

University of Arkansas – Fort Smith

2008 National Brass Academy

featuring the Apex Brass

POLICIES AND PROCEDURES For On-Campus Participants

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ON-CAMPUS PARTICIPANT POLICIES

SUMMER COMPONENT HOUSING - SEBASTIAN COMMONS

The University of Arkansas - Fort Smith utilizes Sebastian Commons for the use of a residence facility for the students of University of Arkansas - Fort Smith. We are guests of UA-Fort Smith and Sebastian Commons and are obliged to follow resident apartment policies.

ON-CAMPUS STUDENTS ARRIVING EARLY

Brass Academy students who must arrive in Fort Smith on Saturday will be responsible for their own lodging on Saturday night. For a list of local hotels please contact ksanders@uafortsmith.edu.

ON-CAMPUS STUDENTS SHOULD BRING

Bring your own toiletries, towels, 2 sheets (not fitted), pillow, light blanket, umbrella. If you plan to cook your own meals you will need pots, plates, utensils, glasses, and a microwave. Please read about what the Sebastian Commons will provide students on the links given on the Apex Brass website.

SEBASTIAN COMMONS COME EQUIPPED WITH

- Queen-sized or single bed, desk, and dresser, or under bed storage in every bedroom.
- Leather couch and chair in the living room (furniture varies by layout)
- Table and chairs for the dining area
- Fully-equipped kitchen with an oven, dishwasher, refrigerator with ice-maker
- Laundry facilities
- Fitness Center

RESIDENT STUDENT GUIDELINES

- You must be on the floor of your Sebastian Commons apartment by 10:00 PM.
- Evening room checks will be conducted at 11:00 PM. You are expected to be in your room and to stay there until morning.
- Do not allow anyone to enter the building that does not have a key. Politely direct these people to the main entrances.
- Stay off the ledges on the balconies.
- Always lock your door
- Close your blinds by 11:00 PM and keep your windows closed.
- Do not talk to or associate with strangers. Walk in groups of 2 or more.
- Boys are never allowed on girls' floors and girls are never allowed on boys' floors, for any reason, at any time.
- Academy social and recreational activities are closed to non-participants, including parents and/or guardians.
- Students may leave campus only with written permission from parents, which must be presented at check-in.
- Most social/recreational activities are required. Regardless of student's participation in these activities, they must remain in the dorm area.
- Driving or riding in cars is not allowed during the Academy.

ROOMMATES

Students who are living in the Sebastian Commons for the duration of the Brass Academy may choose their roommate. If a roommate is not specified on the student's application, then one will be assigned to them. Room changes will be made only during the June 22nd, Sunday Evening floor meeting. Do not call the Director's office regarding roommate changes.

CURFEW EXPECTATIONS:

- 🕒 **10:00 PM** **Checked in – Do not leave your floor.**
- 🕒 **11:00 PM** **Room checks - In your room with the door locked.**

Because of the rigorous schedule of the Brass Academy, the curfew requirements are in place to ensure proper rest for the next day's activities.

Brass Academy staff will not come looking for you – it is your responsibility to be in the correct place at the proper time. If you do not show up to check in at your room 10 minutes after check in, your parents and the director will be notified to find out if they have received notice of your being absent or not being on time for the evening. If you have not made contact or reported by 10:30 PM to the Brass Academy staff, the Brass Academy director will then alert campus security to notify them that a Brass Academy participant has not shown up for curfew check in. After that time, the director will then determine the best actions to take.

If a participant attempts to enter or exit the floors after 10:00 PM without permission, you will receive an incident report and an immediate meeting with a Brass Academy staff member. The Director will then notify parents and a meeting will be established so that the proper consequences can be given.

LEAVING YOUR SEBASTIAN COMMONS ROOM AFTER CURFEW IS STRICTLY PROHIBITED

Arrival after curfew MUST have prior approval of the Director.

BRASS ACADEMY CHECK-IN & CHECK-OUT POLICIES

Brass Academy students must follow the proper check in and check out procedures set by the Brass Academy and Sebastian Commons Staff. The Brass Academy students may not be on the Sebastian Commons grounds during times when they should be in class or at an evening activity.

