



DUCHESNE
COLLEGE



Live.

Grow.

Flourish.

2021

RESIDENT
HANDBOOK

WELCOME

The 2021 Resident Handbook is designed to be your reference guide to the life of Duchesne College. It contains valuable information about the support and services available to you, guidance for community living together in harmony, and reminders about your responsibilities whilst living at our College. It is expected that you will have read and understood the information in the Handbook.

While due care is taken to ensure that all contents are correct at the time of publication, errors and omissions may occur. In all respects, the Head of College's decision is final and may override the contents of this publication.

DUCHESNE COLLEGE GOALS



COMMUNITY
The creation of an environment conducive to the living of Christian and academic values



SERVICE
The fostering of an active concern for the wider community and an availability to the wider community



FAITH
The development an integration of faith



INTELLECT
The development of the students' intellectual potential



GROWTH
The developing of a sense of responsibility for each one's own life and the life of the College and university community

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A NOTE FROM THE HEAD OF COLLEGE



It is with great pleasure that I welcome you to Duchesne College.

Our College focus is on helping you to live, grow, and flourish so you can reach your full intellectual potential, achieve your professional aspirations, develop your faith and moral character, and acquire your social confidence and responsibility. We pride ourselves on being an inclusive and supportive learning and living environment.

Given the current circumstances, we will continue to work together to maintain health and safety standards while sustaining the academic excellence and Collegial life that is synonymous with a Duchesne College experience.

Each year, the College Student Leadership Team presents a theme based on one of the College's Sacred Heart values: community, service, faith, intellect, and growth - that will guide the year ahead. The 2021 theme is "Sacred Heart Leadership". I encourage you to think about how you will contribute to this theme and how this can support you as you learn and live in our college and the wider world.

Please take advantage of the many services available to help you achieve your full potential. You are encouraged to get involved in the Inter-College Council (ICC) activities or those offered by the broader College and university community on campus. You will create lifelong friendships and broaden your networks by actively engaging in these activities. Our Academic Care programs will keep you on the road to graduation and professional success. We also offer personal counselling and other wellness resources as we believe that academic success and achievement is inextricably linked to positive wellbeing.

This Resident Handbook has been developed to ensure that you have access to key information to support your learning and living at Duchesne College.

Your success is central to our mission at Duchesne College. We are here to support you to lead fulfilled lives during and beyond your tertiary studies.

Michelle Allan



A BRIEF HISTORY

The name Duchesne, meaning “of the oak”, inspired the College motto, “Robur in Luce Veritatis”. *Robur* translates as either “oak” or “strength”, so the motto reads “Strength in the Light of Truth”.

Duchesne College was founded through the inspiration and at the direct wish of His Grace, Archbishop Duhig, in March 1937. He invited the Society of the Sacred Heart, a religious order founded in France in 1800 by Saint Madeleine Sophie Barat, to undertake the direction of this first University College for Catholic women in Queensland. Madeleine Sophie believed strongly in the education of young women, making the choice of this Order to lead a female college a most appropriate one. It was Archbishop Duhig who gave the College its name. He said that the name recalled a valiant Frenchwoman, Blessed (now Saint) Philippine Duchesne, who was instrumental in bringing the Society of the Sacred Heart to America from France in 1818. Her father was an eminent French lawyer, her mother was a Perier, the family of a later President of France.

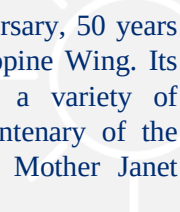
The College opened with three students and was situated in a wing of Stuartholme Convent, Toowong, a boarding school for girls under the direction of the Religious of the Sacred Heart, until May 1942. During World War II the school was evacuated and the premises taken over by the American Army and used as a base hospital. As a result, the College was temporarily closed.

Five years later, in February 1947, the College was reopened at the request of Archbishop Duhig on a site called “Oakleigh” in New Farm. The College remained there for twelve years before it was established on its present site as one of the Residential Colleges at The University of Queensland in St. Lucia.

