

**Associate of
Applied Science in
Cyber Security &
Informatics**
*IVY Tech Accelerated
Degree Program*

**A+
Security +
Network +**
Certifications

**Muscatatuck Cyber
Academy**
**Muscatatuck Urban
Training Center**



STUDENT STANDARD OPERATING PROCEDURES

EMERGENCY PROTOCOL & GENERAL INFORMATION MANUAL

Approval/Update Requirement Page

Effective Date: August 1, 2020

PM/Safety Officer and the Residential Assistant SOP will be reviewed, and if necessary updated prior to the beginning of each new cohort. Content in the Emergency Section should be in agreement with Emergency content found in the Student Emergency SOP. Cyber Academy PM/Safety Officer's below signature indicates review/update is accomplished yearly.

PM/Safety Officer Name: Erin Anderson Date: 17 July 2020

PM/Safety Officer verifies that information contained herein is current and procedures are IAW best practices as established and approved.

Quick Reference Page

Emergency: 911

CYBER ACADEMY

MUTC Point of Contact (POC): 2LT Amos Taylor: amos.t.taylor.mil@mail.mil
Office: 317-247-3300 ext. 41970
Work Cell: 812-756-8165

Project Manager: Erin Anderson: erin.e.anderson13.nfg@mail.mil,
Work cell: 317-519-4596

Resident Assistant: Luke Hauersperger, Room #2, lhauersperger2@ivytech.edu
Commuter Ambassador:

MUTC

Grizzly OPS/Security: 317-247-3300 ext. 41010
Staff Duty Officer (SDO): 317-247-3300 ext. 41016
Paid Lodging: 317-247-3300 ext. 41790

IVY TECH

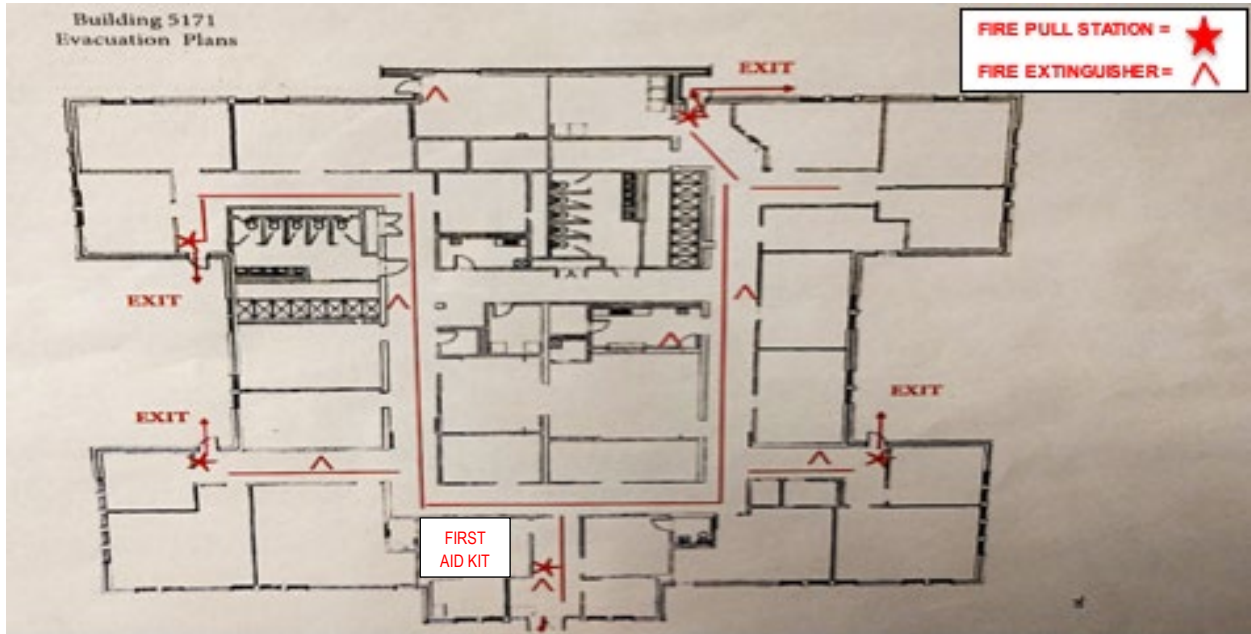
Assistant Director of Admissions: Chelsie Shaull: cshaull@ivytech.edu
Office: 812-347-5117