Check In/Move In Times

- ◆ Participants/Parents may move in to the students' assigned apartment from 3:00 PM to 6:00 PM on Sunday, June 22, 2008

Check In Procedure

- ◆ Participants may begin to check in at 3:00 PM - 6:00PM at the Leasing Center, unless otherwise announced by the program Director. A participant may not check in after 9:00 PM, unless previous arrangements have been made.
- ◆ Many participants will be arriving from out of state. If a participant cannot arrive at the scheduled Check-in times, please contact the Academy director.
- ◆ Participants will receive their keys and any announcements at the time of check-in.
- ◆ Participants will be expected to eat dinner before arriving to check-in on Sunday evening at the Sebastian Commons.

Check Out/Move Out Times

- ◆ Participants/Parents may move out of the students' assigned apartment from 10:00 AM to 12:00 PM on Saturday, June 28, 2008.

Check Out Procedure

- ◆ The check out times may change due to activities and rehearsal schedules.
- ◆ Participants will be expected to turn in an approved room check out form and their keys on Saturday at the scheduled time.

- ◆ The participant will not be allowed to go back to their apartment after check out unless prior permission has been granted.
- ◆ Once checked out, the participants are encouraged to go eat lunch on their own and then go straight to the Final Concert at 1:00 PM. More details of Saturday's events will be given out at the Academy.

KEYS

Each participant will be issued ONE (1) room key when they arrive. The participant will be responsible for this key the entire session. Keys are not to be loaned or duplicated for any reason. If a key has been duplicated or copied for any reason, the Brass Academy participant will face immediate dismissal from the Brass Summer Academy. If a participant loses a room key, a replacement key will be provided. A \$15.00 fee will be assessed for replaced key(s). Lost front door key replacement will require the lock be changed and the resident will be charged a \$35 fee. **Please do not lose your key.** There is not a key deposit, but if you do not turn in your key on the last day of the Academy there will be a \$40 charge.

ROOM CLEARANCE FORMS

All Brass Academy participants must receive a room check clearance form to check out on Saturday.

Room Checks are performed for two reasons:

1. To assure the cleanliness and sanitary condition of the room
2. To assure that Sebastian Commons property is cared for properly.

Room checks will be conducted on Saturday. The Brass Academy staff will inform the participants of the specific times they are available to do room checks and exactly what to expect. You must present a Room Clearance Form signed by a Brass Academy staff member before officially checking out.

AUTOMOBILES FOR ON-CAMPUS STUDENTS

Driving or riding in cars is not allowed during the Academy. All vehicles owned, and/or operated, or parked on the campus at any time by the participants must follow all university parking policies. The participants may park in any legal spot on campus. If the participant is ticketed while attending a Brass Academy event, the participant is at fault and is financially responsible for the ticket. A participant may not "hang out" or sit in their car for any period of time during a class day or during the evening. The participant may not use their vehicle to drive to class or anywhere else without the written permission of the director and parent/guardian(s) of the participant.

CONSERVING UTILITIES, DAMAGE, ETC....

The Sebastian Commons apartments are air-conditioned therefore windows should remain closed at all times. You must also remember that everyone in your apartment is responsible for the temperature in your apartment. Please do not run the air conditioning on high throughout the day and evening while you are not occupying the room. The apartment air conditioning is not free, and you the participant will be responsible if the utilities bill is extravagant. Each apartment has an allotted amount that is allowed in the cost of each apartment. Please do not attempt to make repairs, adjustments, or service operation to the air conditioning unit. Report any trouble with your apartment to the Brass Academy staff.

This policy is also true for the other utilities in the apartment. Please conserve your usages and do not waste. Sebastian Commons are operated on a self-sustaining basis and charges must be made for damages to furniture, equipment, or rooms. You, as a resident, are responsible for the general condition of the room and its furnishings, including loss and damage. Charges for loss or damages will be assessed and must be paid promptly by the participant. Please do not overload the dishwasher. Use only detergent made for automatic dishwashers. To keep your disposal in good working order, do not grind bones, rinds, or stringy foods. If your disposal stops, check the reset button on the outside of the disposal. In case of power failure, check the circuit breaker inside your apartment before reporting to the Brass Academy staff. Paper towels, disposable

diapers, or sanitary products should not be put in the toilet. Charges for repairs or services on appliances and/or fixtures **due to misuse** by the Brass Academy participant or guests will be charged to the Brass Academy participant. A room damage sheet will be completed prior to the participants' moving into the apartment. A room condition sheet will be completed prior to the participants move into the apartments.

