

Student Employment Training Agreement

As part of the Student Employment Program, all first-time student employees at USC Aiken are required to attend a campus-wide training session. The purpose of this training session is to inform students about USCA campus policies and procedures, including USC Aiken's Emergency Action Plan (EAP), which can be found on the Department of Operations website at www.usca.edu/operations/manuals.html. In order to access the EAP, you need to log in with your USCA user id and password.

The EAP details the university's response procedures by dividing them into 3 categories: Category I (affects only a part of USCA), Category II (affects a large part of USCA or the entire campus), and Category III (affects all of USCA and/or the community). EAP includes information on:

- Chain of Authority, First Responders, and Emergency Action Team
- Emergency Response Notification Tree
- Emergency Evacuation Procedures, Rally Points, and Building Emergency Coordinators
- Detailed Procedures for Category I, II, and III Events
- Emergency Phones, First Aid Kits, Areas of Rescue Assistance, Emergency Evacuation Devices, and Egress Maps

Each individual hired for a campus position is responsible for reviewing all information regarding the USCA EAP. By signing below, this individual agrees to review and become familiar with all EAP procedures and policies. Failure to sign this form may result in immediate termination. If a student position is terminated due to failure to attend training, continued availability of the position cannot be guaranteed.

Student Signature: _____ Date: _____

My signature indicates that I have read and understand the training requirement associated with my student employment position.