Director of Instructional Sites: Erica Speer: espeer6@ivytech.edu
Work Cell: 812-592-0010

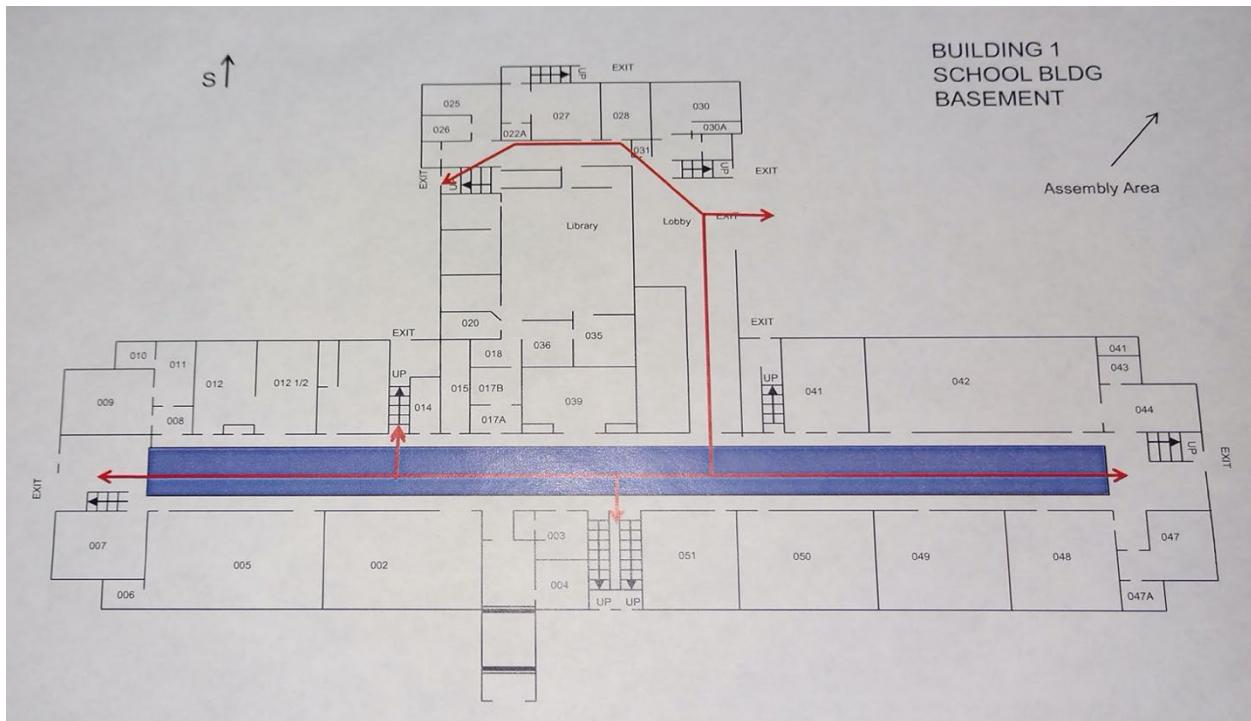
Financial Aid: Nancy Lollar: nlollar@ivytech.edu
Office: 812-374-5130
Fax: 812-376-7639

EMERGENCY PROTOCOL SECTION

Cyber Academy Dorm (Bldg. 5171) Evacuation Plan



Cyber Academy Classrooms (Bldg. 1) Evacuation Plan



Emergency Protocol

Student/Faculty Emergency Steps

1. If a student or faculty is in imminent danger, and RA is not available, student/witness is asked to follow protocol in Student Emergency SOP.
2. RA will take the following steps:
 - a. First stabilize injured person if possible, without moving (in cases of neck or back injury)
 - b. Call emergency services (911) immediately
 - c. PM or RA may require help from students/witnesses, such as: student/witness stays online with Emergency Services until EMS arrival
3. After calling EMS, contact Security (see phone number on Quick Reference Page), providing information for Gate personnel of location of the situation/person(s) in distress
4. If RA is injured and GRIZZLY POC is not available, student/witness is asked to follow protocol in Student Emergency SOP.
5. The GRIZZLY POC or RA is responsible to confirm that 911 is called and that Security or Staff Duty Officer (SDO) are informed of emergency (to include info about person/incident/location).
6. Upon confirmation of correct agencies/personnel being notified, the RA will ensure the GRIZZLY POC and PM are informed of emergency and steps taken.

