



SUMMER 2017 HANDBOOK

"WAMA's mission is to provide access to the highest caliber of music and arts education to all."

WILDWOOD  **PARK**
for the arts

Hello,

I am pleased to let you know that your child has been accepted into Wildwood Academy of Music and the Arts (WAMA). We hope you are as excited as we are for this season!

Please take time to look over our WAMA Handbook and fill out the forms that are attached. The handbook provides information regarding procedures and schedules, as well as the disciplinary guidelines and expectations for the summer. It is essential for all parents, guardians, and students to please read this handbook in its entirety.

Please bring your completed forms to registration on the first day of your child's WAMA session. If you would prefer to submit them sooner, you may scan and email the completed forms to angela@wildwoodpark.org or mail it to:

ATTN: WAMA
20919 Denny Rd.
Little Rock, AR 72223

If you have any additional questions, please feel free to contact me directly at angela@wildwoodpark.org or by calling 501.821.7275 ext. 253. We look forward to having your child here this summer!

Sincerely,

A handwritten signature in cursive script that reads "Angela".

Angela Collier
WAMA Curriculum Manager
Wildwood Park for the Arts
(501) 821-7275 ext. 253
angela@wildwoodpark.org

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GETTING READY AND PLANNING

Find Helpful Information Here:

Wildwood Park for the Arts website: www.wildwoodpark.org

WAMA Website: www.wama.wildwoodpark.org

Questions? Contact Angela at wama@wildwoodpark.org or by phone 501-821-7275

WILDWOOD STAFF CONTACTS

Angela Collier	WAMA Curriculum Manager	214-288-7365	Angela@wildwoodpark.org
Leslie Golden	Executive Director	501-940-7475	Leslie@wildwoodpark.org
Bevan Keating	Artistic Director		Bevan@wildwoodpark.org

OTHER PEOPLE YOU MAY MEET

Kathy Nicholson	Finances
Mary Bea Gross	Development
David Pickens	Gardens

Office Hours: The office is generally staffed from 9:00 AM – 5:00 PM Central Standard Time, Monday through Friday except for major holidays. Wildwood’s hours are extended during WAMA sessions (8:30 AM - 5:00 PM), but staff may not be available by phone during 8:30 - 9:00 AM and 3:00 - 3:30 PM or after 5:00 PM.

WAMA FACULTY LIST

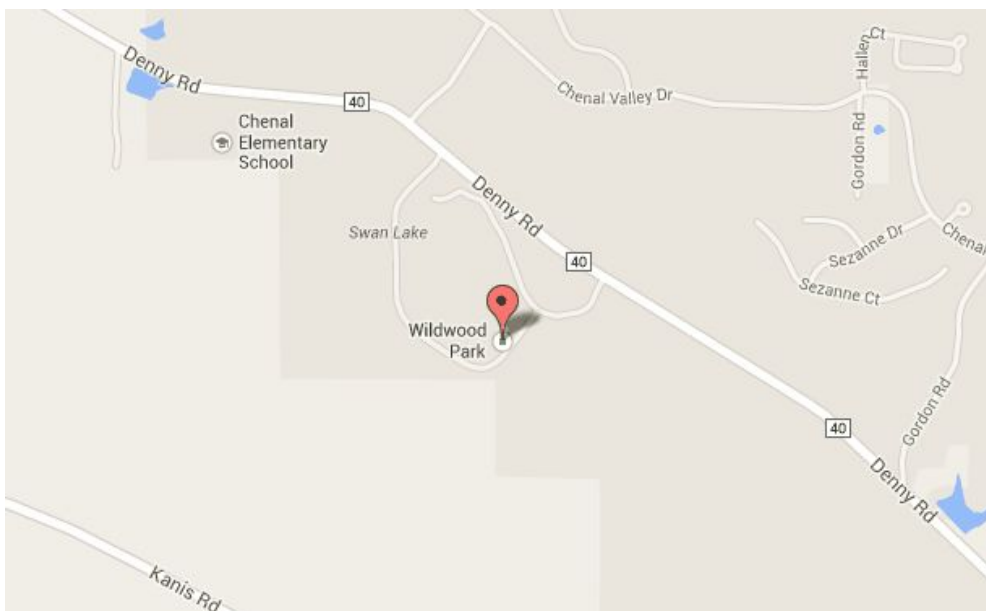
Visit the WAMA website at www.wama.wildwoodpark.org for more information about WAMA faculty and staff.

