



SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

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Surgical Technology Student Handbook

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I. Introduction

The Lasell University Surgical Technology Program is a one-year, 36 credit, undergraduate certificate program. Students are awarded a certificate in surgical technology degree upon successful completion of the program and are prepared to challenge the *National Board of Surgical Technology and Surgical Assisting (NBSTSA)* examination to become a Certified Surgical Technologist (CST). Lasell University has a strong commitment to student-centered learning as demonstrated by its Connected Learning Philosophy.

a. Core Principles

The Lasell University Surgical Technology Program is designed around the pillars of academic integrity, social responsibility, and clinical excellence. These pillars are identified as key core values within the program mission statement. The design of curricular and clinical experiences is developed in a manner that facilitates a student's personal and professional development in these areas to help students prepare to be successful clinicians.

Student success is at the core of the 'why' for all program, curricular, and clinical decisions made by program personnel. Collectively the administrators, faculty, and preceptors hold students to high academic and clinical standards in an effort to foster a culture of excellence. Emphasis is placed on developing a community of practice that values professional responsibility and integrity throughout the program.

Curricular coursework challenges the students critical thinking and problem-solving abilities through hands on application, simulations, and patient scenarios. The coursework provides essential learning opportunities that are enhanced by various clinical experiences which promote further application with actual patient and client interactions. Through the clinical education plan, students participate in valuable clinical experiences with various patient populations and specializations. These experiences are facilitated by strong clinical preceptors who have a wide range of contemporary expertise. In order to ensure these experiences are taking place, the program utilizes tracking measures.

This data is utilized to help demonstrate and ensure students receive an outstanding clinical experience that meets accreditation standards. Overall, students develop skills, knowledge, and abilities through these various learning experiences.

The following mission statement, program goals, and student outcomes further illustrate the core principles used in program design and delivery.

b. Mission Statement

The mission of the Lasell University Surgical Technology Program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession while providing a student-centered learning environment that fosters the academic, professional, and personal growth of students. The program is built upon three core values: Academic Integrity, Social Responsibility, and Clinical Excellence.

Academic Integrity	Social Responsibility	Clinical Excellence
High academic standards	Professionalism	Diverse clinical experience
Success & growth in the classroom	Service to profession	Critical thinking
Honesty	Service to community	Interprofessional collaboration

c. Program Goals and Student Outcomes

Broader Themes	Goals	Outcomes
Intercultural Competence	Achieve cultural competence	<ul style="list-style-type: none"> • Identify and address behavioral, social, and cultural factors that impact individual and population health and health disparities • Attain comprehensive ethical, legal, moral, and cultural awareness as they relate to the surgical technologist’s ability to provide patient care • Patient care and how this awareness fosters cooperation and success among members of the surgical team • Engage in cultural learning • Develop effective strategies to communicate with people from different cultural backgrounds
Critical Thinking	Develop specialized skills	<ul style="list-style-type: none"> • Utilize higher order thinking to perform the duties of the surgical technologist.
Communication	Develop and practice effective communication skills	<ul style="list-style-type: none"> • Develops effective communication strategies utilizing appropriate communication mediums • Engage in digital literacy to effectively locate, use, curate, and disseminate information and resources relevant to surgical technology • Connect, engage and share information with other health care professionals • Communicate ideas and findings persuasively in written, oral, and visual form

