

APPENDICES

Appendix 1 (p. 1)

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Appendix 1 Table A

Table A is used for the following courses only:

- Legal Research and Writing 1
- Legal Research and Writing 2
- Contracts 1 & 2
- Torts 1 & 2
- Criminal Law
- Criminal Procedure
- Legal Institutions and Values

Under this curve, 40% of each class will receive a grade of C- or below, 20% will receive a C, and 40% will receive a grade of C+ or higher.

| Class F Size | D- | D | D+ | C- | C | C+ | B- | B | B+ | A- | A | |
|--------------|----|---|----|----|---|----|----|---|----|----|---|---|
| 5 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 |
| 6 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 1 |
| 7 | 0 | 0 | 0 | 1 | 1 | 2 | 1 | 0 | 0 | 1 | 0 | 1 |
| 8 | 0 | 0 | 1 | 1 | 1 | 2 | 1 | 0 | 0 | 1 | 0 | 1 |
| 9 | 0 | 0 | 1 | 1 | 1 | 2 | 1 | 0 | 1 | 1 | 0 | 1 |
| 10 | 0 | 0 | 1 | 1 | 2 | 2 | 1 | 0 | 1 | 1 | 0 | 1 |
| 11 | 0 | 0 | 1 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 0 | 1 |
| 12 | 0 | 0 | 1 | 1 | 2 | 3 | 1 | 1 | 1 | 1 | 0 | 1 |
| 13 | 0 | 1 | 1 | 1 | 2 | 3 | 1 | 1 | 1 | 1 | 0 | 1 |
| 14 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 1 | 1 | 1 | 0 | 1 |
| 15 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 1 | 1 | 1 | 0 | 1 |
| 16 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 1 | 1 | 0 | 1 |
| 17 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 2 | 1 | 1 | 0 | 1 |
| 18 | 1 | 1 | 1 | 1 | 3 | 4 | 2 | 2 | 1 | 1 | 0 | 1 |
| 19 | 1 | 1 | 1 | 1 | 3 | 4 | 3 | 2 | 1 | 1 | 0 | 1 |
| 20 | 1 | 1 | 1 | 2 | 3 | 4 | 3 | 2 | 1 | 1 | 0 | 1 |
| 21 | 1 | 1 | 1 | 2 | 3 | 4 | 3 | 2 | 1 | 1 | 1 | 1 |
| 22 | 1 | 1 | 2 | 2 | 3 | 4 | 3 | 2 | 1 | 1 | 1 | 1 |
| 23 | 1 | 1 | 2 | 2 | 3 | 5 | 3 | 2 | 1 | 1 | 1 | 1 |
| 24 | 1 | 1 | 2 | 2 | 4 | 5 | 3 | 2 | 1 | 1 | 1 | 1 |
| 25 | 1 | 1 | 2 | 2 | 4 | 5 | 4 | 2 | 1 | 1 | 1 | 1 |
| 26 | 1 | 1 | 2 | 2 | 4 | 5 | 4 | 3 | 1 | 1 | 1 | 1 |
| 27 | 1 | 1 | 2 | 3 | 4 | 5 | 4 | 3 | 1 | 1 | 1 | 1 |
| 28 | 1 | 1 | 2 | 3 | 4 | 6 | 4 | 3 | 1 | 1 | 1 | 1 |
| 29 | 1 | 1 | 2 | 3 | 4 | 6 | 4 | 3 | 2 | 1 | 1 | 1 |
| 30 | 1 | 1 | 2 | 3 | 5 | 6 | 4 | 3 | 2 | 1 | 1 | 1 |
| 31 | 1 | 1 | 2 | 3 | 5 | 6 | 5 | 3 | 2 | 1 | 1 | 1 |

