

*The Office of Residence Life & Housing*

**Bed Bug Protocol**

The staff of the Office of Residence Life & Housing (ORL&H) is committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, students are expected to adhere to the following guidelines:

1. As soon as a student suspects that bed bugs may be present in their room, apartment, or common space, the Resident Director should be informed. Once the RD is notified, the concern will be forwarded to the Manager of Maintenance & Housekeeping Services.
2. The Manager of Maintenance & Housekeeping Services will then contact the university’s pest control vendor to schedule a thorough inspection of the area in question. Please note, the pest control vendor will only be scheduled to inspect areas in question Monday – Friday during business hours.
   1. Once the appointment has been scheduled, the student and the RD will be informed of the date and time. Although it is not necessary, we encourage the student to be present during the inspection. During the time of suspicion, we will ask that the student or the roommate not relocate to any other room until their room can be inspected by the pest control vendor. This is CRITICAL so that we can avoid the spread of bed bugs if they are found to be in a student’s room and or belongings.
   2. Students may not, at any time, deny the pest control vendor or the ORL&H staff access to their living spaces, to include the bathroom, bedroom, kitchen, and common areas.
3. On the day of inspection, the technician and a trained K9 unit will conduct an inspection of the entire bedroom, kitchen, bathroom, and common areas.
   1. If the pest control vendor cannot find any evidence of bed bugs, the room will not be treated; however bed bug monitors may be installed on both beds to identify any insect activity. The students will be asked to continue observing their living space, and notify the RD if there are further concerns.
   2. If the pest control vendor confirms the presence of bed bugs, an appointment for treatment will be scheduled; typically within the next 2 business days.
      1. The students will be given a detailed list of instructions for the removal and laundering of their personal items.
      2. ORL&H will provide students with plastic trash bags; however ORL&H will not assist with the cost of laundering the students personal belongs. ORL&H will assume the cost of the K9 inspection and the first treatment of the room; should there be a need for additional treatments, and it is determined that the students did not fully adhere to the instructions provided in the detailed list of instructions, the students may be held responsible for the cost of additional treatments.
      3. The pest control vendor will arrive on the appointment day and proceed with the extermination process; please note, this process could take up to 4 hours to complete. Once the initial treatment has taken place, 3 follow up visits will be scheduled to insure full eradication of the activity.
      4. Morgan State University will not be held liable nor will we treat any location other than a sanctioned university property.
4. Only the university’s pest control vendor can confirm or deny the presence of bed bugs – NOT external institutional departments or any other external individuals. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

**REMINDERS**

* Don’t panic… Bed bugs can come from anywhere and anyone can be affected.
* DO NOT self-treat… this will only prolong the duration of the activity.
* DO NOT MOVE YOUR MATTRESS OR ANY OTHER FURNITURE INTO THE HALLWAY… this may expose other areas to bed bugs.
* Do not go to sleep in a friend’s room. If you actually have bed bugs, you may spread them to others.