Cognitive Domain	To provide students with a background in basic sciences and mastery of aseptic technique, surgical skills, and a developed surgical conscience as established in the most current AST Core Curriculum Standards	<ul style="list-style-type: none"> • Understand didactic content in topics areas that include: (1) Health Sciences, (2) Professional Practice, (3) Technological Science Concepts, and (4) Surgical Technology • Apply didactic knowledge to the care of the perioperative patient as it relates to the role of the Surgical Technologist. • Utilize didactic knowledge to attend to the physical, psychological and social needs of the patient. • Demonstrate recognition for continuing education to enhance their professional and personal growth to keep up with advances in medicine. • Apply medical terminology to communicate clearly and effectively with patients, families, and medical professionals. • Qualify to sit for the NBSTSA Certification Exam.
Psychomotor Domain	To instruct professional techniques which will promote mastery and independent practice of clinical skills.	<ul style="list-style-type: none"> • Demonstrate proficiency in laboratory skills in, (1) Preoperative case management, (2) Intraoperative case management, (3) Postoperative case management, (4) Assistant Circulator, and (5) Sterile processing. • Demonstrate perioperative technical and clinical skills in a safe and effective manner. • Exhibit safe practice methods involving preparation routines of the intraoperative environment, patient positioning, and emergency procedures. • Display and incorporate aseptic principles in the intraoperative setting. • Engage in the scrub role in a variety of procedures in surgical specialty areas according to hospital policy.
Affective Domain	To develop surgical technologists who practice standards in a professional manner to provide patients with quality care.	<ul style="list-style-type: none"> • Demonstrate professional practice standards while engaged in clinical education and surgical rotation case requirements. • Show the importance of and the ability to model the professional attributes of the Surgical Technologist, including the maintenance of a strict ‘surgical conscience’. • Engage in dependability, honesty, and with integrity in clinical practice. • Demonstrate accountability in optimal evidence-based practice

Program Faculty

Program Director: The program director is responsible for the organization and administration of all aspects of the surgical technology program in accordance with accreditation standards to maintain compliance. Program organization includes faculty scheduling, training, development, and course scheduling. Program administration includes mentoring students, curricular content development, implantation, and assessment. The program director continuously reviews program effectiveness and curricula content while updating instructional materials as needed. Lastly, the program director works collaboratively with stakeholders to recruit and maintain students.

Coordinator of Clinical Education: The Clinical Coordinator is responsible for organization, administration, continuous review, planning development, and general effectiveness of clinical experiences for students enrolled in the surgical technology program. The coordinator of clinical education completes all clinical site placements and student performance evaluations. Lastly, the clinical coordinator is responsible for procurement of clinical sites, as needed to meet accreditation standards.

Faculty: All members of the Lasell Surgical Technology Program Core Faculty have identified contemporary expertise. The faculty's teaching load aligns with their identified expertise. Subsequent professional development, scholarship, and clinical practice experiences should continue to build the faculty members' expertise in the defined area. Associated and Adjunct Faculty have previous teaching experience and/or content expertise in the areas they are hired/assigned to teach within the program. The program utilizes an appropriate number of faculty to stay within institutional workload guidelines.

Preceptors: All preceptors within the Lasell Surgical Technology Program represent a vital extension of the faculty and program. Each clinical preceptor provides a 1:1 clinical instruction and supervision to assigned students. The Coordinator of Clinical Education (CCE) is the primary liaison between the preceptor and program. Preceptors are held to a high professional, ethical, and legal standard and must demonstrate active engagement with student learning. All preceptors are evaluated by the program through student evaluations, self-evaluations, and by the CCE.

II. Admission and Retention

a. Admission Criteria

Students must meet the following requirements and submit the appropriate materials to apply to the Lasell University Surgical Technology Program

1. Completed application form
2. Official College Transcript if you have completed college-level coursework of 12 credits or more
or
Official high school transcript or GED record, (if you have not attended college or less than 12 credits of college-level work) is needed, or a copy of your diploma
 - o High school transcripts/diplomas coursework completed outside the United States, must be evaluated and translated by a third-party documentation service such as CED, WES, or SpanTran.
3. One-page personal statement describing your career goals, strengths, and potential for achievement in the program
4. (1) letter of recommendation from supervisors, co-workers in a position of leadership or teachers

- Your documents can be uploaded to the [Lasell Admissions Portal](#).
- Prior to starting clinical students are required to be certified in CPR and provide evidence of up-to-date immunizations.

b. Academic Policies

Course Withdrawal

After the Add/Drop period a student may be allowed to withdraw from one or more courses until the end of the withdrawal period deadline date published on the Academic Calendar. A grade designation of "W" will be recorded for official withdrawals that occur prior to the course withdrawal period deadline date published in the Academic Calendar. After that time, a student not attending a class receives an "F". In consultation with his or her academic advisor, the student should review policies regarding full-time status, academic standing, financial aid, and international student visa status prior to submitting a course withdrawal. Students should consult the policy on course withdrawal and tuition reimbursement.

