On Thursday, Sept. 4, the Lancaster Campus faculty participated in a “What We Do Well” gathering to highlight the efforts and achievements of our faculty/departments. Faculty members from each department/discipline set up a small display highlighting their department’s uniqueness. Following the exhibition, faculty participated in a march across the stage to display their “discipline banner.” The following photographs highlight the fun we had with this. Finally, Dr. Doherty and Dr. Ski addressed the faculty and conducted a question/answer period. A huge array of desserts brought by our famous faculty bakers were available throughout the 2-hour meeting.

Dennis Wimer and Ilene Rosenberg, Humanities, ready to explain the joys of art.


Joanne Landenberger and David Petkosh, Reading, explain their “poster” declaring that Reading opens Doors to New Opportunity.
“What We Do Best” (cont.)

Marian Kopp, Library, convinces Tammy Gingas-Moore, Communication, that her classes rock.

Lisa Weigard, Library, ponders the smorgasbord of desserts provided by Lancaster’s fabulous bakers.

Karen Smoker, Education, shows Mike Corradino, Academic Affairs, that the education department is thriving.

Kari Meck, Computer Technology, highlights the Technology Department while Marian Yoder, Reading, watches.
Colleagues,

Happy October!!! The Fall semester is well on its way with mid-terms just around the corner. I thank each of you for your continued efforts recruiting, educating, mentoring, counseling and engaging our students. Your hard work makes such a difference in the lives of the students and communities we serve.

I would like to take this opportunity to again celebrate Lancaster campus’ President’s Award Nominees. They truly represent the best of our Campus and College.

Congratulations to the President’s Award Nominees from Lancaster

Ernest Doerschuk
Technician, Instructional Programs

Holly King
Administrative Office Specialist

Rebecca Shoener
Associate Professor of Radiological Technology

Hetal Thaker
Instructor, English

We also celebrate HACC’s 50th Anniversary Gala at the Radisson Hotel Saturday October 25th, 2014. I hope you will join me for this terrific evening reminiscing our rich history and impact on Central Pennsylvania. The program will be brief as this truly is a night to be with friends, and enjoy food, dancing and of course FUN. Please click here for more information.

In the upcoming months, the Leadership Team and I will be working with you to:
• collect data and feedback to update the Lancaster Campus Master Plan
• communicate the results of the 2014 Community College Survey of Student Engagement (CCSSE) and develop strategies and plans to enhance student satisfaction
• enhance and support our efforts on student recruitment and student success

Thank you all again for your efforts.

Victor E. Ramos
Campus Vice President
Big Brothers Big Sisters Mentoring Opportunity

The mission of Big Brothers Big Sisters (BBBS) is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that will change their lives for the better, forever. The Path to Success program matches adult mentors (graduate coaches) with 7th grade students in the School District of Lancaster who exhibit risk factors for dropping out of school.

Are you willing to give of your time by spending one lunch hour each week or an hour between classes to mentor a young person, help develop a stronger community, and encourage students to graduate? BBBS needs mentors who will commit to attend a training session, visit a middle school student once a week during the school day through the school year, and agree to complete background checks (cost covered by BBBS).

I would like to encourage you to join me in sharing your enthusiasm for education with middle school students by participating as a mentor in the Path to Success program. If you are interested, please first clear your participation in the program with your supervisor and then contact Cindy Lucarelli at 358-2978 or calucare@hacc.edu.

Thank you for all your efforts on behalf of the Lancaster Campus.

******************************************************************************

SGA Hunger Games Food Drive

The HACC Lancaster SGA and Bookstore are partnering to host a Food Drive for HACC students. To add to the fun there will be a friendly competition between students, staff & faculty.

The theme is Hunger Games because "Hunger is not a Game" with "Districts" assigned to each group. I hope you will consider making a food donation to benefit our HACC students and to support your "District". Food Collection will be outside of the SGA office in Main & the Bookstore in East.

Food donation distribution will occur just before the Thanksgiving break. A list of suggested non-perishables is include below.

Thank you for keeping our HACC students in your hearts as we approach the Holidays.

******************************************************************************

Endowment Funds

The next deadline to submit an Application for Use of HACC Foundation Endowment Funds for consideration is 4:30 p.m. on Oct. 22, 2014.

We are pleased to announce that we are now accepting the applications online. Paper applications will no longer be accepted. The link to the new online application and instructions for submitting an online application are available on myHACC.

Anyone interested in submitting an application should contact his/her supervisor.
Coming Events

Career Event!

“Professionalism in the Workplace”
Thursday, Oct 16th
12:30p.m. - 1:30p.m.
East 203

What qualities best describe Professionalism and why is Professionalism critical in the workplace?
Hear discussion on Professionalism + Social Media, generational differences and changes in work ethic.