WILDWOOD LOCATION AND DIRECTIONS

Wildwood Park for the Arts

20919 Denny Rd. (CR 40)

Little Rock, AR 72223



Arriving from Downtown and North Little Rock:

Head west on I-630 and continue onto Chenal Pkwy for approximately 6.5 miles. Turn left onto Kanis (note: this is the 17000 block of Kanis past the Kroger on your left). Travel 1 mile down Kanis and when the road forks stay to the right to get on Denny Rd. Wildwood Park for the Arts is located on the left past the Wildwood Place subdivision.

Arriving from Benton:

From I-30 East, take the ramp for I-430 North. Take exit 5 for Shackleford Rd. and turn left. Turn left onto Kanis road and travel approximately 4 miles. Turn left onto Chenal Pkwy for ¼ mile and turn left onto Kanis (note: this is the 17000 block of Kanis past the Kroger on your left). Travel 1 mile down Kanis Rd. and when the road forks stay to the right to get on Denny Rd. Wildwood Park for the Arts is located on the left past the Wildwood Place subdivision.

Arriving from Conway:

Head east onto I-40 to Little Rock. Take exit 9 toward I-430 South. Exit AR-10 W/Cantrell Rd and stay to the right following AR-10 W for approximately 3 miles. Turn left onto Taylor Loop/Rahling Rd. and follow for 3 miles. Turn right onto Kanis Rd. and when the road forks stay to the right to get on Denny Rd. Wildwood Park for the Arts is located on the left past the Wildwood Place subdivision.

SUPPLIES:

Students should bring the following supplies (* denotes required supplies):

- *Sack-lunch (daily)
- *Water Bottle (There will be water fountains available for refilling bottles.)
- Composition Notebook (Advanced & Intermediate students)
- Pencil
- Large Bath Towel or Beach Towel (for picnics, yoga, or relaxing)

WHILE YOU ARE AT WAMA

DROP OFF & PICK UP TIMES

Please see the following schedule for drop off and pick up times for each session.

Advanced Orchestra & Advanced Vocal:

June 12 – 23 (weekdays only) 9:00 – 5:00 drop off begins at 8:30 - pick up lasts until 5:30

Intermediate Instrumental & Vocal:

June 26 – July 7 (weekdays only) 9:00 – 3:00 drop off begins at 8:30 - pick up lasts until 3:30

WILDMusic Instrumental for Beginners:

July 10 – 14 9:00 – 3:00 drop off begins at 8:30 – pick up lasts until 3:30

WILDMusic Vocal for Beginners:

July 17 – 21 9:00 – 3:00 drop off begins at 8:30 – pick up lasts until 3:30

If there is an emergency and you will be late picking up your child, please let Angela Collier know by calling, 501-821-7275 ext. 253 or call/text 214-288-7365.

If someone other than a parent will pick up the student, please send the student with a note stating the first and last name of who will be picking the student up. The person picking up the student will need to provide a driver's license with the first and last name matching the name stated on the note.

ARRIVAL AND REGISTRATION PROCEDURE

Please escort your student into the Lucy Lockett Cabe Festival Theatre for registration at the beginning of the first day of your WAMA student's session. This helps to ensure that all documents have been collected and processed correctly. If it is not possible for you to be at Wildwood for registration, please make sure you have completed and confirmed that all documents have been received and processed by Wildwood staff before the first day of WAMA.

If any of the following items are not settled when you arrive, you will be asked to resolve these obligations prior to proceeding to your student's first activity.

- Application & Application Fee
- Tuition must be paid in full
- All forms and releases must be completed and processed (i.e. Medical release, Media release, Field Trip release, etc.)

STUDENT ASSESSMENT (Advanced & Intermediate Students Only)

All Advanced Orchestra & Vocal students will have their assessment at the beginning of their first day of WAMA on Monday, June 12th. Registration will begin at 8:30 AM prior to the assessments which will start at 9:00 AM. Parents do not have to stay for this assessment, as it will occur during normal WAMA hours.

