

## Important Information for Residents

Welcome to the Mpirigiti Rural Training Centre! We are glad to have you with us. Please review the following for your safety and comfort.

### **Safety**

#### In case of fire



1) Escape the area where the fire is observed. If you are in a sleeping room, then exit through the door to the room. If that exit is blocked, unlock the security grate over the window and exit through the window.



2) Press the nearest fire alarm button to sound the alarm. Fire alarm buttons are attached to the outside wall under the covered walkway of each residence complex.

3) If the fire is small use the fire extinguisher available in each room.

4) Meet at the assembly point outside of the housing block. Assembly points are clearly marked outside of each residence. Please make sure you are familiar with the assembly points within the Centre.

#### Use of Fire Alarm

Residents are asked to depress the fire alarm button if they discover a fire, no matter how large or small the fire. After pressing the fire alarm proceed to help others evacuate and meet at the assembly point immediately outside of each building complex.

#### Candles/Lamps/Open Flames

No candles, kerosene lamps, or other open flames are permitted in the buildings.

#### Use of the Panic Buttons



Residents are asked to depress the panic button situated on the outside wall of each building complex in case of intruders or other non-fire emergencies. Security Guards will know that an emergency exists and will come to assist.

#### Medical Help

If you or someone you encounter feels unwell or needs medical help please immediately contact the head of your program or the ISU-UP duty officer. If someone is found unconscious, please use the panic button.

### Local Emergency Services Telephone Numbers

Kamuli Police: **0714668012**

Kamuli Hospital Ambulance (provisional) **0755870348**

### Needles and Syringes

Do not place used needles or syringes in the waste receptacles as they may injure our housekeeping staff. Contact staff for a sharps disposal container for disposing needles and syringes.

## **Housekeeping and Care of the Premises**

### Environmental Policy

We are dedicated to the protection of our planet's resources and ask you to help by:

- switching off lights and overhead fans when not in use
- turning off water taps after use
- separating trash for recycling. Please look for receptacles for paper, plastic, metal and glass.

We are also committed to keeping the training center environment clean. Please help by picking up and properly disposing of litter if you encounter it within the center.

### Animals

Animals are not allowed in any of the training center facilities. Trained service animals will be permitted in rooms after informing the ISU-UP staff.

### Valuables

Do not leave valuables unattended in your room. Each resident is provided with a lockable storage area. Please use this area for mobile phones, money, laptops, passports, jewelry and other valuables. For exceptionally high value items please see a staff member about locking the item(s) in an office safe.

### No smoking, No use of illegal drugs

This is a smoke-free and drug-free facility. Smoking and the use of illegal drugs are not permitted anywhere on the property.

### Alcohol Policy

Alcohol use is not permitted, except for special events coordinated and approved by the Director. No persons under the age of 21 are allowed to possess or consume alcohol at any time on the property.

### Windows

Windows may be opened to increase ventilation in the rooms. If you open a window, it must be opened all the way such that it is touching the brick surface on the outside wall. Otherwise, there is the risk of wind causing the window to break or be damaged. Please close windows when rain is in the area.

### Internet

You are permitted to log onto the internet briefly to download messages or to check a website. In order for everyone to be able to access our limited internet please do not remain logged in for more than a few minutes. A password will be provided by the program leader or ISU-UP duty officer. Please do not download videos or music.

### Lost and Found

If you find an item, please turn it into the main office as soon as possible. If you have lost an item, please visit the main office during office hours.

### Room Key

You will be issued a room key when you arrive. You will be responsible for this key during your stay.

### Lost Key

Lost keys require changing the lock on your door. We will ask you to cover the cost of this replacement.

### Locking rooms

Please keep rooms locked at all times when absent.

### Water

The water in the taps and showers in your room is non-potable (meaning it is not fit for human consumption). Please fill your drinking water bottle in the mudroom or dining hall at those taps specifically marked "Drinking Water".

### Blinds

To raise the blinds, pull the string straight down. To lower the blinds, pull the cord toward the center of the window to unlock the blinds and then let the blinds descend to the desired height. Please don't try to force the blinds up or down, if stuck report to the ISU-UP staff in charge.

### Hot Water

All hot water comes from the solar water heaters mounted on the roof. It takes a couple of minutes for the hot water to reach the taps in your room. Open the tap fully, turn the handle to the 'hot' position, and pull the handle gently forward to "click" it into the full, hot position. Once the hot water is flowing, adjust to your comfort level, but please be conservative in your use of hot water to insure that everyone will have hot water.

### Shower

For proper drainage push the drain cover aside while showering and replace it after use.

### Toilets

No cotton buds, sanitary pads, tampons, or any other material other than toilet paper may be flushed down the toilet.

### Sanitary Pads and Tampons

Please wrap used sanitary pads and tampons and place them in the waste receptacle/bin in your toilet room. Sanitary pads and tampons must not be placed in the toilet.

### Laundry and Housekeeping

Please place dirty laundry in the laundry hamper/basket located in each room. We encourage guests to use towels on consecutive days as a water conservation and cost saving measure. However, you may place used towels in the laundry basket if you need fresh towels.

Laundry will be collected in the morning. All laundry is dried in the sun on a laundry line. Depending on the weather, you may receive the article(s) back the same day or the following day. Residents can do their own laundry in the sinks provided outside the Faculty/Guest and Student residences.

Please note that guests are expected to launder their own undergarments, as dirty undergarments being seen or touched by someone else is taboo in many African countries.

Daily housekeeping includes trash removal, beds straightened (but not laundered), floors cleaned, and bathrooms refreshed. Housekeepers will try to complete these tasks when guests are off-site.

#### Quiet hours

Please be respectful of your neighbors by refraining from playing music and holding loud conversations in the residences or other buildings between 10:00 p.m. and 6:00 a.m.

#### Maintenance Issues

Please report any maintenance issues promptly to your program leader or the ISU-UP duty officer so that they can inform the Facilities Manager.

#### Additional Information

For any question or additional information please feel free to call the following by telephone

- Charles: 0701618768 / 0752618768
- Esther: 0753647905
- Gideon: 0776472233 / 0701472233