

## **VISITOR GUIDELINES**

Welcome to Sherman College. The following information will be beneficial to you during your visit.

It is the policy of Sherman College to promote a welcoming atmosphere while maintaining a safe and secure environment.

### **Health and Safety**

- Please ensure you are aware of the relevant Fire Exit location.
- In the event of an emergency, your host will direct you to the appropriate evacuation point. If for any reason you are not with your host during an evacuation please find another staff member, who will be happy to help.
- If you require Health and Safety assistance while on our campus, please notify the reception representative of your specific need or request. Campus security may be reached at 864-316-7576.
- Sherman College is a tobacco free campus. Smoking, vaping, and other forms of tobacco use are strictly prohibited.

### **Procedure**

- Upon arrival at the College, you will be asked to sign the Site Visitor's Book.
- You may also be asked to provide picture identification.
- You will be given a Visitor's Pass, which must be worn in plain view at all times.
- At no time should a visitor enter buildings unaccompanied with the exception of reception area.
- Visitors to the college who are accompanying others for a specific purpose, e.g. parents / guardians of students attending for interview, may use college's reception/ café area while waiting.
- Once your visit is complete, your host or their representative will take you back to reception area.
- You will be asked to return your Visitor's Pass and sign out of the Site Visitor Book.

### **Belongings**

- You must keep your belongings on you at all times. You are responsible for your personal property. Please secure your vehicle and your belongings.

Thank you for taking the time to read this information.