Military Leave

Students will be allowed to take a military leave from the University without penalty. Students will receive a 100 percent tuition refund (less any financial aid which may have been received for the term) upon presenting an original copy of their military orders for active duty to the Office of the Registrar. Alternatively, extension (INC) grades with no tuition reimbursement may be more appropriate when the call for active military duty comes near the end of the semester/session. Students taking military leave should complete the leave of absence form.

Leave of Absence

Students experiencing medical, personal or professional challenges may take a voluntary leave of absence for up to two consecutive semesters (e.g. fall, spring, summer) after consultation with their Academic Advisor. In order to be granted a leave of absence, the student must complete a leave of absence form and submit it to the Office of the Registrar.

Students planning a leave from the institution should check with Student Accounts and Office of Financial Aid regarding all financial policies and procedures.

Students who wish to take a leave of absence after registering for courses must officially drop or withdraw from the courses in addition to completing the leave of absence form. Students should consult the policy on course withdrawal and tuition reimbursement.

During this time, students should not study at another college if they plan to return to Lasell and complete their degree. Students on leaves of absence should be in contact with their Academic Advisor and the Office of Student Accounts.

University Withdrawal

Any student wishing to withdraw from the University should speak with his or her academic advisor to explore the possible alternatives. If withdrawal is a student's final decision, the student should complete a University Withdrawal Form (see Course Withdrawal policy in this document). The student will be asked to speak with various professional staff from Financial Aid and Student Accounts as part of the withdrawal process. Students wishing to return to the College after a withdrawal must reapply. Please see the Readmission section of the Graduate Academic Policies in this Catalog.

Administrative Withdrawal

Students who have not officially been granted a leave of absence and who fail to register for courses over two consecutive semesters (fall, spring, summer) will be administratively withdrawn from the University. Students can also be administratively withdrawn for financial reasons. Students wishing to return to the program after being administratively withdrawn should refer to the Readmission Policy in this document.

Readmission

Returning to the University requires an application for readmission to the Office of the Registrar. Students must provide an account of what they have done since leaving Lasell, a clear explanation of why they wish to return and why they feel they will be successful at this point in completing their education.

Applications for readmission are reviewed on a case-by-case basis by the Dean of Graduate and Professional Studies and the Surgical Technology Program Director, who consults with a committee convened for this purpose. Students reapplying to the program are informed in writing of the committee's decision regarding their reapplication. Readmissions is contingent upon available opening in the program. Currently, the maximum student enrollment per cohort is ten. Students who withdraw in good academic standing are welcome to reapply at any time.

III. Tuition, Fees, Costs, and Refund Policies

FEE DESCRIPTION	COST
Surgical Technology Tuition	\$640 per credit
Additional Fees	None
Replacement ID Card	\$50
Course Fees	Vary

Students in the Surgical Technology program will incur additional costs associated with course materials and clinical education. These may include but not be limited to the cost associated with travel to clinical sites, dress code requirements, web-based assessment platforms, professional memberships, and criminal background checks.

The following is a list of additional associated student costs:

1. Lasell University campus fees
2. Course materials include textbooks, computer/laptop, and digital learning platforms.
3. Clinical Experience/Education Uniform (scrubs) and name tag/badge.
4. NBSTSA's CST exam fee and preparation materials
5. Transportation to and from clinical experience sites
6. Immunizations, TB testing, or Covid-19 testing co-pay
7. Maintenance of CPR/AED certification prior to start of clinical rotations
8. Web-based assessment platform.
9. Criminal background check and/or drug screening as needed per clinical site requirements.
10. AST- Association of Surgical Technologist membership fee

Tuition/Fee Refund Policy

For a detailed refund policy see Graduate and Professional Studies Billing Policies located on the University website. <https://www.lasell.edu/graduate-studies/tuition-and-aid/tuition-and-fees.html>

