FACILITY POLICY
Harper Center for Student Life and Learning

PURPOSE: To provide a safe environment for all who use the Harper Center for Student Life and Learning.

SOURCE: Campus Emergency Policies and Harper Center for Student Life and Learning Administration

POLICY: In the event of an emergency condition or alert, the on-duty Skutt and Harper Centers staff will assist as a team leader to provide accurate information in directing building guests to a safe location.

The on-duty student building manager will immediately contact Public Safety with pertinent information. Depending on the type of emergency, guests may be directed to a designated location in the facility for weather-related warnings, or an outside location in the event of a fire, chemical spill, civil disturbance, bomb threat, etc. All guests will be required to adhere to instructions from staff in charge.

Upon the arrival of Public Safety, they will take charge and direct building occupants. The Harper Center for Student Life and Learning staff will support them. At the conclusion of the alert and when the “all clear” has been given by Public Safety, the Harper Center student building manager will advise guests that they may return to the interior of the building or proceed with normal business activities.

Note: This policy is general in nature and is not intended to replace the specific instructions given in the University’s Emergency Procedures Manual.

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