An account of the beginnings of Duchesne College would not be complete without recognising the outstanding contribution made by Sister Joan Percy-Dove, the first Principal of the College. She held this position until 1964 and on her retirement, alumnae endowed a partial scholarship in her name and commissioned her portrait, by the artist, Graeme Inson, which hangs in the Library.

In 1988, Philippine Duchesne was canonised in Rome and her feast day is celebrated each year on 18 November. The College celebrated its Jubilee in 1989, and the Jubilee Wing was opened in August of that year.

In 2009, the College celebrated its 70th Anniversary, 50 years at St Lucia and the opening of the Rose Philippine Wing. Its 75th Anniversary in 2014 was marked by a variety of celebrations, coinciding as it did with the centenary of the passing of the great Sacred Heart Educator, Mother Janet Erskine Stuart.



COLLEGE GOVERNANCE

The Duchesne College Council is responsible to ensure that the College is always faithful to and conducted in accordance with the Mission, Values and Philosophy of the Society of the Sacred Heart.

COLLEGE COUNCIL MEMBERS

Duchesne College Executive

Helen Sinclair (Chair)
Jayne Shallcross (Deputy Chair)
Gina McLellan (Honorary Secretary)
James O'Connor (Honorary Treasurer)

Councillors

Josephine Bowles
Michael Brady
Sr Rita Carroll
Patricia Kennedy
Melanie Lord
Andrew O'Brien

Ex-Officio Members

Michelle Allan (Head of College and Chief Executive)
Lana Duffy (Student Club President)



COLLEGE STAFF

COLLEGE LEADERSHIP TEAM

Michelle Allan

Head of College

m.allan@duchesne.uq.edu.au

Sou McPhail

Director of Academics and Careers
(Deputy Head of College)

s.mcphail@duchesne.uq.edu.au

Julia Sambell

Director of Admissions and Residential Life

j.sambell@duchesne.uq.edu.au

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Director of Business and Operations

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Shona Clayton

Director of Advancement

s.clayton@duchesne.uq.edu.au

Fidelma Kirwan

Business Support Officer

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Giovanna Castelli

Executive Assistant

g.castelli@duchesne.uq.edu.au

Dr Vicky Dawes

Counsellor

v.dawes@duchesne.uq.edu.au

10to8.com/book/counsellingwithvicky

Jamie Russell

Head Chef

Geoff Gray, Robert Swanson

Chefs

Queyn Chiem, Kim Kelly, and

Jacqueline Mitchell

Catering Team

Jason Field

Maintenance

Matt Farlow, Aiden Irvine

Night Porters

The College staff are supported by the
Student Club Executive and the Resident
Leaders.



2021 STUDENT CLUB EXECUTIVES

All residents are members of The Duchesne College Student's Club Incorporated which exists to:

1. serve and represent all Duchesne College students in matter affecting their activities and interests at College;
2. promote within the College a community spirit by means of academic, social, cultural and sporting activities;
3. promote and maintain strong personal bonds between all student members; and
4. promote good behaviour and discipline of student members - individually and as a community.

The Student Club Executive meet regularly with the Head of College and other members of the College Leadership Team to collaboratively discuss and decide on matters of mutual concern.

STUDENT CLUB MEMBERS

President	Lana Duffy
Vice President	Chelsea Walker
Secretary	Emma Palmer
Treasurer	Sophia Woodman
Sports Convenor	Georgia Hamilton
Cultural Convenor	Maggie Ryan
Social Convenor	Amber Lingard
Service Convenor	Cate Lawrie
ICC Representative	Grace Graham
Third Year Representatives	Georgia Harris / Sarah Effenev
Second Year Representative	Kate O'Donoghue



2021 RESIDENT LEADERS

Resident Leaders live at the College and provide pastoral care and academic support to all students.

Head RL

Anna Crow

Deputy Head RL

Pia Vella

Resident Leaders

Julia Biggs

Kristen Elston

Abigail Greene

Anjo van Heerden

Tayla Hutchings

Erin Mahon

Never Moffatt

Holly Pritchard

Resident Leaders are students who have lived at our College for a number of years and have been chosen through an open application and selection process to assist with ensuring the wellbeing of College students. This role complements the role of the Student Club Executive and provides an opportunity for the development of leadership skills.