Intermediate students will have their assessment at the beginning of their first day of WAMA on Monday, June 26th. Parents do not have to stay for this assessment, as it will occur during normal WAMA hours.

Advanced & Intermediate instrumental students will need to be prepared to perform a short unaccompanied piece (of the student's choosing), 2 scales (with 3 or more sharps/flats for Advanced students and 2 or more sharps/flats for Intermediate students), and may be asked to sight-read a short musical selection for music faculty members upon their arrival to WAMA.

Advanced & Intermediate vocal students are asked to bring one piece that they feel comfortable singing. It can be from any genre. Students may provide an accompaniment track or bring the appropriate accompaniment piano music – if accompaniment is not available, they may sing the song a cappella. In addition, Advanced/Intermediate vocal students will be vocalized so the faculty may assign the student's vocal range and placement.

The assessment is not an audition, but is intended to help the faculty make music selections that will be appropriate for the students participating and assist with placement within the ensembles. If the Advanced/Intermediate student is interested in participating in the Chamber Music ensembles, this will be their audition. Students who are not participating in a Chamber Music ensemble will participate in WILDArts activities in the afternoon.

CAMPUS SERVICES AND GUIDELINES

CHECK-IN/CHECK-OUT

Students will need to check-in and check-out with their leader before entering or leaving Wildwood's campus. Each student is provided with a lanyard and nametag. Everyday, students will need to pick the

name tag up from their leader upon arrival and leave it with their leader when the student's ride has arrived.

EVENING AND WEEKEND PERFORMANCES

There will be many opportunities for WAMA students to either attend or be a part of a performance. It is highly recommended that students of each session attend the *WAMA Presents* faculty and guest artist recitals at Wildwood's campus. Parents are strongly encouraged to attend these performances as well. WAMA students get to attend these performances at no cost, and one adult receives free admission with each WAMA student. The dates for these performances are:

- June 13, 2017 at 7:30 PM – Kiril Laskarov, Violin & Carl Anthony, Piano
- June 19, 2017 at 7:00 PM - WAMA Night at the Arkansas Travelers in North Little Rock (Students arrive by 6:30 PM)
- June 22, 2017 at 7:30 PM - Joo Won Kang, Baritone & Dr. Kyung Na, Piano
- June 29, 2017 at 7:30 PM - Kelly Singer, Soprano
- July 13, 2017 at 7:30 PM – The Fourth Wall Ensemble

These performances are held at Wildwood's Lucy Lockett Cabe Festival Theatre unless otherwise noted. Tickets are \$15 for each performance; student tickets are FREE.

CELL PHONES, COMPUTERS AND MOBILE DEVICES

Device use is not permitted during performances, classes, or any other times identified by faculty and staff. Devices may be used during the lunch hour or when specifically instructed by a leader or instructor. We expect our students to adhere to these rules. Students who fail to follow these guidelines will have their device taken from them and placed in safekeeping until parental pick-up.

ARTISTIC SERVICES AND GUIDELINES

ATTENDANCE

Attendance is mandatory for all classes and activities. An excused absence is allowed if a child is ill and/or contagious. If your student is vomiting or has a fever, please keep them home. If unexcused absences become excessive, the student risks being withdrawn from the WAMA programming.

STUDENT SCHEDULES

Student schedules are made available the day of registration. Please contact Angela Collier if you have any specific questions regarding schedules. Please note that schedules are subject to change.

IMAGE/PERFORMANCE WAIVER

Wildwood reserves the right to have full and unrestricted use of student's image and performance, without compensation, in any and all media, now known or hereafter devised, throughout the world. Examples of this type of use may be photographs, videotape, digital video and sound recordings created for authorized WAMA promotions, videotape and film projects, broadcasts and printed materials such as newspapers, magazines, books, brochures, catalogs, WAMA websites, other online promotion, electronic and recorded media (e.g. audio tapes, CDs, DVDs, CD-ROMs) and other authorized educational activities by Wildwood.

STUDENT PERFORMANCE DATES

Each session of WAMA will conclude with a performance and/or demonstration. Please see below for the

specific performance dates and times for each session.

Advanced Orchestra & Vocal	Friday, June 23 at 5:00 PM
Intermediate Instrumental & Vocal	Friday, July 7 at 3:00 PM
WILDMusic Instrumental for Beginners	Friday, July 14 at 3:00 PM
WILDMusic Vocal for Beginners	Friday, July 21 at 3:00 PM

Additional performances may be added with prior notice.