Fire Procedure

Note to all: There will be a Fire Drill within your first two weeks of move-in. Day/time will not be announced beforehand. This is to ensure everyone understands the Drill! Evacuate anyone in imminent danger. Close doors to contain the fire or use fire extinguisher if very small fire and can safely contain it. If fire is large, activate the fire alarm and evacuate immediately.

- Use stairs – DO NOT USE THE ELEVATOR
- Carefully touch doors before opening them – if hot, DO NOT OPEN
- Crawl if there is smoke, and if possible close doors behind yourself.

STOP DROP AND ROLL if you are on fire!

Fire Procedure for Building 1

All will evacuate using the closest exit. Congregate at the far end of the circle drive parking area. Your professor will conduct attendance to ensure all students are accounted for and out of the building. The professor will call 911, and then Security (see number on Quick Reference Page):

1. Meeting point is the parking lot at the end of the circle drive.

Fire Procedure for Dorm Building 5171

All will evacuate to the closest exit and congregate at the student parking lot signage. The RA will use the Student Emergency Contact Form for reference of numbers to call and student listing for accountability. The Resident Assistant (RA) will delegate responsibilities to students to assist in the event of a fire. RA will conduct attendance using Emergency Contact Student Information Form to ensure all students are accounted for or present. RA will notify Program Manager and Security of any missing students and important information immediately.

- First Aid Kit located on wall near the main entrance across from PM office.
- There are five fire pull stations located strategically in hallways (See diagram).
- There are seven extinguishers in hallways (See diagram).

RA will call 911 but can delegate students to contact the below agencies/personnel as he/she takes attendance (phone numbers on Quick Reference Page):

1. Security
2. Program Manager

Tornado Procedure

Proceed to the basement or storm shelter in the event of a tornado. If there is not a basement, go to a windowless small interior room or hall on the lowest level of the building.

Examples of tornado shelter areas if one is not designated are as follows:

- Basement/Cellar shelter
- Windowless interior room
- Closet
- Restroom
- Interior Hallway, away from any windows

If you are unable to get to the safety of a building, lie flat on low ground (IE ditch), protecting the back of your head with your arms. Get as far away from trees and cars as possible.

Building 1: Tornado Procedure

All students and faculty will proceed to the interior room of Staff Development Hall across from the stairs located in the center of the hallway until tornado siren ends.

Dorm building 5171: Tornado Procedure

All residents and personnel in building will remain in interior halls until tornado siren is off, then return to dorm rooms.

RA and staff will use Student Emergency Contact Form to conduct roll call and ensure all students are accounted for. RA will contact GRIZZLY POC with list of all students present and missing.

GRIZZLY POC will attempt to contact missing students using the Emergency Student Contact Form for verification of his/her location and safety. If student(s) cannot be contacted, GRIZZLY POC will coordinate with staff and RA to search campus. GRIZZLY POC will contact student emergency contact (found on the Emergency Contact Student Info Form for possible whereabouts).

Other MUTC Buildings: Tornado Procedure

Building #/Name	Tornado Safety Shelter Area
CYROC	Basement
71 Oak (Dorm)	Interior Halls
5101 (School Building)	Interior Hall
87 (Cafe)	Interior Room
Gym	Interior Rooms (Shower/Restrooms away from windows)

Active Shooter Emergency

(See following pages for the approved MUTC Active Shooter Plan)



DEPARTMENT OF THE ARMY
ATTERBURY-MUSCATATUCK TRAINING CENTER
BLDG 5344 , PO BOX 5000
EDINBURGH, IN 46124-5000



NGIN-MCO-IM

07 January 2019

MEMORANDUM FOR MUSCATATUCK URBAN TRAINING CENTER

SUBJECT: Active Shooter Plan

1. The enclosed plan applies to all elements of Muscatatuck Urban Training Center (MUTC). Key measures in this plan will incorporate coordination and partnership with local law enforcement for education and exercise of our workforce within MUTC.
2. Anti-terrorism and force protection (AT/FP) is everyone's responsibility. Although there is no perfect solution for Active Shooter response, this plan will heighten awareness, educate our forces, and serve to synchronize efforts should there be an actual event. We cannot be complacent! The point of contact for this plan is SFC Chad Cassidy, Force Protection Officer chad.e.cassidy.mil@mail.mil or government cell 317.503.1141.