SUMMER RESIDENTIAL PROGRAM



RULES AND REGULATIONS FOR SEBASTIAN COMMONS APARTMENTS

SEBASTIAN COMMONS RULES

Official rules for residents are published in the Sebastian Commons Handbook. This section of the manual provides information about rules in Sebastian Commons and how to handle situations.

RESIDENTS' RIGHTS

The University of Arkansas - Fort Smith expects that residents are familiar with and abide by the rules and regulations set forth in the *University Student Handbook* and the Sebastian Commons Handbook. Although RLAs (UA Fort Smith) may be frustrated about residents violating rules, residents have the right to be treated by the RLA staff in a fair, reasonable, and professional manner. Residents who are charged with a violation should be encouraged to refer to those publications for an explanation of all regulations and their rights in judicial proceedings. Residents have the right to obtain a copy of and to read any Incident Reports written by RLAs that involve them. Any complaints by a Brass Academy participant about a Brass Academy staff member's performance should be reported to the Brass Academy director. Brass Academy participants are required to adhere to and respect the directives and requests of Brass Academy RLAs and UA Fort Smith RLA Staff, who are considered University officials. Disciplinary action may be taken against residents who violate the rules and regulations listed below and in the *University Handbook* and the Sebastian Commons Handbook.

Brass Academy participants that violate any of the rules and regulations set by Sebastian Commons are subject to being terminated from the Brass Academy. These participants are also subject to pay any fines or charges assessed due to their violations of the rules and regulations.

COMMUNITY LIVING CREED

Living in Sebastian Commons means living in a community of students. This community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us, and we must give others the respect and tolerance we desire.

The Sebastian Commons community incorporates the following values:

- **Education** - To ensure that teaching and learning take place beyond the classroom.
- **Openness** - So that ideas and thoughts can be discussed freely.
- **Respect** - To ensure that individuality is honored so diversity can be pursued.

- **Responsibility** - So that the individual accepts obligations to the community and is held accountable for individual actions.
- **Caring** - To ensure that the individual's well-being is supported and that community service is encouraged.
- **Involvement** - So that all individuals have a voice in decisions concerning their community.
- **Ownership** - To ensure that all individuals care for their building facilities and adjacent property.
- **Celebration** - So that the University of Arkansas - Fort Smith history and culture is promoted and University traditions are shared.
- **Integrity** – Unified adherence to ethical, truthful, and factual conduct.
- **Quality** - Provide excellence throughout a complete range of services, programs, and personnel.
- **Vision** -Valuing opportunities for learning, innovation, and positive change.
- **Cooperation** - Working together to achieve common goals.
- **Collaboration** - Working with others to better campus life.

Benefits in our community include:

- To socialize among other residents.
- To sleep and study without disturbance.
- To live in a supportive and stimulating community.
- To live in a safe, secure, healthy, and clean environment.
- To enjoy access to a variety of programs, services and facilities.
- And to be involved with others in promoting an educational, open, respectful, responsible, caring, involving, and celebrative community.

Responsibilities in our community include:

- To consider the needs of other residents and balance them with your own needs.
- To promote care of the physical facilities, equipment, and services.
- To communicate with other residents and staff members when others are disturbing you.
- To demonstrate a commitment to the community by getting involved.
- To promote campus and individual safety.
- To uphold the policies and procedures of Sebastian Commons and the University.
- And to demonstrate dignity and respect for all individuals.

Living at Sebastian Commons affords many opportunities to face challenges head on, to achieve in a variety of areas, and to grow as an individual. However, these things only happen when you actively participate and support the community ideals stated previously.

ACTS OF INSENSITIVITY

All acts of insensitivity that occur in Sebastian Commons should be documented on an Incident Report. Even if the perpetrator is unknown, the incident should be documented using the standard Incident Report form and forwarded through the proper supervisory channels. Some examples might include individuals verbally assaulted with a derogatory term, derogatory signs or writing that appear, a roommate conflict that is perceived to be a cultural conflict, etc. If in doubt, submit a report. When acts of this nature occur, it is very important to respond quickly. The draft letter is intended to help you address the situation in a timely manner, but it is only the first step of what may need to be done.