All WAMA students are invited for WAMA Night at the Arkansas Traveler's game on June 19th at 7:00 PM. Students who would like to perform The Star-Spangled Banner as part of the choral ensemble need to contact Angela Collier. These students should plan to arrive no later than 6:30 PM. Contact Angela for more information as to how you can choose to sit with the WAMA group.

CONCERT ETIQUETTE

WAMA strives to uphold the highest caliber of music and arts education through professional artistic standards. Students will be expected to maintain appropriate behavior during classes, transitions, group performances, masterclasses, and recitals.

- Students in the audience may not call out to those on stage.
- Enter and exit performances at the designated beginning and end. If there is an emergency and you must leave, please do so during applause and/or between movements and pieces.
- Talking during a performance or using a cell phone is not permitted.

RECORDINGS

Recordings may occur during all student performances throughout WAMA. Select recordings may be available for purchase. Parents are free to record their student's performance, although flash photography is not allowed. The general public is not allowed to record guest artist/faculty performances.

LUNCH AND SNACK

Students are expected to bring a sack lunch every day. Please ensure that your student's lunch is packed safely with appropriate cooling accessories to maintain food safety. Students will have limited access to a microwave. The lunch break will last for approximately 45 minutes to one hour. During this time, students are encouraged to take time to rest, re-organize and prepare for the remaining time at WAMA. A recreational period will occur during the last half hour of the lunch break, weather and space permitting.

A snack is provided in the morning for all students. Afternoon snacks are available for Advanced students (due to the longer day at WAMA). **Please alert the Wildwood staff if your student has any food allergies so that appropriate provisions can be made.** If your student has any problems with anemia or low blood sugar, please ensure that the student always brings a necessary snack item to help combat symptoms that may arise. Parents/Guardians are welcome to provide their own snack for their child.

SAFETY AT WILDWOOD

Safety and security are among the top priorities at WAMA. Students will have a counselor whom they are required to report to and make aware of their location. Students who have completed 8th grade and up will have more freedom to move about the Wildwood and Chenal Elementary School locations independently as needed. In no instance is a student to depart the premises or leave the group until a leader has been consulted and provides permission. Students are not allowed to travel between

Wildwood Park and Chenal Elementary alone; it is required that at least 3 people travel together. Any younger students are required to walk in small groups (3 or more) with a designated escort as they travel between the two locations.

LOST AND FOUND

Lost and found items are turned in to Wildwood's main office. While Wildwood staff will make every reasonable effort to help locate a lost item, Wildwood cannot assume financial or other responsibility for lost, stolen or broken personal property of students. It is strongly recommended that students do not bring any items of high value to WAMA, unless it is absolutely necessary. Any items that are found and not claimed within 30 days after the close of WAMA's summer session are donated to local charities or recycled.

HEALTH SERVICES

Wildwood is not responsible for costs associated with students' medical services that are needed throughout WAMA. If a medical situation should arise, the student's Medical Release form is cited in order to make appropriate steps.

COMMUNITY STANDARDS

PARENT OPPORTUNITIES

Parents are highly encouraged to participate in their student's WAMA experience. Parents may volunteer throughout the course of WAMA by helping with daily activities at Wildwood and Chenal Elementary or with performances. Opportunities include: food and facility preparation for lunch and snack times, ushering patrons at performances, ticket sales for performances, concessions, providing refreshments at performances, assisting with student drop-off and pick-up.

DRESS CODE

Please keep the weather in mind when coming to WAMA. WAMA activities are located at Wildwood and at Chenal Elementary. Wildwood is in a beautiful and natural park setting. Students are encouraged to wear appropriate clothing necessary for a short hike between Wildwood and Chenal Elementary School. Recommended clothing includes:

- Close-toed shoes
- Socks
- Comfortable Clothing (i.e. Jeans, T-Shirts, Skirts or Dresses with Leggings)
- Layers (i.e. Light Jackets and Sweaters)
- Flip-Flops are not permitted
- Please wear close-toed shoes and provide a hair band, clip, etc. to tie back hair if participating in afternoon WILDKids Cook!
- Any student wearing clothing that is deemed inappropriate for an educational setting may be sent home. This clothing includes: Skirts, shorts, or skorts that are more than 3.5 inches above the knee, sagging pants, clothing that displays messages or illustrations of a profane or crude nature, or advertisements for drugs, alcohol, or any illegal substance, blouses and shirts that are not long enough to keep the midriff, back and stomach covered on a consistent basis (even while seated), or reveal cleavage. The final decision on dress code matters rests with WAMA/Wildwood administrative staff.

