

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.3		
ISSUED November 1987	REV. April 2006	REV.	REV.	REV.	REV.
POLICY Emergency Procedures			PAGE OF 1 1		

PURPOSE: To provide a safe environment for the students, staff, faculty and guests that utilize the Skutt Student Center.

SOURCE: Skutt Student Center Advisory Board

POLICY: In the event of an emergency condition or alert, the on-duty Skutt Student Center staff will react as a team to provide accurate information to or direct building guests to a safe location. Depending on the type 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 the instructions of individuals in charge. Individuals not adhering to this policy will be reported to Public Safety.

If Public Safety is involved, regardless of the type of emergency, the Skutt Student Center staff will support them as a resource and as the decision-makers. At the conclusion of the alert and when the “all clear” has been given (by Public Safety), the Skutt Student Center staff 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*.

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services
 or Designated Representative