ALCOHOL

Sebastian Commons prohibits the possession, use, or influence of alcoholic beverages on Sebastian Commons property. Anyone violating these policies is subject to administrative and or disciplinary action. In addition, alcoholic beverage containers which are in plain sight and used for decorative purposes are not permitted. Possession of these will result in disciplinary action.

**** ALL Upward Bound participants will face immediate dismissal from the program if found in violation of these policies. ****

The University of Arkansas - Fort Smith recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to be fully functioning and productive individuals.

COOPERATION WITH UNIVERSITY OFFICIALS

UA Fort Smith RLAs are University officials. Residents must immediately comply with any lawful directions from any University official. Verbal and/or physical abuse directed toward any University staff member will not be tolerated. Violations may result in disciplinary actions being taken.

Upward Bound will also have RLAs hired specifically to work with Upward Bound and its participants. These UB RLAs will work with the UA Fort Smith RLA staff while the UB participants are on campus and residing at Sebastian Commons.

DRUGS

The University prohibits the manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance or drug paraphernalia at Sebastian Commons. Please refer to the University of Arkansas - Fort Smith Student Handbook for the full regulations and sanctions for violations. Residents found violating this rule may be removed from Sebastian Commons.

If any staff member should suspect or have reason to believe that a resident is involved in any way with any type of drugs, they should immediately notify the RLA coordinator or Upward Bound staff. Rumored information of possession, sale, use, etc. of drugs should be brought to the attention of the RLA coordinator and/or Upward Bound staff.

EMERGENCY EQUIPMENT

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, exit signs, or any other emergency equipment. Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from on-campus housing.

Also, initiating a false alarm is a Class A misdemeanor and is punishable by a fine of up to \$4,000 or one year in jail or both. Tampering with a fire alarm device is a Class C misdemeanor and is punishable by a fine up to \$500 or 180 days in jail or both.

FIREWORKS/EXPLOSIVES/HAZARDOUS MATERIALS

The possession or use of firearms, fireworks, explosives, or weapons on University property is prohibited by state law and will result in immediate dismissal from the University. Firearms, ammunition, and weapons may not be kept in the buildings or in vehicles at Sebastian Commons.

Discharging of firecrackers, bombs, or other types of fireworks is prohibited. Toy weapons that look like real weapons are similarly prohibited.

Students who because of law enforcement work, find it necessary to carry a weapon, must obtain an authorization for the temporary possession of such items from the vice chancellor of student

and academic support services. Failure to obtain written permission will result in disciplinary action and/or criminal prosecution.

HOST RESPONSIBILITY

Residents are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and Sebastian Commons rules. Any violation of any rule or regulation by a guest may result in disciplinary action being taken against both the resident and guest.

**** ALL BRASS ACADEMY PARTICIPANTS PLEASE REFER TO THE BRASS ACADEMY VISITOR POLICY. ****

HARASSMENT

The University will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the University community.

HAZING

The University of Arkansas - Fort Smith prohibits hazing. According to Arkansas Code 6-5-202 by the Arkansas Legislature, the offense of hazing is a Class B misdemeanor. An adjudication of guilt by a criminal court is not necessary for the application of discipline by the University if it is determined by the University that the student engaged in the prohibited conduct.

Student organizations suffer serious consequences when they encourage or take part in hazing.

According to the State of Arkansas, hazing is defined as:

- (1) Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student, and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame or disgrace among his fellow students and acts calculated to produce such results; or
- (2) The playing of abusive or truculent tricks on or off the property of any school, college, university or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or
- (3) Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student, and done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or
- (4) Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim; or to do or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

(Arkansas Hazing Law 6-5-201)

The University of Arkansas - Fort Smith addresses the rights of others in the Student Handbook: “The rights of all students, faculty, staff and any other person on the University campus must be honored. Participation in acts which are degrading or injurious or which hold another against his or her will, written or oral threats and the physical and verbal abuse of another person are specifically prohibited.”

Hazing is:

- Not simply a fraternity or sorority issue.
- An act of power and control over another.
- Premeditated and is not accidental.

Keep the hazing laws in mind when planning organizational events.

