



## STUDENT HANDBOOK POLICY

### **Safety Procedures**

1. Identification Cards: Students are expected to carry their University identification cards at all times. Lending or duplication of identification cards is prohibited.
2. Evacuation Drills/Alarms: Everyone must participate when an alarm is sounded in any University building. A student who fails to immediately evacuate may be fined a minimum of \$250, based on the judgment of the Preliminary Hearing Officer.  
Students are directed to:
  1. Close windows and doors of rooms;
  2. Do not use elevators;
  3. Walk to a clearing away from the building;
  4. Report to the person in charge of attendance; and,
  5. Wait for a signal to re-enter the building.
3. Facility Use: Use the physical facilities on campus only for their intended purpose.
4. Safety Equipment: It is prohibited to start a fire or create a fire hazard; make an explosive device; create a false emergency; tamper with, damage, disable or misuse fire safety equipment.
5. Guest Responsibility: students are expected to inform their guests of all University policies and procedures and are responsible for guest behavior.