



## Service and Emotional Support Animal and Handler Information University Housing Guidelines

### INTRODUCTION

The office of University Housing supports the use of Service and Emotional Support Animals (ESAs) when necessary while a student is living on campus. The following guidelines outline our objectives in ensuring appropriate health and safety of your ESA or Service Animal, yourself, and the community while the animal is living on campus. Please review carefully as you will be held to these standards and expectations.

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### GUIDELINES

#### Control Requirements

Animals should be controlled at all times. This means by use of leash, crate, aquarium, or any other device used to contain and control an animal. For example, dogs should be on a leash when not providing a needed service to a handler and respond to voice commands.

#### **To the extent possible, the animal should/should not:**

- Sniff people or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others unless part of the service being provided the handler.
- Engage in personal grooming in public settings.
- Block an aisle or passageway for fire egress.

#### **Other general control requirements include:**

- In full control by handler
- Unobtrusive to others, particularly in the learning environment
- Crated, caged, or in a tank/aquarium when handler is not present
- Remaining in residence hall room only (ESA only)
- Must only be in possession of handler (i.e. not left overnight with another student)

#### **Out of control animals**

A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any university facility until the handler can demonstrate that the handler has taken significant steps to mitigate the behavior.

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## **Health records**

The animal must have a health statement, including vaccinations from a license veterinarian dated within the past year. Preventative measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

Health records must be submitted to the Office of Disability Services prior to animal's arrival to campus.

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## **Identification**

It is recommended, but not required, that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing a disability.

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## **Waste cleanup rule**

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
  - Properly dispose of waste in appropriate containers (dumpsters on campus are most preferable)
  - For handlers with animals that require bedding, a litter box, etc, it is imperative that those containers are cleaned on a regular basis to avoid odors that impact roommates and community members.
  - If your animal soils or defecates on carpet, flooring or other university property, please report it to residence hall staff immediately. Any cost incurred for cleaning is the sole responsibility of the handler.
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## **Removal of Service Animals**

Service animals and ESAs may be ordered removed by a Public Safety Officer or authorized WOU employee for the following reasons:

### **Non-housebroken service animal**

A handler may be directed to remove an animal that is not housebroken.

### **Direct Threat**

A handler may be directed to remove an animal that WOU determines to be substantial and direct threat to the health and safety of individuals. This may occur as a result of an ill animal, substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

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## Reminder - Public Etiquette to Student with Animal

General public should avoid:

- Petting a service animal as it may distract them from the task at hand.
  - Feeding the animal.
  - Deliberately startling the animal.
  - Separating or attempting to separate a handler from their animal.
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## Conflicting Disabilities

Some people may have an allergic reaction to animals that are substantial enough to qualify as disabilities. WOU will consider the needs of both persons in meeting its obligations to accommodate all disabilities and to resolve the problem as efficiently as expeditiously as possible.

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## Animal Information

Type of Animal (ie. dog/cat/etc.) \_\_\_\_\_

Name of Animal \_\_\_\_\_ Breed of Animal \_\_\_\_\_

Age \_\_\_\_\_ Weight \_\_\_\_\_ Gender \_\_\_\_\_

Needs advance notice of Scheduled Fire Drills:  Yes  No

## Emergency Contact Information

In the event something happens to you and you cannot care for your animal, please provide an emergency contact name and telephone number of someone whom can care for your animal:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Number \_\_\_\_\_

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## AGREEMENT

Signing below acknowledges that you have read, understand and agree to the Service and Emotional Support Animal and Handler Information Guidelines while living on campus at Western Oregon University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

University Housing Staff Member Signature \_\_\_\_\_