| | | | | | | | | | | | | |
|----|---|---|---|---|----|----|----|---|---|---|---|---|
| 32 | 1 | 1 | 2 | 3 | 5 | 7 | 5 | 3 | 2 | 1 | 1 | 1 |
| 33 | 1 | 2 | 2 | 3 | 5 | 7 | 5 | 3 | 2 | 1 | 1 | 1 |
| 34 | 1 | 2 | 2 | 3 | 5 | 7 | 5 | 4 | 2 | 1 | 1 | 1 |
| 35 | 1 | 2 | 2 | 4 | 5 | 7 | 5 | 4 | 2 | 1 | 1 | 1 |
| 36 | 1 | 2 | 2 | 4 | 5 | 7 | 5 | 4 | 2 | 2 | 1 | 1 |
| 37 | 1 | 2 | 2 | 4 | 5 | 7 | 5 | 4 | 3 | 2 | 1 | 1 |
| 38 | 1 | 2 | 2 | 4 | 5 | 8 | 5 | 4 | 3 | 2 | 1 | 1 |
| 39 | 1 | 2 | 2 | 4 | 6 | 8 | 5 | 4 | 3 | 2 | 1 | 1 |
| 40 | 1 | 2 | 3 | 4 | 6 | 8 | 5 | 4 | 3 | 2 | 1 | 1 |
| 41 | 1 | 2 | 3 | 4 | 6 | 8 | 6 | 4 | 3 | 2 | 1 | 1 |
| 42 | 1 | 2 | 3 | 4 | 7 | 8 | 6 | 4 | 3 | 2 | 1 | 1 |
| 43 | 1 | 2 | 3 | 4 | 7 | 9 | 6 | 4 | 3 | 2 | 1 | 1 |
| 44 | 1 | 2 | 3 | 4 | 7 | 9 | 7 | 4 | 3 | 2 | 1 | 1 |
| 45 | 1 | 2 | 3 | 4 | 7 | 9 | 7 | 5 | 3 | 2 | 1 | 1 |
| 46 | 1 | 2 | 3 | 5 | 7 | 9 | 7 | 5 | 3 | 2 | 1 | 1 |
| 47 | 1 | 2 | 3 | 5 | 8 | 9 | 7 | 5 | 3 | 2 | 1 | 1 |
| 48 | 1 | 2 | 3 | 5 | 8 | 10 | 7 | 5 | 3 | 2 | 1 | 1 |
| 49 | 1 | 2 | 3 | 5 | 8 | 10 | 8 | 5 | 3 | 2 | 1 | 1 |
| 50 | 1 | 2 | 3 | 6 | 8 | 10 | 8 | 5 | 3 | 2 | 1 | 1 |
| 51 | 1 | 2 | 3 | 6 | 8 | 10 | 8 | 6 | 3 | 2 | 1 | 1 |
| 52 | 1 | 2 | 3 | 6 | 9 | 10 | 8 | 6 | 3 | 2 | 1 | 1 |
| 53 | 1 | 2 | 3 | 6 | 9 | 11 | 9 | 6 | 3 | 2 | 1 | 1 |
| 54 | 1 | 2 | 3 | 6 | 9 | 11 | 9 | 6 | 3 | 2 | 1 | 1 |
| 55 | 1 | 2 | 3 | 6 | 10 | 11 | 9 | 6 | 3 | 2 | 1 | 1 |
| 56 | 1 | 2 | 3 | 6 | 10 | 11 | 10 | 6 | 3 | 2 | 1 | 1 |
| 57 | 1 | 2 | 4 | 6 | 10 | 11 | 10 | 6 | 3 | 2 | 1 | 1 |
| 58 | 1 | 2 | 4 | 6 | 10 | 12 | 10 | 6 | 3 | 2 | 1 | 1 |
| 59 | 1 | 2 | 4 | 6 | 10 | 12 | 10 | 6 | 4 | 2 | 1 | 1 |
| 60 | 1 | 2 | 4 | 6 | 11 | 12 | 10 | 6 | 4 | 2 | 1 | 1 |

Table B

Table B is used for all other courses with the exception of Moot Court, Law Review, Clinics, and Internships.

Allocation

| F/D- | D | D+ | C- | C | C+ | B- | B | B+ | A- | A | A+ |
|------|----|----|----|-----|-----|-----|-----|----|----|----|----|
| 2% | 3% | 4% | 8% | 13% | 20% | 20% | 13% | 8% | 4% | 3% | 2% |

Scores Per Class Size

| Class F/D- Size | D | D+ | C- | C | C+ | B- | B | B+ | A- | A | A+ |
|-----------------|---|----|----|---|----|----|---|----|----|---|----|
| 5 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 |
| 6 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 1 |
| 7 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 1 |
| 8 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 1 |
| 9 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 1 | 1 | 0 | 1 |
| 10 | 0 | 0 | 1 | 1 | 1 | 2 | 0 | 1 | 1 | 0 | 1 |
| 11 | 0 | 0 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 0 | 1 |
| 12 | 0 | 0 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 0 | 1 |
| 13 | 0 | 0 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 0 | 1 |
| 14 | 1 | 0 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 0 | 1 |
| 15 | 1 | 0 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 0 | 1 |
| 16 | 1 | 0 | 1 | 1 | 2 | 3 | 2 | 1 | 1 | 0 | 1 |