Resident Leaders (RLs) are expected to have a close involvement in the general life of the College; sharing meals and meeting regularly with students, participating in College functions and seen as aspirational role models with loyalty to, concern for and responsibility to the College. They create a supportive atmosphere, generating a sense of community within the College.

Their general roles and responsibilities are closely aligned to the five goals of Sacred Heart Education.

Each student will become part of an RL family with a dedicated RL who assists students to settle into College, promotes activities and programs for students, and is available for friendly consultation on personal through to academic related matters. The RLs foster open communication throughout the College by acting as a conduit for students and College staff. Resident Leaders report to the Director of Admissions and Residential Life.

Resident Leaders also assist with the safety and security of the College and are on call for emergencies after hours. They work closely with the College Leadership Team to ensure that everyone at College feels at home.



RESIDENTIAL WELLBEING

The Director of Admissions and Residential Life oversees all areas that may affect your wellbeing and works very closely with the Resident Leaders to ensure that your time at Duchesne College is a safe and enjoyable experience.

FAITH AND SPIRITUALITY

Your ability to freely express and practice your faith is strongly encouraged at Duchesne College. The Director of Admissions and Residential Life will work with the student leaders to organise a range of activities including community outreach, liturgies, talks and seminars, leisure and other fun events to support your spiritual growth. These activities encourage students to deepen their understanding and awareness on important issues which reflect the modern world in which we live in.

PASTORAL SUPPORT AND COUNSELLING

Duchesne College engages a qualified counsellor, Vicky Dawes, to support our students. These sessions are confidential and provided at no additional cost to you.

To book an appointment, please visit:
1to8.com/book/counsellingwithvicky

In addition, various members of the College staff are trained in specific areas, including First Responder to support those who have experienced sexual assault, and UQ Ally to support gender orientation and identity.

THE RESIDENT LEADERS

The Resident Leaders are essential to the College's pastoral support systems for stewarding students within the parameters of the College expectations and the promotion of student wellbeing support structures.

The RL is a key contact point for every student. Each RL occupies a room close to her RL Family to facilitate community connections and create a warm and welcoming atmosphere where each student is valued and celebrated as an individual.

All RLs are trained active listeners and responders, but they are not professionally trained counsellors or mental health practitioners. They will encourage you to speak with our College Counsellor and can offer to attend your first visit with you, if needed.



ACADEMIC CARE

We are committed to fostering a supportive learning environment to help you succeed academically and develop key transferrable skills in preparation for your future careers.

A major benefit of residing at Duchesne College is the opportunity to develop a strong support network and the provision of a range of support programs. This support is particularly important for you if you are making the transition from school and home to the new environment of university and college.

The Director of Academics and Careers specialises in academic mentoring, academic workshops, study planning, assessment advice, program change or transfer, internship and work experience opportunities, including preparing for your future career. A key aspect of our academic success is the comprehensive tutorial program that is available to you to complement your university studies. We employ qualified tutors to deliver tutorials covering a broad range of disciplinary areas. The tutorial timetable is published each week in the Weekly Wash- Up. You also can also participate in tutorials at other 'Lakeside Colleges' to further enhance your studies as well as meet new people who are studying the same course as you.

The Director of Academics and Careers will meet with each First Year student during Semester 1 to ensure satisfactory academic progress. You are strongly encouraged to take advantage of the support that is available at Duchesne College to maximise your learning opportunities and get the most out of your college experience. Students who attend tutorials and access additional support services achieve better results in their courses.



COMMUNITY LIVING STANDARDS

At Duchesne, we embrace and value our students and their diversity. The following principles will help guide you to living harmoniously in this vibrant and supportive community.

- We are an adult community (except where the law requires otherwise)
- We are responsible for our own actions and choices.
- We acknowledge and respect other students' personal space.
- We act with respect, integrity and honesty in all our dealings.
- We value and care for our physical environment.
- The Duchesne College brand and reputation is the responsibility of every member of our community.
- We have zero tolerance for any activities that are illegal.
- We seek help and offer support to others.
- We ensure that communal spaces are clean, tidy and presentable.

