

Responsibilities for Owners of Emotional Support Animal (ESAs)

The following are the responsibilities of ESA owners. **Note:** "Owner" refers to the individual student who has been approved for an ESA as an accommodation and who will bring the animal into the on-campus residence.

Control and Conduct

- The owner must complete all College requirements prior to bringing the animal into a residence.
- The owner must be in full control of the ESA at all times; the owner must be able to restrain the animal as necessary.
- All liability for the actions of the animal (bites, scratches, running away, etc.) is the responsibility of the owner and the owner agrees to indemnify and hold harmless the College, and the College's officers, employees, directors, and successors and assigns, for any such incidents.
- The animal must be contained when the owner is not in the residence (for example, in a tank, caged, or crated).
- The animal must not be disruptive or pose a direct (observed) threat to others. If it is determined that an animal is disruptive and/or poses a threat to the campus community, the owner may face a conduct violation and/or the animal may be removed immediately, depending upon the history of and/or severity of the incident(s) and in the sole discretion of the College.
- The owner should exercise caution when allowing other students, faculty or staff to pet or handle the ESA. Animals may behave unpredictably; other students/faculty/staff may have unknown allergies; and some animals pose health risks if appropriate precautions (such as handwashing) are not taken.
- The owner is required to adhere to all local and state regulations, laws, and ordinances with regard to the animal. The foregoing includes any required vaccinations and licensing. Documentation indicating compliance with the foregoing may be requested by the College and must be provided.
- In this regard, the City of Allentown Animal Ordinance requires that any person(s) who has knowledge that an animal has bitten or injured any person in this municipality must immediately report the incident to the Bureau of Health, City of Allentown. The owner of the animal is required to immediately place said animal in confinement to prevent it from escaping, running at large or having physical contact with other animals or humans - other than the owner - and maintain such confinement for a ten (10) day period of observation.
 - At the end of a ten (10) day observation period, the animal must be examined by a veterinarian (employed by the owner) and a written report of the results of such examination must be submitted by the owner or veterinarian within twenty-four (24) hours to the Bureau of Health. If the report reveals no symptoms of rabies the animal may then be released from confinement.
 - If the owner fails or refuses to have the animal examined for rabies by a veterinarian within twenty-four (24) hours of the end of the ten (10) day observation period, in violation of this article, the Bureau of Health shall be authorized to have the animal seized and taken to a veterinarian solely for the purpose of said rabies examination. The owner shall be responsible for all expenses incurred for said examination and will be cited for violations of the provisions of this article.
 - Any owner of an animal which has bitten or injured any person, must also immediately notify the College of the incident, including the date and circumstances of the incident, and the results of the period of observation and written report provided by the veterinarian. Any animal who has bitten or injured any person must be removed from the College campus until the completion of the foregoing period and the requirements set forth herein.

Cleanliness and Property Damage

- The City of Allentown ordinances and Cedar Crest policies require the owner to clean up waste deposits immediately and dispose of them in a sanitary manner.

- Any waste material (i.e. feces, litter, wood shavings etc.) must be removed by placing the waste in a closed container/plastic bag and depositing it in an outdoor waste receptacle (indoor waste receptacles are not appropriate for disposal of animal waste). These materials are not to be flushed down the toilet.
- The owner of the animal is responsible for taking all reasonable precautions to protect the property of the post-secondary environment and its residents.
- Costs for damages to property, including costs associated with cleaning (above and beyond that which is routinely done for any room) and/or pest abatement, are the financial responsibility of the owner. Any fees associated with such issues will be posted to the owner's individual student account.
- Owners must ensure that preventative measures are taken at all times for pest and odor control. Consideration of others must be taken into account when providing maintenance and hygiene for an ESA.

