctoral fellow with a family might be assigned a two bedroom apartment.

**Note:** These priorities are subject to change at the discretion of Einstein Housing as other needs arise or are identified.

## First Year Students

- Assignment of incoming first year students will be based upon information provided to the Housing Office. To the extent possible, they will be assigned apartments according to their preferences and needs as provided in their Housing Application.

## Roommate Assignments

- Roommate assignments for first year students are made with the help of information provided on their housing application. Every effort is made to match up individuals who are compatible.

## Guidelines for Apartment Assignments

**Three types of apartments are available: studios, one-bedroom, and two-bedroom units. We provide housing to all students in accordance with the following guidelines:**

- The Housing Office will maintain and post waiting lists for studios, one-bedroom, two-bedroom and penthouse apartments. These prioritized lists will indicate the applicant's name, in chronological order, based on the date the student's Waiting List Application Card is received. Note that when an individual receives an email in reference to an assigned apartment and does not respond, his/her name will be permanently removed from the list. However, the student has the option to request their name to remain "Inactive" until they notify the leasing coordinator (via email) to reactivate their name on the waiting list.
- Studio Apartments can be shared by two individuals. Single students who reach their turn on the list will receive studios, provided there are no married couples or approved Domestic partners in need of these accommodations.
- Married couples as well as Approved Domestic Partners, regardless of their position on the waiting list, receive priority for Studio apartments after providing the Housing Office with the Required documents.
- One-bedroom apartments contain two separate sleeping arrangement areas (slots) that must be shared by a minimum of two students, a married couple, or Domestic Partners who have requested a one bedroom upon receipt of their studio apartment. Because of the shortage of apartments, there can be no exceptions to this rule.
- Two students that are in a romantic relationship cannot apply for a one-bedroom apartment. Couples must be married or in a domestic partnership in order to qualify for joint housing assignments.
- Two-bedroom apartments contain three separate sleeping arrangement areas (slots) that must be shared by a minimum of three individuals. Married couples with one or more children have priority. After providing the Housing Office with acceptable proof (Marriage and Birth Certificate(s)), they will receive a two-bedroom apartment if available.
- Five Penthouse apartments are located at Eastchester Road Housing. These apartments must be occupied by a minimum of three students. Penthouse assignments are made from the Penthouse Waiting List.

## Guidelines for Apartment Assignments

- Waiting lists for apartments on Eastchester Road are open to students only. Belfer Fellows may place their names on the waiting lists (maintained by the Belfer Institute) for apartments at Rhinelander Residence Hall only.
- Married couples with a child/children living with them in studio apartments will be given priority to move to a larger apartment. Married students without children will not be given special priority for larger apartments, however, they can place their names on the one-bedroom Waiting List and may qualify when their names come up in the event that apartments are available.
- An **Apartment Freeze** is implemented annually from May 1st to September 1st. This is so that housing accommodations can be provided for the incoming class. **There will be no apartment transfers, upgrades, or assignments for the in-house tenancy during this time frame.** Individuals who wish to transfer from one occupied apartment to another may do so with the consent of the Einstein Housing Manager, before or after the freeze, provided there are slots available and incoming students have been assigned.
- These priorities are subject to change at the discretion of Einstein as other needs arise or are identified, and the Administration of the College of Medicine reserves the right to authorize exceptions to these guidelines at its sole discretion. Requests for exceptions should be addressed in writing to the Housing Manager, who will review each case and grant exceptions as deemed appropriate. It is impossible to anticipate conditions which may warrant consideration for such exceptions, but they will include special needs related to health, marital status, religious or minority group concerns, and/or physical challenges.

# Terms & Conditions of Housing

The following applies to all apartments at Einstein Housing:

## Occupancy Agreement

- Every occupant at Einstein Housing must sign an Occupancy Agreement (License), or renewal Occupancy Agreement each year. This agreement is a legally binding document that gives the Occupant the right to use a specific apartment in exchange for rent. The Occupant must comply with the Terms & Conditions specified in their Occupancy Agreement, as well as follow the Einstein Housing Policies and Procedures as outlined in this document. Any individual who refuses to sign an Occupancy Agreement will be denied an apartment or will be required to vacate their existing apartment.
- The normal occupancy period for apartments is one year (12 months). If the student occupant graduates or leaves the Einstein College of Medicine during that time, the Occupancy Agreement is terminated and the occupant must vacate within 30 days.
- Medical students and the Sue Golding Graduate Division students must vacate their apartments after graduation. Any graduating student requiring an extension must receive approval from the Housing Office.