Duchesne College has a structures and guidelines in place to ensure that expectations are clearly shared and understood. You will have an opportunity to view and sign our Student Code of Conduct, which will be emailed to you.

Please be aware that a serious breach of the Student Code of Conduct or any other College policy and procedure may jeopardise your continued enrolment at the College. We are committed to working with you to foster your personal growth and help you to make positive choices.

While we fully respect your right to privacy; however, there may be times when the College is required to enter your room, including for routine cleaning and inspections, or if the College has any concerns about your welfare and/or conduct.

Duchesne College provides a number of communal spaces that are important places for students to gather, share divergent interests, abilities, cultures, and experiences, while fostering the College's strong sense of community.

VISITORS

Visitors are welcome and we expect that you will greet your visitor at the entrance and walk them to the door when they leave. Your visitors are your responsibility for the duration that they are at the College. A guest is expected to leave immediately, if requested. If you would like a guest to stay overnight, a foldaway and linen pack at a cost of \$30 is available. This can be arranged with Reception.

Male visitors are not permitted in common rooms, gym, Library or the tutorial rooms unless they are part of a tutorial or study group. Designated male toilets are located near Reception and below the Dining Hall.

All visitors must check-in and check-out using the QR Scan Code to satisfy the College's COVIDSafe Plan.

STUDY SPACES

Study spaces are essential to your ability to study effectively, as such, it is important to create a study environment that fosters productivity and minimises distractions. Duchesne College offers a variety of tutorial rooms which are used for scheduled tutorials and sometimes meetings and seminars. These rooms are available to all students at other times for individual or group study. To book these rooms outside of scheduled tutorial times, please visit Reception.

The Library is available for use by all students, 24 hours a day. This area includes desks, whiteboards, lounges, plus three desktop computers and a printer for student use.

MUSIC REHEARSAL ROOMS

There are music practice rooms outside both Ground Floor and Lower Ground West Wing. Please be considerate of your neighbours when using these rooms.

MEETING SPACES

For informal meetings, you are welcome to use the tutorial rooms, common rooms or Café Duchesne. The Rose Philippine 'RP' Conference Room is a more formal meeting space and as such, bookings for this room are essential.

The two Common Rooms, known as 'RP' in the Rose Philippine Wing and 'Old Commo' near the main kitchen, are available to all students. They include lounges, games, TV, kitchenettes, and are stocked with supplies for making snacks 24/7.

COMMON ROOMS AND TEA ROOMS

We have Tea Rooms on the First and Second Floors of Main Building and RP Wing, and one in Oakleigh which can be used for you to make tea, coffee or snacks. These rooms cannot be used for heating late dinners. The College will supply tea and coffee items, and the RL families on these floors will ensure these supplies are replenished on a regular basis.



MEALS AT DUCHESNE

Mealtimes are a highlight of College life and is a great social activity.

MEALTIMES

Monday to Friday

Breakfast

6:30am – 9:00am

(hot food from 7am)

Lunch

12:15pm – 1:30pm

Dinner

5:15pm – 6:30pm

Saturday and Sunday

Breakfast

7:00am – 10:00am

(hot food from 8am)

Lunch

12:15pm – 1:30pm

Dinner

5:15pm – 6:30pm

All meals at Duchesne College are consumed in designated dining areas:

- Dining Hall (including the terrace)
- Café Duchesne
- RP Common Room

When eating in the Dining Hall in Semester 1, please ensure you sit at the next available seat as this is a great way for you to make new friends and engage in interesting conversations.

We recognise that there are times when students are unable to have their meals at the College during our regular mealtimes, as such, the following options are available to ensure that you receive the right nourishment.

TAKEAWAY LUNCHES

If you are unable to have lunch at the regular time, you can order a takeaway lunch. We ask that you place your order by 7pm the night before. Please return the container to the dish hatch upon your return to the College.

LATE MEALS

All late meals should be eaten in the RP Common Room, which has a well-equipped kitchen including a dishwasher. There are three ways in which you can request a late meal:

1. Put in a Late Meal Request. There are slips for this purpose available at the Kitchen or Reception. Slips must be completed and given to the Kitchen before 5pm. Your meal will be placed in the RP Common Room fridge with your name clearly labelled.
2. At any mealtime, you or a friend can serve an extra meal into one of our reusable containers then place this in the RP Common Room fridge with your name clearly labelled.
3. We will place a small number of meals in the RP Common Room fridge and freezer which can be accessed by students in an emergency if they forget to make alternative arrangements or request a late dinner.