| | | | | | | | | | | | | |
|----|---|---|---|---|---|----|----|---|---|---|---|---|
| 17 | 1 | 0 | 1 | 1 | 2 | 3 | 3 | 2 | 1 | 1 | 1 | 1 |
| 18 | 1 | 0 | 1 | 1 | 2 | 4 | 3 | 2 | 1 | 1 | 1 | 1 |
| 19 | 1 | 0 | 1 | 1 | 2 | 4 | 4 | 2 | 1 | 1 | 1 | 1 |
| 20 | 1 | 1 | 1 | 1 | 2 | 4 | 4 | 2 | 1 | 1 | 1 | 1 |
| 21 | 1 | 1 | 1 | 1 | 2 | 4 | 4 | 3 | 1 | 1 | 1 | 1 |
| 22 | 1 | 1 | 1 | 1 | 2 | 5 | 4 | 3 | 1 | 1 | 1 | 1 |
| 23 | 1 | 1 | 1 | 1 | 2 | 5 | 5 | 3 | 1 | 1 | 1 | 1 |
| 24 | 1 | 1 | 1 | 1 | 3 | 5 | 5 | 3 | 1 | 1 | 1 | 1 |
| 25 | 1 | 1 | 1 | 1 | 3 | 5 | 5 | 3 | 2 | 1 | 1 | 1 |
| 26 | 1 | 1 | 1 | 2 | 3 | 5 | 5 | 3 | 2 | 1 | 1 | 1 |
| 27 | 1 | 1 | 1 | 2 | 3 | 6 | 5 | 3 | 2 | 1 | 1 | 1 |
| 28 | 1 | 1 | 1 | 2 | 3 | 6 | 6 | 3 | 2 | 1 | 1 | 1 |
| 29 | 1 | 1 | 1 | 2 | 3 | 6 | 6 | 4 | 2 | 1 | 1 | 1 |
| 30 | 1 | 1 | 1 | 2 | 4 | 6 | 6 | 4 | 2 | 1 | 1 | 1 |
| 31 | 1 | 1 | 1 | 2 | 4 | 6 | 6 | 4 | 3 | 1 | 1 | 1 |
| 32 | 1 | 1 | 1 | 3 | 4 | 6 | 6 | 4 | 3 | 1 | 1 | 1 |
| 33 | 1 | 1 | 1 | 3 | 4 | 7 | 6 | 4 | 3 | 1 | 1 | 1 |
| 34 | 1 | 1 | 1 | 3 | 4 | 7 | 7 | 4 | 3 | 1 | 1 | 1 |
| 35 | 1 | 1 | 1 | 3 | 4 | 7 | 7 | 4 | 3 | 2 | 1 | 1 |
| 36 | 1 | 1 | 2 | 3 | 4 | 7 | 7 | 4 | 3 | 2 | 1 | 1 |
| 37 | 1 | 1 | 2 | 3 | 4 | 7 | 7 | 5 | 3 | 2 | 1 | 1 |
| 38 | 1 | 1 | 2 | 3 | 4 | 8 | 7 | 5 | 3 | 2 | 1 | 1 |
| 39 | 1 | 1 | 2 | 3 | 4 | 8 | 8 | 5 | 3 | 2 | 1 | 1 |
| 40 | 1 | 1 | 2 | 3 | 5 | 8 | 8 | 5 | 3 | 2 | 1 | 1 |
| 41 | 1 | 1 | 2 | 3 | 5 | 8 | 8 | 5 | 4 | 2 | 1 | 1 |
| 42 | 1 | 1 | 2 | 4 | 5 | 8 | 8 | 5 | 4 | 2 | 1 | 1 |
| 43 | 1 | 1 | 2 | 4 | 5 | 9 | 8 | 5 | 4 | 2 | 1 | 1 |
| 44 | 1 | 1 | 2 | 4 | 5 | 9 | 9 | 5 | 4 | 2 | 1 | 1 |
| 45 | 1 | 1 | 2 | 4 | 5 | 9 | 9 | 6 | 4 | 2 | 1 | 1 |
| 46 | 1 | 1 | 2 | 4 | 5 | 10 | 9 | 6 | 4 | 2 | 1 | 1 |
| 47 | 1 | 1 | 2 | 4 | 5 | 10 | 10 | 6 | 4 | 2 | 1 | 1 |
| 48 | 1 | 1 | 2 | 4 | 6 | 10 | 10 | 6 | 4 | 2 | 1 | 1 |
| 49 | 1 | 1 | 2 | 4 | 6 | 10 | 10 | 7 | 4 | 2 | 1 | 1 |
| 50 | 1 | 1 | 2 | 4 | 7 | 10 | 10 | 7 | 4 | 2 | 1 | 1 |
| 51 | 1 | 1 | 2 | 4 | 7 | 10 | 10 | 7 | 4 | 2 | 2 | 1 |
| 52 | 1 | 1 | 2 | 4 | 7 | 11 | 10 | 7 | 4 | 2 | 2 | 1 |
| 53 | 1 | 1 | 2 | 4 | 7 | 11 | 11 | 7 | 4 | 2 | 2 | 1 |
| 54 | 1 | 2 | 2 | 4 | 7 | 11 | 11 | 7 | 4 | 2 | 2 | 1 |
| 55 | 1 | 2 | 2 | 4 | 7 | 11 | 11 | 8 | 4 | 2 | 2 | 1 |
| 56 | 1 | 2 | 2 | 4 | 8 | 11 | 11 | 8 | 4 | 2 | 2 | 1 |
| 57 | 1 | 2 | 2 | 4 | 8 | 11 | 11 | 8 | 5 | 2 | 2 | 1 |
| 58 | 1 | 2 | 2 | 4 | 8 | 12 | 11 | 8 | 5 | 2 | 2 | 1 |
| 59 | 1 | 2 | 2 | 4 | 8 | 12 | 12 | 8 | 5 | 2 | 2 | 1 |
| 60 | 1 | 2 | 2 | 5 | 8 | 12 | 12 | 8 | 5 | 2 | 2 | 1 |