## Rent

- Entering occupants must pay a \$50.00 key deposit (refundable upon return of keys), the first month's rent, and two month's rent as Security, before obtaining an apartment. **Rent can be paid via check or money order, payable to AECOM Housing.** To remit payment using a credit card to the Housing Office, please use the following link:
- [https://secure.touchnet.com/C21817\\_ustores/web/store\\_main.jsp?STOREID=3&SINGLESTORE=true](https://secure.touchnet.com/C21817_ustores/web/store_main.jsp?STOREID=3&SINGLESTORE=true)
- Rent must be paid the 1<sup>st</sup> of the month. Payments received after the tenth of the month will result in late fees and penalties. Checks should be made payable to Einstein Housing; payments are to be made at the Housing Office or the drop box located to the left of the entrance of the Housing Office.

# Terms & Conditions of Housing

- If an individual is moved out of one apartment to another at the College's initiative, or if an individual has reached the top of an Einstein Housing Waiting List, has withdrawn or been withdrawn from the school, the remaining occupant(s) is responsible for the full rent until another roommate can be assigned.

## Subletting

- Students may **not** sublet apartments or places within apartments. All occupancies must be arranged directly through the Housing Office. Anyone who is not an Einstein or Sue Golding Student, a Belfer Postdoctoral Fellow, or the spouse and minor children of same, will NOT be considered for residency under any circumstances. Individuals who violate this policy may have their Occupancy Agreement terminated and may be subject to eviction.

## Change in Domestic Status

- Changes in marital status should be reported immediately to the Einstein Housing Office. If a couple separates or divorces, eligibility to continue residency in the apartment is limited to three months. After this time, the contract holder is eligible to stay in a family unit only if that person is a full-time student and will have physical custody of any children. If there are no children, the student will be reassigned to a single student apartment with a roommate and the non-student must vacate.

## Transfers/Upgrades

- Residents will be permitted to request a transfer/Upgrade from their existing apartment/space only upon review and verification of one or more of the following:
  - Change in domestic status (i.e., marriage, domestic partnership, divorce, separation)
  - Birth of a child
  - Emergency medical situation
  - Problems with a roommate(s)
  - Financial issues (i.e., transfer due to rent increase)
  - Waiting list

# Assignment Change / Vacating

## Transfer

- Once an individual is notified that an apartment or a requested transfer is available, they should immediately see the Licensing Coordinator in the Housing Office. At that time, they will be required to close out their present account with the bookkeeper, open a new account for the new apartment/space (a checkbook will be needed), sign an Occupancy Agreement for the new apartment/slot, and reserve an elevator for your move-out day. **We ask that you please notify your remaining roommates of your intent to move.**

Single students: Procedure if your roommate is moving out

- When your roommate gives their vacate notice, the Housing Office will provide you with a list of vacancies, where you have a choice to transfer or have someone from the list transfer to the empty slot in your apartment.
- Respond promptly and courteously to emails/phone calls when a prospective roommate contacts you

## Preparing for Move Out

- **Four weeks prior to your move out date:** Clear your account with the Bookkeeper **by completing a vacate form obtained in the housing office. Your financial breakdown will be ready within 24 hours. ONLY credit cards, certified checks and/or money orders will be accepted as forms of payments. Personal checks will not be accepted.**  
**NOTE: Regulations preclude the use of Security Deposit for rent.**
- **An inspection of your apartment will be performed once you have vacated.** You do not need to be present for this inspection, but at this time, all of your possessions must be removed from the apartment, and the unit must be cleaned. All damage and cleaning charges, if any, will be assessed on the basis of this inspection.
- Your room should be returned to the condition you found it when you moved in. You are responsible for cleaning, removing your property, and “closing up” your room/space. You will not be charged for normal wear and tear, holes in the wall the size of a pencil or smaller, larger plaster chips around holes caused from weak or poor plaster. However, **you will be charged if Housing finds that there is damage in the vacated apartment space.**

# Move Out Procedure

The **Before you Go Check List** specifies your responsibility for cleaning and "closing up" your room and removing your property.