CHAD E. CASSIDY
SFC, USA
FORCE PROTECTION OFFICER

Enclosed (1):
MUTC Active Shooter Plan

Effective: 07 January 2019

In the event of an Active Shooter situation on MUTC, employees will be alerted verbally, by radio and/or big voice by the first person to notice the shooter. During an Active Shooter event, the following actions should be taken:

Employees: RUN, HIDE, FIGHT

If there is an active shooter in your vicinity quickly determine the best way to save your life. Others will most likely follow your lead so be aware.

1. Escape if you can safely get away from the active shooter:

Think about how you would escape and have a route in mind.

- a. Leave your belongings behind
- b. Keep your hands visible (so law enforcement personnel don't mistake you for the shooter)
- c. There is no central rally point once you get outside the building – if you get outside immediately seek safe shelter**
- d. If you get outside, don't attempt to drive your vehicle - it may be blocked or interfere with law enforcement and first responder's access.
- e. **DO NOT** activate the fire alarm during an active shooter event – this could confuse employees into gathering in stairwells to evacuate the building which creates large crowds for an active shooter.
- f. If you are in a public area or outside, simply seek safe shelter.

CALL 911 WHEN IT IS SAFE TO DO SO! Include the following information if possible:

- **Caller location**
- **Shooter location**
- **Number of shooters**
- **Shooter description**
- **Type and number of weapons**
- **Number of potential victims**

2. Hide out and if you can't escape:

- a. Hide in an area out of the shooters view.

- b. Lock office doors and block entry into your hiding place.
- c. Spread out if possible, do not congregate in groups.
- d. Silence cell phones and other personal electronic devices.
- e. Open exterior blinds and place a sheet of paper in the window indicating room number as well as the number of persons in the room.

3. Take action if you are confronted directly by an active shooter:

- a. As a last resort and only when your life is in imminent danger.
- b. Attempt to incapacitate the active shooter.
- c. Act with physical aggression and throw items at the shooter.

4. Facilities Staff: In addition to taking actions listed for individual employees, facilities personnel will perform the following actions:

- a. The most tenured individual will take accountability and communicate to MUTC range control, this will include location and personnel.
- b. All personnel will carry their set of keys with them at all times while on MUTC. This will provide access and security during an active shooter event.
- c. Post signage in all restrooms with instructions on what to do in the event of an active shooter.
- d. Annually or as required, meet with local Law Enforcement to conduct a walkthrough and review procedures for active shooter response.

5. How to respond when law enforcement arrives:

- a. Remain calm and follow all instructions.
- b. Immediately raise hands and spread fingers.
- c. Keep hands visible at all times.
- d. Avoid making quick movements towards law enforcement and don't attempt to hold on to them for safety.
- e. Avoid pointing, screaming and/or yelling.

f. Do not stop to ask law enforcement for help or direction when evacuating, just proceed in the direction from which law enforcement officers are entering the area. Law enforcement will not assist until the threat is neutralized.

6. Recognizing signs of potential workplace violence: An active shooter may be a current or past employee. Alert your supervisor if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following.

- a. Noticeable use of alcohol and/or illegal drugs.
- b. Unexplained increase of absenteeism.
- c. Depression or withdraw from normal activities.
- d. Increased severe mood swings, and noticeably unstable or emotional responses.
- e. Increasingly talks of problems at home.
- f. Increase in unsolicited comments about violence, firearms, crimes, and other dangerous weapons.

7. Security Personnel: Build and maintain two “go bags” to be used by guards (when on duty) these “go bags” will contain an aerial photograph of the facility, emergency contact sheet, and any issued security personnel equipment. During times when more than one security personnel is on duty the following actions are required. Those actions are:

- a. Call 911 to report the active shooter event
- b. Continue to monitor cameras if possible
- c. Be prepared to accompany and direct responding Law Enforcement to the shooter’s location.
- d. When safe to do so, establish a casualty collection point for wounded/ deceased individuals.

Emergency Maintenance Procedures

Emergency Maintenance Building 1

Emergency Maintenance issues with Building 1 Classrooms will be reported by teachers/staff to Maintenance Supervisor with Grizzly POC cc'd via phone/email (see contact information on Quick Reference Page). If Grizzly POC is unavailable, email Maintenance with PM cc'd.