Appendix 2

POLICIES AND PROCEDURES GOVERNING STUDENT ORGANIZATIONS

Trinity Law School supports the Student Bar Association and other registered student organizations in activities that promote career development, academic success, professional networking, and Christian discipleship.

How to Register a Student Organization

1. Obtain Student Organization Registration Form from the Dean's Office.
2. Acknowledge agreement with policies, principles and regulations governing Trinity Law School.
3. Submit the completed registration form with signed acknowledgment to the Dean. Registrations must be submitted 30 days in advance of the organizations first proposed event.

Requirements of Registered Student Organizations

All registered student organizations must meet and maintain the following requirements:

1. All members of a registered student organization must be enrolled students of Trinity Law School.
2. Every registered student organization must enlist a faculty advisor.
3. All student group activities whether on or off campus, are subject to the policies, principles, and regulations governing Trinity Law School.

Failure of a registered student organization to conform its conduct to the policies, principles, and regulations governing Trinity Law School or any action of the organization which detracts from the mission of the school may lead to a formal revocation of the organization's status as a registered student organization and ability to receive funding from Trinity Law School.

Only those organizations registered with Trinity Law School will receive funding for events from the school or be permitted to use the law school facilities. Registrations are valid only for the academic year in which they are submitted, with updated registrations required each academic year.

Requests for funding must be submitted to the Dean. Only events that promote career development, academic success, professional networking, or Christian discipleship will be considered for approval. All student organization advertising and marketing must be approved by the Dean's Office prior to posting materials on campus.

Officers of all student organizations must be Trinity Law Students in good standing with either more than 30 units or two semesters of legal studies at Trinity Law School to be completed by the end of the semester in which the election shall be held, and with at least a full year left in their J.D. program in which to serve as an officer in a student organization. Candidates for office must not be on academic probation at the time of the election. No Trinity Law School graduate may continue to serve as an officer of a student organization. Any holder of an officer position who shall be placed on academic probation shall be administratively ineligible to continue in office and that office shall be deemed vacant effective immediately.

Appendix 3

Trinity Law School Student Bar Association Constitution

Adopted by Dean’s Office as of March 4, 2015

Article I – Name

The name of this organization shall be the Student Bar Association (SBA).

Article II – Purpose

The Student Bar Association exists to provide a means for the student body to communicate effectively with the Trinity Law School administration. Represented by the elected officers, the Student Bar Association will have the opportunity to meet regularly with the Dean to present the ideas and needs of the student body.

Article III – Members

§1 Student Body

(A) All students enrolled at Trinity Law School during regular academic periods are members of the Student Bar Association. The Student Bar Association shall be represented by four officers.

