



Emergencies, Safety and Security

Only students, employees and other parties having business with this institution should be on institutional property.

All rear access doors leading to the campus are closed and locked during evening hours starting at 10:00pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty and then set the alarm and then lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Crime Report any crime to business office personnel. If a student or employee wishes to report a crime on a voluntary or confidential basis, the school official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Fire Evacuation Emergency exits are posted at the front door of the school. Please review them. The prompt and safe evacuation of all students in class is the primary responsibility of the instructor in charge. Please follow all instructions of those who are in charge during emergency situations. Once evacuated, please remain outside the building until you are notified by school administration that it is safe to return.

No deaths, injuries or property damages have occurred at the facilities resulting from fire. Our property is regularly inspected by City of Mesquite Fire Departments.

Fire Safety Guidelines and procedures are posted at school entrances/exits and classrooms.

Injuries Should a student be injured or see anyone else injured on school property, they should immediately report it to the instructor in charge. The instructor will take the necessary steps to assist the injured party and report the injury to the school director or Business Office. The injured student's emergency contact will be notified of the injury.

Illness Should a student become ill or see anyone else become ill on school property, they should report it to the instructor in charge immediately. The instructor will then take the necessary steps to assist the student.