## Before you Go Checklist

### Before You Go Check List

- Remove all personal property, including carpets, furniture, wall hangings, etc.
- Remove all trash and recyclables and place in the appropriate receptacles.
- Place all discarded carpets by the nearest dumpster.
- Sweep the floor.
- If you have a private bathroom, clean the bathroom.
- Close and lock all windows in your apartment or room.
- Fill out a change of address form with the US Postal Service if you want to have your first class mail forwarded to an address other than your home address. Note: Magazines are 2nd class mail and are not forwarded.
- Make appropriate plans for storage.
- Donate unwanted furniture, clean clothing, unused school supplies, books, bicycles.
- Lock your door upon exiting your room.
- Return your key.

## Items Left In Your Room

•Any items left in your room after you vacate will be considered abandoned and you will be charged for the cost of disposal. **Please leave your apartment or room clear of furniture, rugs, clothing, debris, etc. Remove all food from the refrigerator and cabinets, and dispose of all garbage. Please also shut all windows.**

**Additional charges will be applied and taken from your security deposit, for failure to comply with the above.**

## Garbage and Recycling

•You are responsible for placing garbage and recycling items into the appropriate receptacles. Please do not leave garbage and recycling items in the hallway or in your room.

## On your move out day

•**Upon clearing your account, please make your elevator reservation with the receptionist at the Housing Office. Scheduling is very important, please confirm with your moving company before making reservations. You must show your elevator reservation at the 1935 Security Desk to pick up the elevator key and present your Blue Card to the guard. He/she will open the gates to admit your moving vehicle on the premises.**

## Key Return

•Return your apartment, mailbox, front door and top lock key (if any) to the Housing Office.

## Move Out Procedure Continued

Key return is important. It signifies that the apartment/room is vacant. If the Housing Office is closed, please place your key in an envelope on which you have written your name, apartment, and building number. Place this envelope in the black mailbox, which is located on the wall near the entrance to the Housing Office.

### Security Deposit

- The Housing Office will request a refund of your security deposit after receipt of your apartment keys. This process will take about four to six weeks. A check will then be mailed to you at the forwarding address listed on your vacate form.

## Apartment/Building Rules & General Information

- It is expected that all occupants of Einstein Housing conduct themselves and treat fellow occupants in a mature adult manner. As such, the following Housing rules represent the basic understanding all occupants should have regarding living in Einstein Housing.
- All residents of an apartment must respect the rights of everyone in the apartment. This includes respecting the right to study and sleep, including maintaining an acceptable noise level within the apartment.
- All non-bedroom areas of the apartment must remain accessible to all apartment residents. This includes all common hallways, internal stairways, kitchen, living room or the common hallways, bathrooms off the common hallway and other non-bedroom area.
- All residents of the apartment should respect the security and access rights of all other residents. This includes ensuring that the apartment doors remain locked and that the door chain is used only when all residents are present in the apartment.
- All residents are responsible for keeping the apartment in which they reside clean and orderly, and for cooperating with roommates in the cleaning of the shared kitchen, bath facilities, and living and dining areas. Additionally, they must maintain their own space in a manner that helps to contribute to the overall cleanliness of the apartment. Many roommates have found it useful to establish a rotating schedule for cleaning the common areas of the apartment. This includes vacuuming, sweeping and mopping of the kitchen floor, cleaning the stove, oven, and refrigerator, cleaning the bathroom, etc. Residents are responsible for removing the trash from their apartment and disposing of it into the trash chute located in the hallway.
- All residents of the apartment must respect the cooking and cleaning expectations of all other residents. This includes cleaning up after using the kitchen and only using the food, dishes and utensils of others when expressly given permission.
- Living on campus is both a privilege and an opportunity for students. In order to have a positive community, it is necessary to define policies that affect both the College and the students. Please note that all housing policies and procedures are a part of your housing contract and therefore any violation will be reviewed by the Housing Manager.
- It is recommended that you obtain apartment rental insurance to protect your assets. Please check with your local insurance carrier for options.

# Apartment/Building Rules & General Information

## Noise and Quiet Hours

- Consideration for the rights of others is essential in a multi-unit residential complex. Every effort should be made to maintain quiet from **11:00PM-8:00AM**. The rights of other members of the community should always be taken into consideration. If a roommate or neighbor requests your cooperation in lowering noise levels so that he/she may study or sleep, please be considerate and keep in mind that their schedule may not be the same as yours.

## Conduct

- Residents are responsible for the actions and conduct of themselves and their guests. Musical devices should not be audible outside the individual apartment and should not disturb other residents. The Einstein Housing Office reserves the right to determine what constitutes disorderly conduct, excessive noise, or interference with the rights, comforts, or conveniences of other residents.