IV. Health and Immunization Requirements

Immunization and Health Records

Prior to the start of clinical rotations, all surgical technology students must provide documentation of being immunized against:

1. Hepatitis B - 3 dose series
2. MMR (Measles, Mumps & Rubella) - 2 dose series
3. Tdap (Tetanus, Diphtheria, & Pertussis) - within past 10 years
4. Varicella (Chickenpox) - 2 dose series *or* reliable history of having had the disease

Contact your healthcare provider directly to obtain a copy of your immunization history. Proof of immunization and the Tuberculosis Screening Form must be submitted to Lasell University Health Services, located on the top floor of the Edwards Student Center. Health Services is open from 8:30 am - 4:30 pm Monday - Friday. You can also fax the information to 617-243-2339 or email healthservices@lasell.edu. If you are unable to get this documentation from your health care provider or if you are missing the required immunizations, we suggest that you make an appointment with [Fenway Health](#) to get the immunizations you need. [Fenway Health](#) has three locations all accessible by public transportation. You can find out more information by visiting their website at www.fenwayhealth.org or calling them at 617.267.0900. Students must demonstrate compliance with all health requirements prior to the start of classes.

V. Curriculum Requirements

a. Course sequence

Surgical Technology Program				
Semester 1				
Session	Course Number	Course Title	Credits	Delivery
Main	BIO 104	Foundations of Health Professions	3	online
I	BIO 101	Principles of Biology	4	online
II	BIO 205	Anatomy and Physiology I	4	online
			Total 11	
Semester 2				
Main	BIO 211	Microbiology	4	campus
Main	BIO 301	Pathophysiology	3	online
II	SURG 101	Surgical Technology I	6	campus
			Total 13	
Semester 3				
I	SURG 201	Surgical Technology II	6	campus/clinical site
II	SURG 301	Surgical Technology III	6	campus/clinical site
			Total 12	
Program Total Credits – 36				

b. Criteria for Successful Completion of Curriculum and Graduation

Every student enrolled in the Surgical Technology Program is required to obtain a minimum grade of C (73%) for every course in the program. Students who received below a C (73%) will need to retake the course. Per University policy, a student who earns less than a C (73%) in the repeated course will be dismissed from the program.

Upon successful completion of all program requirements, verified by the program director and academic advisor, students submit their intent to graduate form to the registrar for final approval.

c. Specific Criteria for SURG 101, SURG 201 and SURG 301

To successfully complete SURG 101 the student needs to pass the didactic portion of the class with a C (73%) or higher and the final lab competency with a C (73%) or higher. If the student does not complete SURG 101, that class must be repeated and passed before they can start SURG 201.

If a student does not start SURG 201 with their cohort, they will forfeit their clinical spot and need to wait until a clinical spot is available with another cohort and this could result in a delay of program completion.

The pre-requisites for SURG 201 are successful completion (grade of C or higher) of BIO 104, BIO 101, BIO 205, BIO 211, BIO 301 and SURG 101.

If a student does not pass SURG 201 with a C (73%) the student will not be allowed to move onto SURG 301 and they forfeit their clinical spot. The student will have to repeat SURG 201 only when a surgical spot is available in another cohort. This could result in a delay of program completion.

If a student does not pass SURG 301 with a C (73%) the student will forfeit their clinical spot and need to repeat SURG 301 when a clinical spot becomes available in another cohort. This could result in a delay of program completion.

d. *Attendance policy for SURG 101, SURG 201 and SURG 301*

Due to the accelerated nature of this program student attendance is mandatory for SURG 101, SURG 201 and SURG 301. If a student is absent from class, lab or clinical more than 2 times in each course, it will result in failure. All classwork, lab competencies and clinical hours will need to be made up and scheduled with their instructor within a week of the absence. Student continuation in the program after two absences will be on a case-by-case basis with the program director. Extenuating circumstances can be discussed with the program director by appointment within a week of the third absence.

e. *Clinical Rotation Expectations and Policies*

Students must attend clinical rotations during SURG 201 and SURG 301 three days a week for 16 weeks (about 3 and a half months) to complete the 120 surgical cases required for the certification exam eligibility. Students are expected to be on time and prepared for each clinical day.