We are responsible for the safety of food that is served in the designated dining areas during mealtimes. Outside of these times, the safe consumption of food is your responsibility.



As a courtesy to others, please dress appropriately in the Dining Hall. This includes wearing shoes as they are a safety requirement. For breakfast on Sundays, you are welcome to wear your pyjamas.

If you have any dietary requirements or preferences, it is important that you let the Director of Admissions and Residential Life know as soon as possible so that your records can be updated, and we can prepare the required meals for you. We also encourage you to speak with the Head Chef if you have any concerns or questions about your meals, and thoroughly read the allergen signage on each food item prepared.

We are also happy to accommodate changes to schedules, if given sufficient notice. For example, if we know that students have sporting commitments and will not be able to have lunch at the scheduled times, we will ensure that appropriate meals are prepared for return to College.

If you would like to invite a guest to any meal, you are more than welcome to do so. You will need to purchase a \$10 meal voucher from Reception prior to your guest receiving their meal.

Please note that when using the Common Rooms or Tea Rooms that any activity that sets off the fire alarm system could result in a \$1500 charge from Queensland Fire and Emergency Services.



COLLEGE FACILITIES

COLLECTING MAIL AND PARCELS

Your mail can be collected from the pigeonholes located near Reception. For parcel deliveries, you can now collect these, at your convenience, from the Parcel Locker which is located at the main entrance to the College. Each time a delivery arrives for you, Groundfloor™ will send you an SMS containing a single-use access code.

GYM

A well-equipped and air-conditioned gym is located on the Lower Ground Floor of the Rose Philippine Wing. It is for current Duchesne College residents and associates only. Gym hours are 6am to 11pm daily. Please be mindful of excessive noise after 8pm. Gym classes will be held throughout the year based on input from the student body.

Please be considerate and remember that the gym is not a soundproof room. Please ensure that lights and the air-conditioner are turned off when you leave. The gym is not supervised by the College and your use of the gym and any equipment is at your own risk. Please contact the Student Club Gym Convenor with any suggestions or to report any problems.

IT/WIFI/PRINTING

We have an arrangement with the Colleges IT Group (CITG) to provide IT support. You can email help@citg.uq.edu.au. You can connect your own computer to the shared printer in the Learning Lounge via the Eduroam network. For information how to connect to the WiFi network, please visit Reception.

LAUNDRY

The College has energy efficient washers and dryers and adopted a cashless payment system for these. The two laundries, with hanging spaces nearby, are located in Lower Ground Floor in RP Wing and West Wing. You will need to set up an online account at www.dc.eziwash.com.au and install the app on your phone. Washing is free and all drying cycles cost \$2 per load. Full instructions are available in both laundries.

Tips for considerate use of the laundry:

- Ensure you retrieve clothing promptly from washing machines and dryers after use. Clothing must not be left in machines or laundries for long periods.
- Clothing left unattended in laundries as at your own risk. Any clothing left in laundries will be removed every fortnight and donated to charity.
- Electric irons and ironing boards are provided for your convenience. These must only be used in the laundries.

RECEPTION

This is your first stop for any general enquiries such as collecting mail, requesting a meeting, logging a maintenance request, reporting a lost key/fob, purchasing or reloading a print card or booking a meeting room.

STORAGE

The College has limited storage space for student belongings. If you require storage, please visit Reception. Items including luggage and bicycles cannot be stored in stairwells as these are part of the fire exit routes. Bikes cannot be stored in bedrooms – there is a bike rack at the entrance to the College carpark.

LIVING SUSTAINABLY

We all have a responsibility to improve the quality of our environment and live sustainably.

Living sustainably is about choices and behaviours, both big and small, that enhance our lives, care for our environment and encourage us to live within our means.

