

13 Feb 08

MEMORANDUM FOR: CCTC, USC, SLU, TSU, WU, ERAU

FROM: 20 MSS/DPE

SUBJECT: Classroom/Building Rules

1. A night monitor will be on duty during evening class hours for assistance.
2. There are emergency exits located at the end of each hallway.
3. In the case of a tornado warning, students will take shelter in the hallways keeping clear of the building lobby and all windows.
4. There is a base telephone located in the upstairs student lounge (right side of the large window) available for emergency (please dial 911) and on-base phone calls.
5. In case of evacuation, do not use the elevator. Evacuees will assemble across the parking lot near the gazebo.
6. Restrooms are located on each floor in the north wing of the building.
7. Park only in designated areas. Curbside parking is not permitted and violators will be ticketed. Additional parking is available on the west side of Polifka Drive.
8. If you choose to talk on your cell phone while driving on base, you must use a hands free cell phone device while on base.
9. Drivers and passengers must wear seatbelts while driving on base.
10. Students with special needs must notify their school so accommodations can be made.
11. There is absolutely no eating and drinking in the classrooms. The upstairs lobby is the only place permitted to eat and drink.
12. **No cans or open containers of drinks** are allowed in the building. Only capped bottles.
13. **There are no children allowed in the classrooms during class or in the building while parents, instructors or others are attending classes.**
14. Do not play with or destroy plastic covers on the tops of the tables. The furniture is expensive and has a lifetime warranty, which does not cover vandalism.
15. The staff break-room is for staff and faculty only!
16. Smoking is permissible only in designated areas, not at the doors. A smoking area is available across the parking lot at the gazebo.
17. Please Recycle. Bins are located at the ends of each hallway. Trash cans are available outside of each classroom.

REMEMBER DESTRUCTION OF GOVERNMENT PROPERTY IS A FELONY AND IS PUNISHABLE!!!!

**Shaw AFB
Education Services**