



CARIS COLLEGE  
PATIENT CARE CAREERS

# Emergency Procedures Manual Addendum

## Media Coverage

In the event that there is media coverage of the school, the President/CEO or the Campus Director will address the media.

## Emergency Procedure Training

Students are oriented to Emergency Procedures during new student orientation. New student orientations are held the week prior to the start of the first term. New faculty and staff are required to review the Emergency Procedures Manual within 30 days of their hire date through the online HR Resource Training platform. As of October 2018, annual drills will be held with faculty, staff and students to cover several emergency situations, such as a tornado drill during Tornado and Severe Weather Awareness Week in April, fire drills during Fire Prevention Week in October, and threatening or violent situation drills during National Safety Month in June. Emergency Procedures will also be discussed throughout faculty, staff and Program Director meetings over the course of the year.

Annually by October 1<sup>st</sup>, the Campus Safety & Security Report is distributed to all faculty, staff and students. Included within the Campus Safety & Security Report is information on where to locate the Emergency Procedures Manual. An electronic copy of the Annual Campus Safety & Security Report, and the Emergency Procedures Manual can be accessed at

<https://cariscollege.edu/consumer-disclosures/> by clicking on Security Report, as well as on the Faculty/Student Portal.