- Will the proposed activity build organizational unity?
- Does it improve the camaraderie of the membership?
- Does it put the organization in the best light?
- How does this event promote the dignity of and respect for its members?

NOISE

Sound carries easily in community living. Voices, stereos, televisions and bouncing balls in rooms can often be heard in other rooms on residents’ floor and floors above and below residents. Remember, that while residents have a right to listen to music of their choice, the other residents have a right to sleep, study, or listen to the music of their choice without disturbance. Yelling, playing loud music, etc., out of windows is strictly prohibited. The playing of musical instruments is permitted within the living area, as long as it is not disturbing others. 24 hour consideration hours are always in effect.

After 10:00 p.m., music is not permitted at levels where a neighboring apartment is disturbed. Basketball courts will be open till 10:00 p.m. to Upward Bound participants.

OBSCENE, ABUSIVE, & NUISANCE TELEPHONE CALLS

NUISANCE CALLS

Calls can range from prank or anonymous calls to those deliberately meant to irritate you. Surprisingly, they don’t come just from strangers. They also come from acquaintances, neighbors, relatives and business associates.

WHAT SHOULD STUDENTS DO?

1. Students should always use the telephone on their terms. Students should not talk to anyone unless they want to.
2. Ask the caller to identify him or herself. If asked “Who is this?” or “What number is this?” residents should not answer. Instead, they should ask, “What party are you trying to reach?” or “What number did you call?” If the call isn’t legitimate, that should end it.
3. If it’s the kind of caller who remains silent after you answer, hang up.

ABUSIVE OR OBSCENE CALLS

Usually intended to infuriate or frighten you, abusive or obscene calls border on threatening.

WHAT SHOULD RESIDENTS DO?

1. Don't give the caller a chance to get started. Hang up.
2. Take the same action at the first obscene or suggestive remark, or if the call becomes abusive or profane. What these callers want to hear is your shocked reaction.
3. Contact the UB staff in order for the participant to take action on the incident

OFFENSIVE ODORS

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are: air freshening spray, perfume, or large amounts of dirty laundry. RLAs should address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor.

POSTING OF PRINTED MATERIAL

The posting of signs and flyers in Sebastian Commons will be permitted under the approval of the director of student programs.

To obtain authorization for posting, a representative of the sponsoring group (with the exception of RLAs, who can post in Sebastian Commons with the approval of the RLA coordinator) must bring all materials to be posted to the Student Activities Office for approval. Upon approval, the representative will be permitted to stamp each sign with a stamp, which is available in the Student Activities Office.

PRANKS

Pranks, which result in disturbances or distress to others or cause damage to University or personal property, are prohibited.

PROJECTILES

For obvious reasons of health and safety, propelling devices such as rockets, catapults, slingshots, surgical tubing, or any homemade device for the purpose of launching an object is prohibited. This also includes water balloons.

SEXUAL HARASSMENT

The University of Arkansas - Fort Smith has adopted a policy of "zero-tolerance" with respect to unlawful harassment/discrimination and does not, and will not, tolerate unlawful harassment/discrimination of any student, employee, or individual who is a legitimate part of the campus community. For residents, this includes harassment or discrimination by a University employee, fellow residents, or by any third-party individual on the Sebastian Commons property.

The University will not tolerate physical or verbal conduct that acts to create a hostile living environment. Behavior that is offensive, intimidating, or abusive in nature, especially behavior that relates to such things as an individual's race, color, sex, religion or national origin, is prohibited. Harassment/discrimination encompasses a broad range of physical or verbal behavior that can include a wide range of conduct. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Racially or ethnically degrading statements, religious slurs, or teasing or taunting that is intended to provoke an employee or student-this includes name calling.
- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another body.
- Horseplay with sexual overtones.
- Sexually suggestive touching.
- Grabbing, groping, kissing, or fondling.
- Lewd, off-color, sexually or racially oriented comments or jokes.
- Foul or obscene language.

- Leering, staring, whistling, or stalking.
- Suggestive or sexually explicit literature, posters, calendars, photographs, graffiti, or cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive e-mail or voice-mail messages.
- Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Sexual favors used as an explicit or implicit condition of employment.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by the University.

SEVERE WEATHER & TORNADO WARNINGS

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather.