At Duchesne College, we are all encouraged to live sustainably by:

- Turning off the lights, ceiling fans and air conditioners when we leave our rooms.
- Being mindful of how often we use the air conditioners.
- Keeping curtains and blinds closed in summer to help keep rooms cooler or leaving them open during winter to maximise the heat.
- Turning off the power at the wall when you are not using an appliance.
- Ensuring you are washing a full load rather than multiple small loads. It might be a good idea to combine loads with another friend.
- Drying your clothes in the sunshine is the most environmentally friendly.
- Turning off the lights and air conditioner when you have finished using the gym or laundry.

In 2021, the Student Club established a Sustainability Committee, and the College Leadership Team is working with the Student Club on further initiatives in this area.



KEEPING IT CLEAN

If your room or a communal space requires cleaning or maintenance, including spills and you are unable to clean it properly yourself, please advise Reception during hours. Urgent issues should be reported immediately. After hours, if the matter is urgent, please contact the Night Port or the RL on duty.

When personalizing your room, please use **ONLY** Blutac. If you would like additional hooks in your room, please advise Reception.

WEEKLY CLEANING

Our cleaning team will clean your room once a week. On your nominated day, please ensure that your floor is clear so it can be adequately cleaned. With your furniture and other surfaces, cleaning staff will clean what is accessible.

Please be thoughtful towards cleaning staff as it is not their job to empty bins containing unconcealed sanitary items, or glass or any description. Please place glass or other sharp objects directly in the bins with yellow lids, which are located throughout the College. Cleaners are not required to collect any glass bottles from your rooms.

The weekly clean is not optional. If your room cannot be cleaned, you will be asked to speak with the Director of Admissions and Residential Life to discuss the matter.

ADDITIONAL CLEANING

If your room requires cleaning beyond the standard weekly clean, this will be arranged by the College and billed to your account. Some examples include the removal of spray tan, glitter, make-up or spills of any kind. The cost is \$100 to \$250 per incident.

If you have been unwell and believe your room should be disinfected, please advise Reception at your earliest convenience. This service is free of charge.

SHEETS

The College provides a clean sheet each week. On your nominated day, please leave your sheet outside your bedroom door. Cleaners will leave a clean sheet on your bed.

BINS

Our cleaning team will empty your bedroom bin during your weekly clean. However, you are encouraged to empty your bin regularly in one of the wheelie bins, including recycling bins, located throughout the College.

Additional bin liners are available at any time from the Common Rooms and Tea Rooms.

Blue Vinnies donation bins are located outside West Wing.

Sanitary bins are provided in all shared bathrooms. Broken glass and similar items should be placed in the bins provided in the Team Rooms and Common Rooms.

Students who require injectable medicines must dispose of these items in the sharps disposal units located in the Ground Floor bathrooms and all communal bathrooms. These units are not for any other injectable drugs. The College has a zero tolerance policy for illicit substances.



HEALTH AND WELLBEING

Your wellbeing is our primary concern, and we want to ensure that you are provided with the right support and services for your needs.

If you have an existing condition that could impact you during your stay at College, please advise the Director of Admissions and Residential Life so that the College always has an up-to-date care plan.

If a health issue, accident, or injury arises while you are at College, we also encourage you to seek support from College staff.

FIRST AID

There is a first aid kit at Reception and Kitchen. Reception also holds Epipens that have been provided by students. The RL has a comprehensive first aid kit. The Student Club also has a first aid kit for all sporting events.

Many of the College staff and Student Leaders have First Aid and CPR training, as well as Mental Health First Aid training.

SELF CARE

It is always important to look after yourself by ensuring that you get enough sleep, eat well, are active, connecting with others, and having time for relaxation. Our College Counsellor is another wonderful resource to help support you at any time.

DUCHESNE COLLEGE SERVICES

Counsellor – Vicky Dawes

v.dawes@duchesne.uq.edu.au

10to8.com/book/counsellingwithvicky

First Responder – Sou McPhail & Julia Sambell

s.mcphail@duchesne.uq.edu.au

j.sambell@duchesne.uq.edu.au

If you have had an unwanted sexual encounter and would like to speak with someone.

