

**FACILITY POLICY**  
V. J. and Angela Skutt Student Center  
Harper Center for Student Life and Learning

|                                 |                    |                      |                  |      |      |
|---------------------------------|--------------------|----------------------|------------------|------|------|
| SECTION<br>Facility Information |                    |                      | NO.<br>2.3       |      |      |
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| POLICY<br>Emergency Procedures  |                    |                      | PAGE 1 OF 1      |      |      |

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

**SOURCE:** Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

**POLICY:** In the event of an emergency condition or alert, the on-duty Skutt Student Center or Harper Center staff will react as a team to provide accurate information to 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 or Harper Center staff will support them as a resource. At the conclusion of the alert and when the “all clear” has been given by Public Safety; the Skutt Student Center or Harper 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*.

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