PERFORMANCE ATTIRE

When a student is involved in a WAMA performance they should be prepared to wear one of the

following- specific information regarding performance attire will be made available at registration on the first day of each session.

- Black Pants/Skirts
- White Shirt/Blouse (with sleeves)
- Blue Jeans or Black Jeans
- WAMA T-Shirt (students will receive prior to performance)
- Appropriate shoes (Black shoes for formal performances or tennis shoes for casual performances)

DISCIPLINARY INFRACTIONS & CONSEQUENCES

Wildwood will not tolerate the following behaviors, all of which are grounds for immediate dismissal from WAMA without benefit of a “second chance” or refund of any fees or tuition:

- Purchase, possession, transfer, use, evidence of use, transfer/sale of drugs, alcohol or alcohol containers, or any drug related paraphernalia, including but not limited to anabolic steroids, marijuana, synthetic cannabis or other mood altering substances, cocaine, narcotics, LSD, amphetamines or other illegal, un-prescribed drugs or controlled substances, or associating with others while they are involved with these activities
- Purchase, possession, transfer, use or evidence of tobacco or nicotine use (all forms) and/or smoking any substance
- Misuse/abuse of prescription medications, over-the-counter drugs, aerosol products or inhalants (“huffing”), other substances used as an hallucinogenic or for the purpose of getting high, including the transfer or sale of such materials, or associating with others while they are involved with these activities
- Positive result in saliva, breath, urine or blood screen for alcohol or illegal drugs.
- Unauthorized use of Swan Lake (i.e. swimming, wading, boating, and fishing)
- Theft (including the WAMA store)
- Vandalism
- Possession or use of weapons
- Inappropriate intimacy
- Physical aggression and/or threats
- Violation of boundary areas between Chenal Elementary and Wildwood
- Ignoring boundary guidelines on performance or field trip excursions
- Violation of State and/or Federal laws
- Use or evidence of use of an open flame

Other behavior that will not be tolerated and will be grounds for disciplinary action up to and including dismissal:

- Failure to follow guidelines as outlined in the WAMA Handbook
- Harassment or bullying
- Disobedience/Disrespect including foul language/inappropriate music
- Endangering others or oneself*
- Excessive or unexcused absences
- Possession/use of inappropriate/forbidden items
- Graffiti or intended damage to Wildwood or Chenal Elementary School property

*WAMA treats with utmost seriousness any student’s verbal or written threat to harm him/herself or others. Because of the negative and debilitating effect such threats can have on themselves and/or others, students who express intent to cause harm to themselves or others will be placed in the Wildwood office and guardians will be contacted to pick the student up immediately. Wildwood will automatically dismiss for the remainder of the summer any student who makes a physical gesture such as ingesting an

inappropriate dose of medication, drugs or alcohol, or inflicts bodily injury upon him/herself or another.

HARASSMENT POLICY

WAMA strives to create a supportive learning and working environment. We do not tolerate harassment towards any student, faculty, or staff member including but not limited to, race, disability, sex, ideology, sexual orientation, gender identity, socioeconomic level, age, nationality, or religion. Harassment includes easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging forms of harassment, such as graffiti, epithets and stereotypical remarks, insults or “humor.” These standards will be upheld regardless of whether negative behavior is demonstrated at Wildwood, Chenal Elementary, and/or during WAMA or otherwise (Twitter, Facebook, Instagram, SnapChat, etc.).

VOLUNTARY WITHDRAWAL

A student may choose to withdraw from WAMA at any time with a parent’s written permission. However, all tuition and fees are due regardless of the date or reason for withdrawal. If a student withdraws, they may not be eligible to receive scholarship money for future WAMA programming.