Emergency Maintenance Dorm Building 5171

Students must report any Emergency Maintenance issues to both the Resident Assistant and Program Manager to include this information:

1. What is the maintenance problem?
2. Where is it located (be specific)?
3. Is it dangerous and/or destructive in nature?
 - a. An example is live wiring that can cause a fire or a toilet overflowing

Weekend Maintenance Reporting

Students and staff are to contact Resident Assistant or Grizzly POC.

If RA/Grizzly POC are unavailable, student or staff will relay the above information by phone call to either the Staff Duty Officer (SDO) or Security (see Quick Reference Page for numbers). If Student reports directly to SDO or Security, student must text or leave message for RA/Grizzly POC about the issue.

Lockout Procedure

If student is locked out during the week or weekend, student must contact the Resident Assistant. If RA is unavailable the next point of contact is the Grizzly POC. If both are unavailable, student can contact Security to unlock the room.

NON-EMERGENCY PROTOCOL SECTION

Prospective Cyber Academy students must first go through the process with Ivy Tech to become program ready. Once this process is completed, the Assistant Director of Admissions will give program-ready students the PM's contact information. Prospective students are to email PM and include student's full name and request for background check. **NOTE: It is the student's responsibility to make this initial contact with the PM via email.**

Students Under Age 18

If prospective student is a minor, the MUTC Site Commander will have to approve the student prior to access to Cyber Academy. If underage student requires housing, the student must have a parent sign the Cyber Academy Minor Waiver and all forms prior to attending.

CHECK-IN TIME FOR MOVE-IN DAY: Residents will be able to check-in from 10AM-2PM.

Resident Students must notify the PM or GRIZZLY POC (see Quick Reference Page) if arriving late on Move-In Day or may be auto-purged from system.

Resident Students will receive the following forms on Move-In Day. These forms are to be reviewed, completed and turned in to Program Manager in order to be issued a room key and vehicle pass on Move-In Day:

1. Vehicle Registration Form
2. Key Issuance Form
3. Check-in Room Condition Report (RCR)
4. MUTC Environmental Agreement

Description of Forms for Move-In Day

1. Vehicle Registration Form

All students will be required to complete a vehicle registration. Once complete the student will receive an MUTC pass to be visible in the front driver's side windshield/visor area to gain entry to MUTC. Students will still be required to have ID on them to enter MUTC. If students park outside designated areas, Security will contact the student directly instead of tow the vehicle. This also identifies student/staff vehicles as "Out of Play" for training units.

2. Key Issuance Form

All residents will be required to fill out the Key Issuance Form which will give room number, assigned room key, dorm 5171, and M71 key number. Each resident will have two keys for the program. One for the dorm building's front door, and the other for their designated room door.

3. Check-in Room Condition Report (RCR)

All students will file an RCR for check in and check out. This condition report will be reviewed by PM at end of the program for any additional damage. If there is damage found that room's occupants will share responsibility for the damage and be billed for replacement equipment or damaged property.

4. MUTC Environmental Agreement

All students will complete and sign the MUTC Environmental Agreement stating they understand the rules and regulations at MUTC including no videos and conduct on site. Students will be required to read and sign form prior to move-in. PM will verify all students

submitted the form and will follow up during orientation to get any commuting students who do not go to the opening ceremony.

Orientation Week

All students will be briefed by MUTC Site Commander or representative. During this time the students will sign the Indemnification Form.

PM or Grizzly POC will send all MUTC Environmental forms and indemnification forms to MUTC Scheduling Team (see Quick Links Page) for their files as well as put in student files. Grizzly POC will schedule a Fire Extinguisher training for the students during Orientation week with MUTC fire department.

Orientation Week is the last chance to submit the Vehicle Registration form!

Student Parking

The Student Vehicle Registration form is to be completed and submitted on Move-In Day to receive vehicle pass, or at the latest, during Orientation Week. Student vehicles that are not registered or found in prohibited areas may be towed! All students must keep the Vehicle Pass visible in their vehicle at all times. If student changes vehicles, the pass will keep the vehicle from being towed.

Use of Parking Area in Front of Cyber Academy

Parking in front of the Cyber Academy Dorm are reserved for RA, disability parking, and guests. Drop off, pick up or less than two-hour parking is also allowed.