## Overnight Guests/Visitors

- Residents may have overnight guests in their apartments for no longer than seven (7) days, with approval from their roommate (if applicable). Be sure to discuss the visit and receive your roommate's approval prior to the guest's arrival. Remain sensitive to your roommate's feelings and concerns throughout the length of your guest's stay. Please be sure that your guest is aware of, and adheres to, all Einstein Housing policies and procedures.

# Apartment/Building Rules & General Information

## Pest Control

- Residents are required to cooperate with the University in its efforts to maintain a pest-free environment. Please report any pest control problems to the Housing Office immediately. Residents will be advised prior to any necessary exterior spraying of the apartment complex.

## Apartment Keys

- Keys for Einstein Housing apartments will be provided to incoming and/or transferring occupants at the time of move-in by the Housing Office.

## Lost Keys

- Eastchester Road Residents: Please go to the Security Desk at 1935 Eastchester Road. Upon proof of I.D., the guard will admit you to your apartment. Please be aware that a lock out fee of \$5 will be applied to your account.
- Rhinelander Residents: Please go to the Security Desk located in the Lobby of 1579 Rhinelander Avenue. Upon proof of I.D., he/she will admit you to your apartment. Please be aware that a lock out fee of \$5 will be applied to your account.
- University policy requires accessibility to all units by Einstein Housing and Security. **Any additional locks are prohibited.**

## Appliances

- Stoves and refrigerators are provided. Washing machines, dryers, and dishwashers are strictly prohibited in the apartments.

## Repairs and Service

- Routine maintenance requests may be made online at <http://www.einstein.yu.edu/administration/auxiliary-services/housing/housing-work-order.asp> or you can call or visit the Housing Office at (718) 430-3552, 1935 Eastchester Road, Apartment 1A.

## Mailboxes

- Each apartment has its own mailbox. Please ask relatives and friends to indicate your apartment number on all mail so that delivery is not delayed. The Post Office has notified us that mail will be returned to sender if an apartment number is not listed on the envelope.

# Apartment/Building Rules & General Information

## Pets

- We regret that pets are **not allowed** anywhere in the housing complex.

## Laundry Facilities

- Washers and dryers are conveniently available in each of the Eastchester Road Residence Hall buildings on a 24-hour basis
- The washers and dryers are located in the basement of 1925 and 1935 Eastchester Road. The machines at 1945 Eastchester Road are located in the lobby area. The Rhinelander Residence Hall machines are located in the basement.
- The washers and dryers in the laundry rooms are owned and operated by an outside vendor, not by the University. If a washer or dryer malfunctions, please call the vendor directly:
  - Hercules, 1-800-526-5760, [www.hercnet.com](http://www.hercnet.com)
- Please remove clothes from the machine when cycles are complete so the equipment is available for the next user. Wash cycle time is approximately 35 minutes. Dryer cycle time is approximately 45 minutes. Dryer lint screens should be cleaned after each load. All laundry debris (dryer sheets, empty detergent containers, dryer lint) should be placed in the trash cans provided inside the laundry room. Einstein and the Vendor are not responsible for missing or damaged articles.

## Utilities

- At the Eastchester residence hall only: Air conditioning, heating, gas and electric are included in the rent. The occupant is responsible for Cable and Telephone and should directly contact the companies that provide these services, Cablevision and Verizon, for an appointment for installation/activation.  
**Satellite dishes are prohibited.**

## Vending Machines

- Eastchester Road: Vending machines are located in the Lobby of each building.
- Rhinelander: Vending machines are located in the basement laundry room.

## Express Bus

- The Express Bus to Manhattan leaves from the corner of Morris Park Avenue and Eastchester Road.

# Apartment/Building Rules & General Information

## Neighborhood Housing Information

- If you are interested in locating a neighborhood apartment, please check bulletin boards located outside the housing office.

## Storage

- Storage of items in your apartment is not permitted, beyond that which is usual and customary for everyday living.
- Storage is not allowed in common areas, hallways, or stairwells. Any items left outside your apartment door (**this includes doormats, footwear, baby carriages, and bicycles**) or in other public areas will be removed and discarded in compliance with fire regulations.

## Apartment Entry

- Einstein Housing, and its authorized representatives/agents, has the right to enter your apartment at reasonable times, or in cases of emergency, to conduct inspections, to show the apartment to prospective tenants, to make repairs or necessary improvements/upgrades, or to exterminate pests as deemed necessary. You will be notified in advance whenever possible.