When a *watch* is announced, this indicates that weather conditions are more favorable than usual for the formation of the specific weather hazard. During watches, you should review emergency plans, be prepared to act, and be alert for changing weather conditions.

When a *warning* is announced, this indicates that the specific weather hazard is imminent or has been reported in the immediate area. If a tornado warning or severe storm warning is issued, you should immediately follow the appropriate precautions and procedures listed in this section.

In the event that the weather becomes severe enough to warrant any action, the RLA coordinator and/or Upward Bound staff will contact the RLAs and/or Upward Bound staff. TV and radio broadcasts will be monitored throughout the warning.

If a **Tornado Warning** is communicated to hall staff, all available staff in the building should coordinate their efforts to inform residents of the impending weather and take the following precautions:

- Residents should move into the inner hallways, inner stairwells, bathrooms or utility rooms, closing and securing their rooms as they leave. Generally, the lower the residents can move in the building, the better.
- Residents are to **avoid** the top floors of the building and such areas as the entrance foyers, lobbies, stairwells, or any area that may be glass-enclosed and/or has a large unsupported roof.
- Despite natural curiosity, residents should **not** go outside.
- Do not move until the tornado or storm is well out of the area and the **warning** has been officially lifted.
- During the **tornado warning**, residents are to remain in the place of shelter until the **warning** has been officially lifted.
- If a **Severe Weather Warning or a Tornado Watch** is communicated to an RLA or Upward Bound staff, all available RLAs and UB staff should coordinate their efforts and be prepared to inform residents, should the weather become life threatening.

FIRE

The following guidelines and procedures should be followed in responding to fire alarms, conducting your fire drills, reporting system malfunctions, etc.

If the fire alarm sounds, quick evacuation from the building is essential. Any delay may allow fire or smoke to render exits impassable.

Prior to leaving your room, feel the door with the back of your hand. If any portion of the door is hot, do not open it. Stay in your room! If it is cool, brace yourself against the door and get low to the floor prior to opening it. If you encounter smoke, crawl below it, as clean air is closest to the floor. Be prepared to reverse your direction and use an alternate exit or even return to your room if you encounter impassable smoke.

As you leave the door to your room, know which direction to turn. If you turn to the right, keep your right hand in contact with the wall, counting the number of doors you pass before you reach the exit. If you turn to the left, keep the left hand in contact with the wall. This is the same method firefighters use when searching for fire victims.

If you cannot leave a room due to smoke, block cracks around the door and other openings with towels. Contact the fire department at 911 and give your name and apartment number and advise them you are trapped in the room and cannot exit. The fire department will be notified immediately. Do not leave the room until you are told it is safe to do so. Firefighters will remove those in the most danger first, so you may not be evacuated immediately.

If smoke enters your room, lay down on the floor, as this is where the coolest and cleanest air will be. Open your window if there is no smoke visible on the outside. Attract the attention of firefighters by dangling a bed sheet from your window and/or flashing the room lights at night. If conditions deteriorate and your window cannot be opened, break it with a chair and knock all of the glass out as this will let smoke out at the top and allow you to breathe fresh air from the bottom of the window. By following these suggestions, you will provide yourself with the best chance of surviving a fire.

**** In the event of a fire or fire-related emergency, each residence is equipped with a fire extinguisher. ****

PETS

Having a pet in Sebastian Commons is prohibited. Guide dogs are the only exceptions. Guests are prohibited from bringing animals to visit.

COMMON AREAS

All common areas, including parking lots, stairwells, breezeways, laundry rooms, courtyard areas and clubroom must be kept clear at all times of any trash, refuse or any other obstructions. Common areas are for the use and enjoyment of all the residents at the Sebastian Commons. Any resident or guest behaving in an unreasonable or offensive manner will be subject to removal from the premises

2008 PARTICIPANT POLICIES AND PROCEDURES

If you have read and understand the following information and agree to abide by all the policies and procedures set by the University of Arkansas-Fort Smith National Brass Academy please sign your name to the Summer Brass Academy Application form. By signing your name, you are stating you have read and understand that if you violate any of the policies or procedures set by the Brass Academy that you will face the consequences and could be released from the Academy. If at any given time you should have questions regarding the policies or any other matter, please ask the Academy director.