Students may NOT Park:

- In front Parking Lot of Cyber Academy (exceptions noted above)
- In any unmarked location, lawn or grass area, on sidewalks or porches
- In front of Building #4
- Within 15 feet of fire hydrants
- Along any curbside painted yellow

Designated Parking Area for Resident Students

All student vehicles are designated to use the parking lot at the "Low Budget Motel" with the exception of students needing wheelchair access.

Commuting Student Parking Information

The Commute Ambassador will assist with vehicle registration of the Commuting Students. Commuting Students are to utilize the parking lot at the end of the circle drive in front of Building 1 (Cyber Classroom Building), or the parking lot in back of Building 1.

Special Training Unit Information Affecting Student Parking

Military units training at Muscatatuck may affect student parking and may change during Exercises when training is conducted in or around the Student Parking areas. Communication about these Exercises and alternative parking locations will be given to students through the Resident Assistant, Commute Ambassador or GRIZZLY POC. MUTC has the right to deny vehicle access to training areas and can deny vehicle rights if student fails to follow rules and regulations (see the MUTC Facility Access SOP Guidelines or Ivy Tech Student Code of Conduct).

Dorm Key Protocol

Key Issuance

All students, per the Housing Agreement, are responsible for maintaining their keys and will return the key upon leaving the Academy or be billed \$100 per key lost/not returned.

Lost Keys

Student must immediately notify RA for room/dorm access. If key cannot be found, GRIZZLY POC will initiate Key Replacement Form for student. If the key is lost, the student must pay the \$100 fee to replace the key. The GRIZZLY POC will request **all** students, faculty and staff to a mandatory meeting once each cohort for key audit (MUTC requirement).

If student is accidentally locked out of their dorm room, student must contact RA and verify that key is not locked in the room. Student must pay for lost key prior to receiving new key. Check is to be made payable to AGO via check.

Housing Payment Protocol

Per the Housing Agreement Resident agrees to pay \$750 per month with a non-refundable deposit of \$600 for housing.

Non-refundable Deposit

Payments will be due on the 15th of each month, residents will be required to pay via check or debit/credit card.

Housing Payment Options

Resident will pay via credit card, money order, or via check by the 15th of each month from August through July, 11 housing payments.

Credit/Debit Card

Residents who pay via credit card will pay invoice online including the interest by the 15th of each month.

Check or Money Order

Residents paying with check or money order will make payable to Indiana State Armory Board and mailed to:

**Indiana State Armory Board
Attn: Rosie Bowman
2002 South Holt Road Building 5
Indianapolis, IN 46241-4837**

Late Payment

If the rent is late, the resident may be charged a 5% late fee each day rent is late. One (1) Grace Period past 10 days will be allowed upon pre-approval with Financial Manager. After use of Grace Period the occupant will be asked to leave and will include prorated housing payment. If resident is awaiting financial aid, resident must communicate in writing to the Financial Manager and Program Manager weekly until payment has been paid.

Damages

Resident agrees to pay for any damages to the building, including fire damage, for damaged or missing furniture, lost property, or service costs caused by the student to the Residence Dorm because of his/her negligent actions or intentions. Where two or more residents occupy the same room and responsibility for damage or loss in the room cannot be ascertained by AGO, the cost of damage or loss will be divided and assessed equally between or among the residents of the room/suite. The Office reserves the right to assess common area damage between residents of the hall/building/area.

WIFI Protocol

Residents/students are required to sign the Wi-Fi Usage Agreement (Wi-Fi Compliance Form) agreeing to ethical conduct and may be banned from using Wi-Fi if the student does not abide by the agreement. Note: Refer to the Landlord Compliance Form for rules and regulations.

Wi-Fi errors in building 5171 should be reported to RA.

Cyber Academy Visitors

Resident will sign visitors in at the gate and escort them to Cyber Dorm. Residents of Cyber Academy Dorm may have visitors in the building with the agreement of fellow roommates and RA. Both Resident and visitor are expected to follow Facility Access SOP. Visitors are required to follow all rules and regulations and must be accompanied by the resident at all times. Visitors not following rules can and will be denied access to MUTC for the remainder of the Cyber Academy Program (at the discretion of MUTC, Ivy Tech, AGO, their agents/personnel, the RA, or the GRIZZLY POC). No overnight visitors are permitted. Sleeping in the common areas is prohibited for visitors and students. International visitors must be brought to the attention of the PM so that a background check can be performed 60 days prior to visit.