Continual late attendance, absence, lack of professionalism, or patient safety concerns by a student can result in the clinical hospital site no longer hosting that student. If an alternative clinical site is not available, that student will be dismissed from the program.

VI. Student Rights and Responsibilities

a. Student Grievance Policy

A student has the right to challenge the contents of education records the student believes are inaccurate, misleading, or in violation of the privacy or rights of the student. The hearing is conducted by the Dean of Graduate and Professional Studies. If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth the reason(s) for disagreeing with the hearing decision. Additional information is available at the weblink below.

<https://www.lasell.edu/graduate-studies/academics/academic-policies.html#other>

b. Faculty Grievance Policy

Lasell University 2022 Faculty Handbook

2.3.8 Faculty Grievance Committee

The Faculty Grievance Committee conducts formal reviews of faculty grievances as described below in the Faculty Handbook. In the event of a grievance, the Faculty Chair will appoint three (3) full-time faculty members from the Executive Committee to serve on the Grievance committee. The Provost and the Grievant will have the opportunity to review the selected members and raise an objection if desired. The final selection, however, is the responsibility of the Faculty Chair. In addition, the Grievant may select one (1) full-time faculty member and the Provost may select one (1) full-time faculty member. To the extent possible, no more than two members from an academic school will be on the committee and all committee members should hold a long-term contract (i.e., 5 years). The committee members will serve until there is a resolution of the grievance.

VII. Other Policies and Information

a. Student Work Policy: Time Commitment

The Lasell Surgical Technology Program is a full-time professional program. Didactic course offerings do provide flexibility for students to continue working full-time if needed. However, during the clinical rotation aspect of the program, students are expected to adjust their work schedule to accommodate. These clinical rotations may occur at variable times throughout the week including weekends. This may include early mornings, nights, holidays, and times when classes are not typically held. Students are expected to attend all assigned clinical hours to ensure completing a minimum of 120 surgical cases.

b. Academic Advising

Academic advising is a critical part of the educational experience at Lasell University.

Through academic advising, students receive assistance in planning their educational program, guidance in completing degree requirements, and mentoring to achieve their career goals. Your advisor will meet with you regularly to monitor your academic success. If you find you are having academic difficulties, meet with your advisor as soon as possible so he/she may identify the problem and guide you to all the available resources. Your advisor is also the person you will meet with to make any course changes once the semester has commenced. Although you may meet with your advisor at any time, plan to schedule a time to meet at the start of each semester for academic planning, and at the end of the semester to plan future course work.

c. Policy on Americans with Disabilities Act (ADA)

If you are a student with a documented disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations.

For more information about the process of requesting and accessing appropriate and reasonable accommodations, please review: [How to Request Accommodations at Lasell University](#).

If you have additional questions, please contact Stephen Hawthorne, Director of the Academic Achievement Center & Learning Disabilities Services at shawthorne@lasell.edu or 617-243-2474.

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University provides accommodations for eligible students with documented disabilities to afford equal access to educational programs and services to help students fully access the academic, residential, and social aspects of the student experience.

d. Non-discrimination Statement

Lasell University and the Surgical Technology Program do not and will not discriminate against on the basis of race, color, national origin, sex, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other legally protected status in the context of employment, or in any policies, programs, admissions or activities. Lasell University provides equal access to education.

Section VIII: Clinical Education

a. Clinical Education - Definition and Description

1. Affiliation Agreement: A formal agreement between the program's institution and a facility where the program sends its students for course-related and required off-campus clinical education. The arrangement defines the roles and responsibilities of the host site, the affiliate, and the student.
2. Clinical Education: A broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: perioperative clinical experiences, simulation, and supplemental clinical experiences.
3. Clinical Site: A facility where a student is engaged in clinical rotations and education