Care

- The care and supervision of a ESA is the sole responsibility of the owner. The animal must be properly cared for (including grooming) and nourished. No other students (such as roommates or Resident Advisors) shall be required to care for the animal.
- The ESA must be in good health, must have current vaccinations as required by Pennsylvania State Regulations and the city of Allentown and a Certificate of Health from the treating veterinarian. The animal must wear current vaccination tags as applicable.
- Updated Certificates of Health and vaccination records will be required yearly.
- Should there be issues with ESA, including, but not limited to, issues with the behavior, cleanliness, or odor of the ESA which are not remedied by the owner and/or the owner fails to respond to requests by Residence Life staff, a conduct process may be initiated. In addition to potential disciplinary action, one outcome of the conduct process may be that the owner may no longer be able to keep their ESA on campus.

Residency

- The ESA is confined to the living area assigned to the owner. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation, including areas where residents are normally permitted to go (example, commons areas, student lounges, laundry facilities). ESAs are not permitted in other areas of the residence without prior approval via the reasonable accommodation process of the College.
- Large animals may be taken outdoors for exercise or to relieve themselves (dogs). The animal must be leashed when being transported through the building and while outside. The animals are confined to the areas immediately surrounding the owner's residence hall, unless otherwise approved by the College.
- ESAs are not permitted in any other building on campus besides the owner's residential building without prior approval via the reasonable accommodation process of the College.
- If the owner of the animal takes a vacation, leaves for breaks, or has any other extended leave (more than 12 hours), the animal must be removed from the residence hall. If it is discovered that the owner has left the animal and the owner has been determined to be negligent in the care of the animal, the animal will have to be removed from campus and the owner will forfeit the right to have an animal on campus.
- When the owner is absent from the residence hall room, the animal will be contained (in a tank, caged or crated).
- Necessary precautions should be made for Facilities and Residence Life staff to enter the residence hall room when the owner is or is not present. As previously stated, should the owner not be present the animal must be contained. Should the owner be present when Facilities and Resident Life staff enter a residence hall room, the animal must either be secured or removed from the room by the owner. Campus staff is not liable if the animal escapes during one of these visits. If your ESA is not contained, maintenance will not be able to complete the work. They will leave a note on your door and notify Housing and Residence life.
- The owner of the animal will provide an *off-campus emergency contact person* who is willing to take and care for the animal if the owner is not able to. If the emergency contact person is unavailable or is unwilling to take and care for the animal, the animal will be boarded at the owner's expense.

Emergency ESA Caretaker

Name: _____ Phone Number: _____

Address: _____

City/State/Zip: _____

Relation to Student: _____

Fire Drill/Fire Alarm

- No advance notice of fire drills will be given to owners who have SAs or ESAs in campus housing. Unannounced drills provide an opportunity for students, faculty and staff to react as if it is a real emergency and it allows Campus Security to evaluate the “evacuation readiness” of all the parties involved.
- If the owner is unable to remove the animal quickly, the animal will have to remain in the room. The owner should contain the animal prior to leaving the room. Campus Police Officers or local fire fighters responding to alarms must be able to safely conduct building inspections or respond to emergencies (enter the premises safely).
- If the alarm is due to an actual fire or other emergency, the primary concern will be the welfare of the people living and working at the College. The College is not responsible for the welfare of animals living in campus housing. Campus Security and Maintenance maintain a list of SAs/ESAs in campus housing; if possible, this list will be provided to emergency personnel responding at the scene should they be able, at some point, to provide assistance to the animals.

STUDENT INFORMATION

I have read/reviewed (or have had read to me) and understand the responsibilities I will have as an owner with an ESA in the residence halls at Cedar Crest College. I further understand that any violation of the responsibilities set forth herein may result in disciplinary action (to the student/owner) and removal of the ESA.

Student Signature: _____

Student Name (Print): _____

Date: _____

Residence Hall Assignment: _____ **Type of Residence:** DBL SNG SUITE

Roommates/Suitemates sharing space:

PREFERRED ANIMAL INFORMATION

Name of Animal: _____

Type of animal: _____ **Breed:** _____

Weight: _____ **Size (Height/Length):** _____

Age: _____ **Full Grown:** yes no **Anticipated Adult Size:** _____

Sex: female male **Spayed or Neutered:** yes no n/a

Size of Enclosure: _____