UQ Ally – Shona Clayton

s.clayton@duchesne.uq.edu.au

A safe, welcoming and inclusive space for sex, gender and sexually diverse people. While Allies are not experts, they are committed to making UQ and College an accepting, positive, diverse and inclusive space.

EXTERNAL SERVICES

UQ Student Services	(07) 3365 1704
UQ Health Centre (bulk billing)	(07) 3365 6210
UQ Campus Pharmacy	(07) 3870 1509
UQ Dental	(07) 3870 0511
QUT Medical Centre (bulk billing)	(07) 3138 2321
QUT Health Clinics	(07) 3138 9777
QUT Counselling Services	(07) 3138 3488

OTHER SERVICES

National Home Doctor	137 425
House Call Doctor	13 55 66
St Lucia Medical Centre	(07) 3371 6005
Taringa Medical	(07) 3870 7239
Pregnancy Counselling	1800 882 436
Sexual Assault Counselling Services	1800 737 732
Translating & Interpreting Service	131 450
Women's Legal Service	1800 957 957

The UQ Health Centre offers bulk billing for all College students, regardless of which institution you attend. Bulk billing means you do not have any out-of-pocket costs, if you have a Medicare card. International students who are insured with OSHC Allianz are also bulk billed. If your vaccinations are not up to date, UQ Health offers some of these services at no additional costs.

SAFETY AND SECURITY

COLLEGE SECURITY

For information about after hours security, please refer to page 20 of the handbook.

KEYS AND FOBs

Your key is specific to your room and you. Your fob gives you access into the College via a fob reader. For your safety and that of other students and College staff, please do not loan or give your key to anyone else.

If you misplace your key, please contact Reception to obtain the duplicate for immediate use and return. If you misplace your fob, even if temporarily, please report this immediately so it can be deactivated. A misplaced fob can compromise the security of the College community. If you lose your key or fob, you will be required to pay \$50 for a replacement.

PERSONAL BELONGINGS

Duchesne College students encourage an 'open door' policy to facilitate interactions with each other. While this College is supportive of this, please keep in mind that the College's insurance policy does not cover the loss of personal items. We encourage you to have contents insurance to cover your personal items both within and outside the College.

ELECTRICAL ITEMS

All appliances brought into the College must be tested and tagged as safe. This will be conducted at the beginning of Semester 1. Items that cannot be brought to the College for safety reasons include any type of cooking or other food preparation appliances, such as microwaves, ovens, coffee machines, kettles and toasters. Other prohibited electrical items include heaters, electric blankets, irons, and any item that requires an international adaptor. Double adaptors are not permitted; however you can use power boards with circuit protectors.

FIRE SAFETY

The safety of all students is our primary concern. Fire evacuation drills are conducted periodically and every student must participate. For more information on fire evacuation and other emergency procedures, please refer to page 21.

Candles and any other items that can be lit are strictly prohibited. The College and the UQ St Lucia Campus are non-smoking areas.

An automatic fire detection system with heat/smoke-sensitive sensors are installed in each room, including the common areas.

The fire alarm system is connected to both UQ Security and Queensland Fire and Emergency Service (QFES). Both services will attend in the event that the fire alarm is activated. QFES can charge a fee of approximately \$1500 to attend a false alarm. If a false alarm is activated by a student, the College reserves the right to pass on this fee to the student or Student Club. For safety reasons, the fire exits, stairwells and corridors must be kept free of items such as bags, shoes, or drying racks.

The misuse of fire safety equipment is a criminal offence. This includes interfering with or removing fire safety signs as well as fire extinguishers.

SAFETY ON CAMPUS

Where possible, we recommend that you travel with others, particularly in the evenings. There are free after-hours [Safety Buses](#) when travelling to and from UQ buildings at night.

The Safety Bus stop is directly outside the College's main entrance. You can also ask to be accompanied on foot by a [Uni-Safe Escort](#).

UQ Security are available 24 hours a day, 7 days a week, 365 days a year. Please call (07) 3365 3333 in an emergency, or (07) 3365 1234 for all other general enquiries.



College Policies and Procedures support all in our community to live, study and work in a safe and supportive environment.

POLICIES AND PROCEDURES

All College policies relevant to residential life are available on request from Reception, and where applicable on the College's website. Please note that Duchesne College Policies and Procedures are amended from time to time.