STUDENT SUPPORT

Students are encouraged to talk with an adult if there is a problem or action that has or will become harmful to them or others. If a student shares a concern with an adult, the concern will be handled with confidence and understanding.

EXIT EVALUATION

At Wildwood’s request, students and parents agree to complete evaluation forms in conjunction with any session or component of WAMA and return the evaluation form to Angela Collier. These forms may be online, emailed or distributed on paper. If student/guardian does not access digital media or email, please alert Angela to receive paper copies of forms to be completed.

RESIDENTIAL GUESTS (Students who are staying in the dorms at UA Little Rock)

CHECK IN & CHECK OUT

Residential students will need to arrive at Wildwood Park for the Arts for registration and assessments between 1:00-1:30 on Sunday, June 11. Parents are encouraged to stay for an informational meeting with local students and families at 1:30 followed by a tour of the facility and grounds. We expect that assessments will conclude by 3:30, at which time WAMA students and families can enjoy a faculty performance and light refreshments. After the performance, the WAMA Residential Student Leader and other WAMA Summer Leaders will transport residential students to the University of Arkansas at Little Rock (UA Little Rock) campus, where the students will check into their dormitories.

Check out at the conclusion of Week 1 will occur on Friday morning prior to leaving for WAMA. Students may choose to leave belongings in their rooms over the weekend at no charge. However, all keys must be turned in at check out, and students will not be allowed back into their rooms until check in on Sunday. Parents/guardians can pick up their WAMA student at Wildwood Park for the Arts at 5:00 PM on Friday, June 16th.

Check in for Week 2 will occur on Sunday evening, June 18th between 6:00 – 7:00 PM. Students can be dropped off by their parents/guardians at the UA Little Rock campus dormitory (West Hall). Residential students will again return their room key to the reception desk on Friday, June 23rd for final checkout. Parents/guardians can pick up their WAMA student at Wildwood Park for the Arts at the conclusion of the 5:00 PM, June 24th final performance.

It is the WAMA student's responsibility to keep their room key. The charge for each lost or non-returned key is \$95.00, with payment made to UA Little Rock. Lost keys, excessive cleaning or damages will result in a bill to the appropriate parties.

ABOUT WEST HALL

Students will be staying at West Hall on the UA Little Rock campus. West Hall is UA Little Rock's new state-of-the-art residence hall. It is composed of two 6-story buildings (one men's and one women's) connected by a central lobby. Both buildings have restricted card access, security systems, land line/wireless internet (limited availability during the summer months), emergency phones, and dedicated public safety patrols. Each student will have 1 roommate. For more information and to view photos, please visit: <http://UA Little Rock.edu/housing/home/campus-housing-options/west-hall/>

WHAT TO BRING:

Required Items

- Bedding (sleeping bag or extra long sheets/blanket)
- Pillow(s)
- Towels, washcloths, etc.
- Toiletries for daily hygiene
- Money (to be used throughout special evening outings)

Suggested Items

- Clock/Alarm Clock (or just your phone)
- Shower shoes
- Clothes Hangers
- Laundry Basket/Bag

- Snacks

LEADERSHIP

Dustin Yoder is the WAMA Residential Student Leader (RSL). During hours outside of direct WAMA instruction and performances, he is WAMA residential students' primary contact and authority. WAMA residential students shall submit to this authority. If for any reason the RSL is not available, a conflict requires additional authority, or a WAMA residential student determines that the RSL's authority in some way impairs or impedes WAMA residential student's health or welfare, WAMA residential student and/or RSL agree to contact Angela Collier and/or Leslie Golden immediately.

RULES & REGULATIONS

In their demeanor and conduct, WAMA residential students will represent in a positive and cooperative manner the Wildwood Academy of Music & the Arts, themselves, and their schools by also applying WAMA rules and regulations to hours, circumstances, activities and living arrangements outside of their time at Wildwood.

Additionally, WAMA residential students will abide by UA Little Rock residential regulations.

