

# 2011/2012

## COLLEGE CATALOG

### **Campus Safety**

The policies and procedures in this handbook are put in place to keep faculty, staff, and students safe and ensure a peaceful campus environment. If you come upon or have a safety issue or concern, you should notify a member of the faculty, staff, or the Director of Facilities right away.

### **Fire Drills**

Fire drills will be held twice a year, once each semester.

Upon hearing the alarm sound, all students, faculty, staff and visitors are required to exit the building immediately without collecting personal belongings. Everyone on campus is expected to quietly exit the buildings from the closest exit and proceed to the closest parking lot. Faculty exit the class rooms and studios last and close doors.

All persons should remain in the parking lots until a member of senior management or the fire marshal allows re-entry to the buildings.