4. Immersive Clinical Experience: A practice-intensive experience that allows students to experience the totality of care provided by athletic trainers
5. Interprofessional Education: When students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes
6. Interprofessional Practice: The ability to interact with, and learn from, other health professional in a manner that optimizes the quality of care provided to individual patients
7. Preceptor: Preceptors supervise and engage students in clinical education during clinical rotations. All Preceptors must be licensed health care professionals and be credentialed by the state in which they practice to serve as a program clinical preceptor.
8. Technical Standards: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.
9. Supervision: Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and can intervene on behalf of the surgical technologist student and patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.

b. Clinical Education

Each student enrolled in Surgical Technology 201 and 301 will attend an orientation on the first day of their assigned clinical education experience at his/her assigned clinical site. Both the student and preceptor will have to sign the orientation form acknowledging that this meeting took place. Students will scrub in on a minimum of 120 surgical procedures at approved hospitals and medical centers to meet the clinical education requirement. All didactic, classroom coursework, must be completed before starting the clinical phase of the program. Successful completion of a minimum of 120 surgical procedures is required for successful completion of the curriculum and to graduate.

e. Confidentiality

Students are required to follow relevant state and federal laws and policies related to privileged and protected information. Students must check with the clinical preceptor regarding the site's policies on confidentiality

Section IX: Emergency Situations Plan and Policy

Emergency Plan-Surgical Technology Program

Emergency Procedure during classes and laboratories in the STC

In case of an emergency, call:

Public Safety: Dial ext. 2279 or 617-243-2279

from the landline available in the room.

Give the following information:

State your name

State the nature of the emergency clearly

State your exact location

Explain what happened

State how many people are involved

Explain what help/first aid is being given

Allow security to ascertain all the pertinent information

DON'T HANG UP UNTIL THE DISPATCHER HANGS UP

Procedures for Fire

-

Overview: Faculty and students will follow the procedure as outlined in the student handbook. There are smoke detectors, fire extinguishers (in each classroom), lighted exit signs and emergency lights located in each hallway of every building. Floor plans with the closest exits for evacuation are posted in the hallways and classrooms of each building. If a fire were to occur:

1. And it was detected by an instructor, all students will be escorted immediately out the building and contact Public Safety (ext. 2279) immediately from a safe location.
2. If a student detects a fire they should immediately notify the instructor and the aforementioned procedure will be followed.

Note: There are emergency fire alarm pull boxes located on every floor.

Procedures for Fire Regulations/Arson:

When a fire alarm is sounded, the building MUST be evacuated IMMEDIATELY. Any individual refusing to vacate a building during a fire alarm will be subject to disciplinary action.

Tampering with fire extinguishers, fire protection equipment or fire exits is a civil offense and will result in disciplinary action, including a fine of \$50.00 or more. Blocking fire doors or activating door alarms will also result in disciplinary action and a possible fine.

In the interest of public safety, incidents involving damage or misuse of alarm systems or protection equipment will not be condoned. If no individual can be determined to be responsible, the residents of the hall will be held financially responsible for the cost of repairs.

Acts of arson are considered intolerable in that they jeopardize life and/or property. Such activities (including trash fires, lighting of bulletin boards or door decorations) within the Lasell community will result in automatic housing/University suspension and direct referral to Judicial Court.

Procedures for Gas Leak:

1. If gas is detected by an instructor, all students will be escorted by the instructor, immediately out of the building and Public Safety (ext. 2279) will be contacted from a safe location.
2. If a student detects a gas leak he/she/they should immediately notify the instructor and the aforementioned procedure will be followed.

Procedures for Power Outage:

There are lighted exit signs and emergency lights located in each hallway of every building. Floor plans with the closest exits for evacuation are posted in the hallways and classrooms of each building. If a Power Outage were to occur:

1. And it was detected by an instructor, all students will be escorted immediately out of the building and contact Public Safety (ext. 2279) immediately from a safe location.
2. If a student detects a power outage, he/she/they should immediately notify the instructor and the aforementioned procedure will be followed.

Procedures for Chemical Spill:

If a chemical spill were to occur in one of the University's buildings:

1. And it was detected by an instructor, all students will be escorted immediately out of the building and Public Safety (ext. 2279) will be contacted immediately from a safe location.
2. If a student detects a Chemical Spill he/she/they should immediately notify the instructor and the aforementioned procedure will be followed.