An overview and exceptions are included here:

- Quiet hours for WAMA residential students begin at 11 pm and continue to 10 AM for the UA Little Rock dorm. Quiet Hours mean that the noise level in your housing should not be heard from outside your living area, including locations above and below your room.
- No guests are allowed to enter past the main lobby of the dormitory.
- Instruments that could be used in offensive or defensive combat or anything used or designated to be used in destroying or injuring a person or thing is illegal for possession on University property.
- Personal Harassment, which includes annoying, abusive, or obscene communication designed to irritate, anger, frighten, or threaten someone, is forbidden. Individuals found responsible for or associated with the harassment of a resident or staff member are subject to disciplinary action.
- Physical intimacy of a sexual nature is prohibited.
- No gambling is allowed.
- Water fights, water balloons, and water weapons of any kind in or around the residence halls is prohibited.
- Do not adhere anything to the walls, doors, floor, ceiling or windows.
- University furniture is inventoried according to location and may not be removed from student rooms or common areas. Interior furniture (such as bar stools, ottomans, etc.) MAY NOT be used outside. Also, removal of showerheads and other fixtures is prohibited.
- Trash should not be allowed to build up; it should be removed daily.
- Blocking exit paths is prohibited by law. Doorways, corridors, and stairs must be kept free of obstacles.
- Tampering, vandalizing, or misusing the elevator equipment is prohibited.
- Candles, incense, or any open flames are not permitted due to fire safety reasons.
- All fire equipment (alarms, extinguishers, emergency lighting, fire hoses, and exit signs) are for the safety of all persons residing in the residence halls. Misuse of these items is a federal offense and will be prosecuted as such.
- Whenever the building's general fire alarm sounds, residents must immediately evacuate the premises without question or delay, according to the designated emergency path exits.

EVENINGS & FREE TIME

While students are expected to spend a portion of their evening practicing and preparing for the next day of WAMA – there will be 2-3 coordinated outings each week for the students. These outings may include musical and theatrical performances, a trip to a Travelers baseball game, movie nights at the River Market, trips to Pinnacle Mountain State Park, and more! Students who would like to watch a movie in one of the small movie theatres on UA Little Rock’s campus will need to make appropriate arrangements with the RSL, as reservations are required through the housing department.

Students will have free time within the dormitories. Students are not allowed to leave the UA Little Rock dormitories without the consent of the RSL. Students may only leave the UA Little Rock campus to spend time with their family - this must be communicated by the parent/guardian to Angela Collier and to the RSL. Students will have access to practice rooms in the music building, but must be escorted by the RSL or another WAMA Leader.

MEALS

Wildwood will provide all meals for WAMA residential students. **Please alert the Wildwood staff if your student has any food allergies so that appropriate provisions can be made.** If your student has any problems with anemia or low blood sugar, please ensure that the student always has a necessary snack item to help combat symptoms that may arise. Snack, drink, and ice machines are located in the basement of the dormitory.

SAFETY & SECURITY

The reception desk of West Hall is staffed 24 hours a day. Desk services include checking in visitors, equipment check-out, answering phone calls, monitoring the lobby area, and assisting residents and other guests. To provide the best possible service for residents, loitering around the reception desks or attempting to go behind the counter is not allowed. The front desk phones are for use by staff for official business purposes only.

Surveillance cameras are placed throughout the Housing complex. Tampering with any surveillance camera equipment will be viewed as a threat to community safety and may subject the individual to removal from residence and possible legal action. Recorded activity is for use by Housing, University, and law enforcement officials and may be used as evidence in the campus judicial system or in legal proceedings.

EVACUATION PLAN

Fire evacuation plans for each floor are posted by the elevators and stairwells. Please become familiar with the designated routes.

IN CASE OF FIRE

- Do not panic. Remain calm.
- If there is smoke in the room, keep low on the floor.
- Before opening a door, feel the door and its handle. If they are hot, do not open the door.
- Before opening the door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
- If you leave the room, close all doors behind you and take your room key.
- Emergency vehicles and personnel will be maneuvering around the building.
- If all exits are blocked, stay in your room. Remain calm.

IN CASE ALL EXITS ARE BLOCKED

- Try to call Public Safety. (569-3400) Tell them where you are and that you need help.

- Open the window slightly to let in fresh air. Take care not to draw smoke into the room or feed the fire by creating a draft.
- Place wet towels and sheets around doors and cracks.
- Draw water from the bathroom or kitchen to keep towels and sheets wet.
- Hang an object out the window to attract Fire Department attention (sheet, blanket, jacket, etc.).
- If heavy smoke is present, place a wet towel over your nose and mouth and keep low to the floor.