At the commencement of each academic year, all residents are required to have read, understood and acknowledged their agreement with the Student Code of Conduct, and if a Student Leader (Student Club Executive, Resident Leader, or Student Communications Officer), the Student Leadership Agreement.

Key policies that all residents should be aware of include:

- Academic Care Policy
- Alcohol Policy
- Fair Treatment Policy
- Sexual Misconduct Policy
- Social Media Policy



EMERGENCY PROCEDURES

FIRE EMERGENCY PROCEDURE

In the event that you discover a fire:

- Shout, 'FIRE!' to alert those nearby, and if possible, use the red 'break glass' alert.
- Do not attempt to extinguish the fire.
- Take your phone and leave immediately, following the Exit pathway indicated on the nearest emergency exit sign.
- Encourage everyone in your immediate area to evacuate with you.
- Ensure that College staff or RL on duty are aware of the fire, and that 000 has been called.
- Assemble at the designated assembly point as soon as possible. Your Fire Warden (staff or RL) will check for anyone missing.

WHEN YOU HEAR THE ALARM

- The fire alarm emits a high-pitched intermittent sound.
- The evacuation alarm (which follows soon after) emits a continuous 'whoop whoop' sound.

When the evacuation siren sounds, **you and any guest must vacate the building immediately**, following the Exit signs. Charts showing the nearest exit doors are displayed on the back of the doors in your room and throughout the College.

The RLs are trained Fire Wardens. You must follow their directions and assemble at the designated assembly points to have your name marked off the evacuation roll.

FIRE ALARM ASSEMBLY AREAS

Front of College – Far side of the grass lawn area, closest to College Road.

Back of College – Grass areas at the rear of Oakleigh Building.

LOCK-DOWN PROCEDURE

In the unlikely event that personal safety is threatened by an emergency (e.g., severe storm, dangerous animal, siege, hostage-taking or dangerous airborne particles), and students and staff are required to remain indoors, the following procedure will be implemented:

- The person who discovers the emergency should contact staff or RL on duty immediately so that emergency services may be contacted, and emergency procedures put into place.
- In most cases, an announcement will be made via the PA system and external doors will be locked remotely. In some cases, notification of the situation may be made via text messaging and/or email, or other means.
- Students and staff will lock all windows and other doors, turn off lights and fans, remain silent and keep a low profile by sitting on the floor and out of line of sight of doors and windows until the 'All Clear' is given.
- Staff members will take charge of any visitors/contractors who are in their vicinity at the time the alarm is activated.
- Staff and students are not to place themselves or others at risk by any deliberate action at any time.
- When the threat is over, the Head of College or a person acting on behalf of the Head of College will advise of the 'All Clear'.



EMERGENCY PROCEDURES

EMERGENCY SERVICES

Any student can and should call Emergency Services if they think they need to. Ideally, the RL on duty or a College staff member will be there to assist you, but if it is an emergency situation, please act immediately and following the instructions below:

- 1. **CALL 000** for ambulance, fire or police.
- 2. **CALL 0447 212 596** for the RL on duty. The RL will then contact UQ Security to direct the emergency services. The RL will also contact the College staff member who is on call.
- 3. **CALL (07) 3365 3333** UQ Security for on campus emergencies.

CRISIS SERVICES

UQ Counselling & Crisis Line	1300 851 998
Lifeline	131 144 or www.lifeline.org.au
1800 Respect (Sexual Assault)	1800 737 732
Poisons Helpline	131 126

DUCHESNE COLLEGE AFTER HOURS

Night Porter after hours (5pm – 11pm)	0430 100 475
Quest Security Guard after hours (11pm – 6am)	0449 726 710
RL on duty after hours	0447 212 596

EPIPEN LOCATIONS

- Kitchenette near the Library
- Reception
- Dining Hall
- Residents who require Epipens will also have them in their personal area.

DEFIBRILLATOR LOCATION

- Kitchenette near the Library





DUCHESNE COLLEGE



Duchesne College
College Road
St Lucia QLD 4067



reception@duchesne.uq.edu.au



(07) 3377 2333