Visitors must sign-in with RA via the Visitor Form. RA is responsible to see that Visitor signs the Indemnification Form as well as the Visitor Form which contains contact info—Visitors must sign out of the dorm upon departure to confirm with RA final count for the night. RA may keep this form on RA's door for reference.

Visiting Hours

Monday-Sunday 7am-11pm

Note: Visiting hours are dependent on unit training exercises and at the discretion of MUTC. Visitors must show picture ID to be admitted to Cyber Academy. MUTC holds the right to deny access to any visitor at any time.

Health & Safety Room Check and Cleaning Requirements

All Residents agree to Health and Safety Check/Room Checks by the GRIZZLY POC and RA as noted in the Housing Application. Room Checks will be conducted randomly once each week, but residents are informed the night before a Room Check. Property can be seized and removed if it is judged to constitute an imminent danger, if illegal, if it is MUTC property, or is an unauthorized pet.

Room checks will be conducted by RA. If there is a complaint filed to the room, the RA and GRIZZLY POC will conduct the Room Check. PM will give disciplinary warnings if the room is found unclean, for possession of prohibited property, an unauthorized pet is found on premises, or if the environment is disruptive or non-conducive to fellow students/roommates.

Incoming/Outgoing Mail

Students receiving mail, use: Personal Name
 PO BOX 116
 Butlerville, IN 47223

If shipping to physical address, delivery will be made to the warehouse:

 Personal Name
 Cyber Academy
 4230 E Administrative Drive
 Butlerville, IN 47223

It is the RA's responsibility to check mail no less than two times per week. Mail may be delivered to student or slid under door. Packages must be held until personally handed over to the student.

Student Check-Out

Residents will be required to submit a 30-day notice in writing to the PM to terminate contract. Resident will be responsible for housing payment until contract is terminated unless the resident has graduated from Cyber Academy.

Residents will vacate premises within 24 hours after termination of contract, discontinuance as a student or after their last final exam of the semester whichever comes first. Resident has three days after Final Room Check to contact PM and arrange pick up of forgotten items. Out-of-State residents may submit a request in writing to PM to hold personal items for five days for pick up. Failure to complete check-out procedure according to requirements (including care and retrieval of personal items) may result in additional fee assessed to student.

Residents are required to print the Check-Out Form, use the checklist, and sign. This must be returned to the PM before student vacates the premises.

Check-Out Dorm Cleaning Policy/Procedure

Residents are required to clean dorm room prior to departure or risk receiving a billing invoice for staff cleaning services. RA will conduct inspection using the RCR form – this inspection must be done prior to submission of key, vehicle pass, and check-out form.

The PM will have check-out rosters for timed departures. AGO/Ivy Tech personnel will assist with final Room inspection. PM will review and keep all RCR Check-Out forms and submit to Financial Manager the billing invoices to Resident for discrepancies.

RA will perform check of dorm condition for Check-Out and will be noting damage to furniture as well as coaching Residents on how to clean properly and help ensure personal items are not left behind. RA will use RCR (Room Conditions Report) for this process.

If the RCR differs from the original RCR from Check-In, Residents of the room will be charged for repair or replacement. Once RA conducts final inspection of dorm room, student will not return to room.

Key Return Procedure

After room is clean, personal items removed and final room inspection is complete, Resident is responsible to submit Check-Out form with signature, return the dorm and room key to PM.

Dorm Room Cleaning Requirements

Required Cleaning:

- **TRASH PICKED UP:** Ensure all trash and debris are removed and disposed of in dumpster (back of dorm building)
- **WINDOWS:** Windows must be cleaned and streak-free. Sill must be dusted.
- **FURNITURE:** Furniture must be dusted.
- **PERSONAL ITEMS:** Do not leave any personal items (check closets). Any belongings left will be donated or destroyed within three days of semester end or three days after terminations of contract. AGO, State employees or their agents are not responsible for loss, damage or theft of property left behind.
- **FLOOR:** Floor must be swept and mopped.
- **WALLS:** Do not leave any personal items hanging on ceiling or walls.