§2 Officers

(A) There shall be four elected officers:

1. President
2. Vice President for Professional Development
3. Vice President for Student Success
4. Secretary

Article III – Qualifications and Duties of Officers

§1 President

(A) Qualifications

1. The President must be a Trinity Law School student in good standing with either more than 30 units or two semesters of legal studies at Trinity Law School to be completed by the end of the semester in which the election shall be held, and with at least a full year left in their J.D. program in which to serve as SBA President. Candidates for this office must not be on academic probation at the time of the election. No Trinity Law School graduate may continue to serve as President. Any holder of this office who shall be placed on academic probation shall be administratively ineligible to continue in office and shall that office shall be deemed vacant effective immediately.

(B) Duties

The President shall:

1. Supply both vision and focus for the SBA.
2. Represent the needs and desires of the student body before the Law School administration at regularly scheduled meetings with the Dean.
3. Represent the student body in events such as inauguration, commencement, orientation, and other formal or informal meetings on or off campus.
4. Oversee or appoint a committee to oversee SBA elections.
5. Call and assign times for SBA meetings.

§2 Vice Presidents

(A) Qualifications

1. The Vice Presidents must be Trinity Law School students in good standing with either more than 30 units or two semesters of legal studies at Trinity Law School to be completed by the end of the semester in which the election shall be held, and with at least a full year left in their J.D. program in which to serve as SBA Vice President. Candidates for this office must not be on academic probation at the time of the election. No Trinity Law School graduate may continue to serve as Vice President. Any holder of this office who shall be placed on academic probation shall be administratively ineligible to continue in office and shall that office shall be deemed vacant effective immediately.

(B) Duties

The Vice Presidents shall:

1. Preside over meetings in the absence of the President.
2. Assist the President in carrying out presidential duties as called upon by the President.
3. Assist the President in representing the needs and desires of the student body before the administration.
 - a. The Vice President for Professional Development will focus their attention on matters relating to career planning and professional networking.
 - b. The Vice President for Student Success will focus their attention on matters relating to academic success and Christian discipleship.

§3 Secretary

(A) Qualifications

1. The Secretary must be a Trinity Law Student in good standing with either more than 30 units or two semesters of legal studies at Trinity Law School to be completed by the end of the semester in which the election shall be held, and with at least a full year left in their J.D. program in which to serve as SBA Secretary. Candidates for this office must not be on academic probation at the time of the election. No Trinity Law School graduate may continue to serve as Secretary. Any holder of this office who shall be placed on academic probation shall be administratively ineligible to continue in office and shall that office shall be deemed vacant effective immediately.

(B) Duties

The Secretary shall:

1. Record the minutes of all regular and special meetings of the SBA.
2. Maintain SBA records.
3. Assist the President and Vice President in representing the needs and desires of the student body before the administration.

§4 Vacancies

(A) President

1. If the office of the President becomes vacant, the Vice President for Professional Development shall become President.

(B) Vice Presidents, and Secretary

1. If the office of either Vice President or Secretary becomes vacant, the President shall organize a special election to fill the vacancy.
2. Elections to fill vacancies shall take effect immediately.

Article IV – Powers and Duties of the Student Bar Association

§1 Powers

- (A)The Officers of the SBA shall have the power to:
1. Meet privately with the Dean twice each semester to share ideas and represent the needs of the student body,
 2. Provide for student and teacher awards and recognitions,
 3. Organize approved student activities,
 4. Remove upon a 3/4 vote the President, Vice President for Professional Development, Vice President for Student Success, or Secretary of the SBA who may fail to perform their duties according to reasonable standards
 - a. Due to moral turpitude,
 - b. by embarrassing the office to which they has been elected or appointed, or
 - c. by engaging in egregious behavior which causes shame to fall on the school, the student government or the office.
 5. Adopt and amend bylaws governing meetings of the Student Bar Association.

§2 Duties

- (A)The Officers of the SBA shall be required to:
1. Publish within its first month of business, dates and times during which it shall conduct regular meetings, and
 2. Maintain an accurate record of meeting minutes.

Article V – Meetings

§1 Regular Meetings

- (A) The SBA may conduct regularly scheduled meetings each academic semester. The time and place shall be specified by the President.
1. Regular meetings shall be open to all current students who may attend and propose ideas or begin discussion with the SBA officers.
 2. The Secretary shall maintain minutes from all meetings of the SBA and shall file them with the Dean's Office.

(B) Notice for regularly scheduled meetings must be given to all members at least 5 business days in advance by email message. The notice shall include the date, time and location of the meeting.