## Postings

- All material for posting and distribution on-site must be submitted for approval to the Housing Office prior to the desired posting date. The material will remain posted one day after the event or no longer than one week if no specific date is indicated. Any unapproved message or flyer will be removed and discarded immediately.

## Window Guards

- Window Guards are for the safety and security of students and children living on campus. Under no circumstances, should the window guards be removed in any apartment. If you are in an apartment that does not have window guards and you have children, you must immediately inform the housing office so that they can be replaced.

## Personal Information Policy

- No personal information of a student will be provided over the phone to parents, friends, or family members inquiring about a student. Any information request must be made in person by the student in question, or said student may provide written consent allowing their information to be discussed with the party they have designated (e.g., parents, friends or family members).
- In the event that a student is incapable of giving a statement to release personal information to requesting parents, friends, or family members, approval must be obtained from the Dean's office.

# Safety & Security

## Safety and Security

- There is a Security Officer posted in every building in the lobby areas of Einstein Housing 1925, 1935, 1945, and 1579 Rhinelander Ave.
- In the event of a fire or medical emergency, please use the following numbers:

## Inquiries/ Emergency Telephone Numbers

- Housing Office: (718) 430-3552
- 1925-35 Security Desk: (718) 430-3066
- 1945 Security Desk: (718) 430-3025
- Rhinelander Security Desk: (718) 430-3375
- Campus Security (718) 430-2180
- After-hours Emergencies, i.e.,  
Fire, Flooding, Blackout (718) 430-3000
- Police 911
- Fire Department 911

## AlertFind

### Campus Wide Mass Notification-Everbridge

- Yeshiva University Manhattan Campus as well as the Einstein Bronx Campus presently utilize the Everbridge Mass Notification System in order to inform the Einstein Community of life threatening events. Messages are sent to students, faculty and staff via e-mail, voice mail and SMS text messaging to addresses and telephone numbers previously registered with the college's database.

### Building Wide Notification

- Each of the floors in Einstein's 1925, 1935 and 1945 Eastchester Road Residence is equip with a visual as well as audio notification system. The system consisting of a Sign Board, Siren and Paging Speaker on each elevator floors intended to augment emergency notification.
- Since this system is **not interconnected** to any life safety device it should not relied upon for your sole means of information or decision making in the event of an emergency. Therefore, please be guided by building fire alarms and directions provided by first responders.

# Fire and Emergency Procedure

## Fire Instructions

- On each floor, there are Fire Alarms and Fire Extinguishers. In case of an emergency, act in accordance with the posted fire instructions.
- For your safety, you should become familiar with Fire and Emergency Procedures *in advance* of such an event. These are provided on the following page.
- The possession and lighting of any candles in the residence is prohibited. We will do our best to accommodate as many observances as possible providing they are safe for the entire community.
- **Automated External Defibrillators-** Phillips-Heart Start professional rescuer AED's are installed in each housing lobby as well as the 15th Floor of 1925, 1935 and 1945 Eastchester Road. Always notify 911 (and then lobby security at 718-430-2019) should a medical emergency exist.
- Most security personnel and staff are trained in CPR and the use of the AED.
- Security personnel also provide regular inspection of these units.

## REMAIN CALM

- If there is visible flame or smoke, and an automatic alarm has not been sounded.
- Notify Security and/or call 911

## BE PREPARED

- Your own good judgment is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm sound, or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit. Evacuation is a must under these circumstances and not something you choose not to do.
- Determine in advance the nearest exit to your location, and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway.
- Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low, with your head below the smoke, watching the base of the wall, and count the doors you pass so that you will know when you reach the exit door.

## IF YOUR CLOTHING CATCHES FIRE ... STOP... DROP ... ROLL

- **Any attempt to fight a fire should be limited to the discharge of one hand-held fire extinguisher and only if you feel comfortable operating one.**
- Fire extinguishers are located in the hallway on every floor of every building in Lower Housing. You should be familiar with the location of the nearest fire extinguisher in your area and how the extinguisher operates.

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**Albert Einstein College of Medicine  
Department of Supporting Services  
Housing Office  
1935 Eastchester Road  
Bronx, New York 10461**

**Einstein reserves the right at any time to modify or revise the Housing Policies outlined.  
- Revised 10/09**