

---

## EMERGENCY MANAGEMENT AND EVACUATION PROCEDURES

---

The SCHS Emergency Management and Evacuation Procedures (EMEP) is an emergency preparedness document intended to ensure the safety and protection of associates, students, and visitors during fire, severe weather, loss of utilities and other emergencies at the 430 Clairmont Court campus building. All students, faculty, and associates are encouraged to review and familiarize yourself with the emergency procedures as the EMEP outlines the resources, procedures, and roles each SCHS community member plays in keeping our campus safe in the event of an on-campus emergency.

To view the most recent draft of the EMEP, please do the following:

### FOR STUDENTS

- **STEP 1:** Log into Blackboard
- **STEP 2:** Navigate to any available Blackboard course
- **STEP 3:** Once in the course, select College Resources
- **STEP 4:** View the EMEP in the Global Resources folder

### FOR ASSOCIATES

- **STEP 1:** Visit the *RIC Higher Education Institutions* channel in Microsoft Teams
- **STEP 2:** Navigate to the *General* subchannel
- **STEP 3:** Select the *Files* tab
- **STEP 4:** View your campus' EMEP document in the *EMEP* folder

If you have any questions after reviewing the EMEP, do not hesitate to reach out to the Building Operations Manager, Mike Butts ([michael\\_butts@bshsi.org](mailto:michael_butts@bshsi.org)).