§2 Special Meetings

- (A) Special meetings may be called for business that must be addressed in between regular meetings.
- (B) Notice for special meetings must be given to all members at least 48 hours in advance by personal contact, direct telephone contact, or an email message. The notice shall include the date, time and location of the meeting, as well as a description of each issue to be addressed at the special meeting.
- (C) Special meetings may be called by the President.

Article VI – Finances

§1 Requests for Funds

(A)The Student Bar Association may request funding for event proposals by submitting a request to the Dean's Office. Events must be approved by the administration and only approved events will receive funding.

Article VII – Elections

§1 Elections

- (A) Student elections shall be conducted during the second week in April in which classes are in session. The SBA President or a committee appointed by the President shall supervise and administer the SBA elections.
- (B) The SBA President shall conspicuously post a registration form in the student lounge for candidates who wish to appear on the ballot. Registration forms must be made available to students at least one week prior to election week as dated in §1 (a).
- (C) Student candidates may post campaign information in appropriate designated areas of the school and may place campaign literature in student mail slots.
- (D)The new student government shall be seated on the first day of the summer session.

§2 Voting Procedures

(A) Students shall vote for only one candidate in each position for officers. (B) The candidates receiving the most votes for each position shall be seated.

Article VIII – Amendment

§1 Power to Amend the Constitution

- (A)This constitution may be amended only by simple majority by the Law Faculty Senate. The SBA Officers may advise the Law Faculty Senate by resolution on proposed amendments.
- (B) The SBA Officers may approve bylaws that are consistent with this constitution.

Signatures

All officers of the Student Bar Association are required to sign this constitution, thereby agreeing to abide by its terms, and must also agree to the following pledge:

I promise to faithfully execute my duties as SBA President/Vice President/ Secretary. I will provide leadership and set an example for the student body of a leader held to the highest standards of integrity. I acknowledge an affirmative duty to enforce the Honor Code and shall work diligently to advance the mission and values of Trinity Law School.

Signed

Date

Appendix 4

EMERGENCY PROCEDURES

Fire Evacuation Procedures

Students should learn the emergency escape routes in case of fire. Escape routes are posted.

Students should not in any way impede the work of firemen. Traffic lanes and sidewalks should be kept free for the fire-fighting equipment. Do not use the elevator to evacuate.

For emergencies (e.g., an unplanned fire alarm goes off, or there is a fire within the building):

- The administration or campus security will contact all pertinent agencies. If they are unavailable, students should call 9-911. All students should make a note of the location of each fire alarm and fire extinguisher.
- Once the alarm has sounded, all students along with the faculty and staff should proceed as per fire drill instructions. As persons assemble in the parking lot, they should stay together as a group.
- In the event of major injuries, first aid is of primary importance and must be attended to immediately. A first aid and disaster kit is located on both floors of the campus building.
- If the fire alarm rings during an examination, proctors will inform you of special procedures to follow.

Earthquake Emergency Procedures

Do not run outside. By going outside a student can be seriously injured by falling debris. The safest place in the event of an earthquake is under a desk or table. Damage and injury from an earthquake usually occurs due to panic, falling objects and broken glass. Some steps to follow:

- In a classroom, the instructor is in charge and everyone should immediately get under his/her desk or table until the shaking stops.
- In the library, the best place to be is under a library table. Stay away from bookshelves and windows.
- In an office, get under a desk or a table, but if not possible, "duck and cover." Be sure to stay away from windows, bookshelves and file cabinets.
- During an examination, stop and get under the desk or table. When the shaking has stopped, the proctors will inform you of special procedures to follow.
- Don't attempt to use the elevators. In the event of a power failure you could become trapped.
- At the first sign of an earthquake, you should take the appropriate action outlined above.

After the earthquake:

- Be aware that there will be aftershocks. If a major earthquake occurs, you can expect aftershocks every few minutes, every few hours, or every few days.
- Do not immediately run outside or into the hallway. Because of strong aftershocks, risk of injury may persist. Take a survey of the area you are in: (1) Are you hurt? (2) Is anyone else hurt? (3) Is there a fire or gas leak? (4) Is there a life-threatening situation?
- The only reason to leave the building would be in case of a gas leak, fire, or any other life-threatening situation. Otherwise, you will be safer staying inside until a designated official tells you to evacuate. The response team will take a survey of the library and classrooms

to check for structural damage before classes can resume. If it is necessary to evacuate, please follow the procedures outlined in the fire evacuation plan outlined above.