Dorms with personal restrooms or kitchen area:

- **TOILETS** must be scrubbed and cleaned with bleach. Surface of toilet needs wiped down to include seat top and underside, backside and base of toilet.
- **SHOWER** floors, walls, benches, soap trays and metal work must be free of water, mold and soap film. Shower curtains are to be scrubbed free of all residue and rinsed thoroughly. Hang the Shower Mats on hooks, and ensure drain is free of all debris.
- **SINKS** must be scoured and rinsed free of detergent residue and dried. Faucet is to be cleaned of residue to include behind knobs.
- **MIRRORS** are to be wiped down and free of streaks.
- **TRASH AND PERSONAL ITEMS** must be removed

Disciplinary Policy and Action

Residents must abide by the rules and regulations of Cyber Academy Dorm. If the residents disregard the agreements and Code of Conduct, the RA will discuss with resident their actions and corrective action as a verbal warning (1st warning). If the resident disagrees or disregards the warning, RA will request a meeting with PM/GRIZZLY POC for disciplinary action via email. A meeting will follow with RA, PM/GRIZZLY POC and resident resulting in a written warning (2nd warning). If resident continues to disregard and problem continues, PM will meet with resident and RA to issue last warning (3rd and final warning), at which time resident will give a notice of eviction from the PM and/or AGO.

Each warning will be conducted with an email report to Ivy Tech Vice Chancellor of Student Affairs (See Quick Reference Page). After the final warning and receipt of Eviction Notice, student will have 24 hours to leave premises. Resident has the right to file an appeal to PM.

Room Change Request & Key Change

Residents may change room assignment one time during Cohort duration with written authorization from RA and GRIZZLY POC. Resident(s) must email the RA and GRIZZLY POC to request approval of room change and provide reason for the request as well as the room number(s) requested. Resident will take responsibility for any damages to the new room.

If Resident wishes to change rooms more than one time during Cohort duration, he/she must file a written appeal to the RA. GRIZZLY POC and RA will meet with Resident to make decision to approve/deny.

Student Festivities

Student must request approval for parties/social gatherings/clubs on MUTC Cyber Academy Campus if:

- There will be non-resident or non-Academy persons in attendance
- Alcohol is in use with under-age persons in attendance

Such gatherings will be held in Dorm Common Areas after approval from RA and GRIZZLY POC. RA must always be aware of all parties/gatherings/clubs in the dorm building. GRIZZLY POC and RA have the right to deny any party/gathering/club, including the right to ask/receive additional information about the party/gathering/club as well as guests involved.

Unapproved gatherings/parties/clubs are prohibited. Hosting such unapproved gatherings will result in disciplinary action to include verbal warning (for first offense) by PM/GRIZZLY POC.

Any event involving alcohol requires presence of RA. Person hosting the event is responsible for everyone at gathering and all emergency response necessities that arise. Host is also responsible for the common areas of the Dorm where party/gathering/club is being held. RA is authorized to shut down party if RA determines it is in violation of MUTC Facility Access SOP rules/regulations or the Ivy Tech Student Code of Conduct.

A Party Request must be submitted in writing to the RA 72 hours prior to the planned start date.

This request must include:

1. Host's name and contact information
2. Date, specific location, and time of party/gathering/club
3. Will alcohol be involved?
4. Will there be guests under 21 years of age at the party/gathering/club?
5. List of non-Academy guests' names and ages
6. Signed agreement by RA to be on campus for duration of party (if alcohol)
7. Approving signatures from RA and GRIZZLY POC

Non-Academy guests must abide by the visiting hours. If party/gathering/club is a special occasion (such as New Year's Eve), extended visiting hours can be approved. Non-Academy guest will be escorted upon entry to MUTC and during departure by Host. Non-Academy guests must follow same sign in/sign out procedures as other visitors.

Approval of parties/gatherings/clubs is dependent on the scheduling of MUTC Training Units. Any conflicts with this scheduling will cause PM to deny party/gathering/club. MUTC has the right to shut down party/gathering/club at their discretion and remove any or all guests.

Paid Lodging Information

If visitors need overnight stay, lodging is available in the Low Budget Motel on MUTC premises. All Training Units have priority for room assignment. Prices range from \$30-\$38/night. Rooms may be rented for a maximum of 7 nights and reservations must be made prior to 2 pm on weekday. NOTE: There is no permanent housing on MUTC premises. See Quick Links for Paid Lodging information.

Live Shot Information

GRIZZLY POC will notify RA of date and time. RA will remind students the morning of the shoot that they will be locked down in dorm. The Dorm study area will be available for commuting students and staff to work from during these hours. MUTC will be on radio stating start and end times, if there are any questions or concerns, they will call the RA. RA will post signs of live shot do not exit on all exterior doors.