This panel discussion will be led by local employers and moderated by Ryan Neff, Interim Associate Dean, Academic Affairs.

Professionalism does not end at the closing of an interview!

Event sponsored by Career & Transfer Services - 358-2290

Call for Photographs - Students, Faculty & Staff
The Art and Decorating Committee on the Lancaster campus invites students, faculty, and staff to submit photographs to be considered for an installation in Main 222 for the Spring of 2015. Accepted photographs will be printed, matted, and framed by the college.

Questions regarding photograph submissions should be sent to Dennis B. Wimer at dbwimer@hacc.edu.

Theme: Lancaster County: People, Places, Animals, and Landscapes. The subject of this installation is a visual representation of Lancaster County.

Number of Submissions: A maximum of 3 photographs per person may be submitted.

Deadline for Submissions: Monday, December 1, 2014

Format: Digital color and black and white photographs are acceptable.

Image Requirements: Submit images via email to Dennis Wimer at dbwimer@hacc.edu. All images must be formatted as JPEG files with 300 dpi. Files MUST be named with your last name followed by your first name, followed by the title, and number if more than one submission. For example: smithdorisTrees1.jpeg.

Notification of Accepted Work: You will be contacted via email no later than Monday, January 5, 2015 if your work is selected. Twenty photographs will be selected for this installation. Photographs will be reviewed by the Committee who will consider artistic quality, appropriateness of subject matter, and available exhibit space.

Disclaimer: All photographs submitted MUST be original compositions and not from a previously published copyrighted source. The College reserves the right to use submitted images for education, documentation, promotional, and grant writing purposes. The framed photographs will become the property of the college.
Student Affairs: Photo Update

Renovations are underway in the student affairs area in the Main Building. The pictures show the welcome center before renovations began and the current demolition status. Financial Aid, Welcome Center, Recruitment and College Pathways have been relocated to RM222. Counseling, Advising, Disability & Career Services have been relocated to RM330 and RM334. Disability Services has been relocated to RM 327. Additional signs have been ordered to direct students to the relocated offices. We’ll provide updated pictures in upcoming Courier editions. Renovations are expected to be completed by the end of March, 2015. Please refer to the renovations FAQ sheet that was recently sent to the campus for more information about the project.
Department Updates

Student Affairs (cont.)

Rising Stars

Rising and Shooting Stars of the Lancaster Campus were honored in a ceremony on September 25. The honorees are high-performing students in developmental coursework, particularly reading. The following students were in attendance to be recognized:

Rising Star Honorees: Maeda Abdulrahman, Shacorra Brown, Jamuna Chimoriya, Gbolahan Dixon, Melissa Doulin, Erika Ellis, Veronica Falcon, Kelli Forry, Han Nguyen, Manuel Ortiz, Valarie Otero, Lucy Ramos, Karen Salem

Shooting Star Honorees: Marissa Bechtold, Dale Carpenter, Rose Jules, Mariya Koval, Michaela Naulty, Militza Perez, Desiree Quezada, Serrina Weitzel, Casie Witmer

Friends and family support the Rising Star and Shooting Star students

Members of the Shooting Stars program

Students received certificates for completing the Rising Stars program
Department Updates

Academic Affairs

Academic Affairs Updates

MIDTERM GRADES
Faculty teaching full or late start part of term classes this semester can begin entering Midterm Grades on October 2 and 8:00 a.m. The deadline to enter Midterm Grades is at 12:00 noon on October 16. Students will be able to view midterm grades as they are entered by faculty.

14+1 ACADEMIC CALENDAR
The College’s transition to an academic calendar in fall and spring semesters featuring 14 weeks of instruction plus a finals week begins in Spring 2015. Classes for spring will begin on Tuesday, January 20. Finals Week will end on Tuesday, May 12.

COURSE AVAILABILITY WEBLINK
The College has set up a mechanism for students to share schedule-related requests with administrators. A weblink is now active on the course schedule search page that students can use to make these requests. Updates from student submissions are shared with campus deans on a weekly basis.

CLASS WAITLISTS
Effective Spring 2015, Lancaster Campus will begin using a new Banner waitlist option for select courses. The feature will allow students to add their names to a waiting list for certain full or pending courses. If a spot opens up, students on the waitlist will be notified via Hawkmail and have 24 hours to register. Waitlist numbers will be monitored by the campus Academic Deans as well to determine if additional classes are needed.

REVERSE TRANSFER AGREEMENT SIGNED WITH MILLERSVILLE UNIVERSITY
This agreement will make it easier for students who’ve transferred early to Millersville to apply their Millersville credits back toward their HACC associate degree. Millersville will be reaching out to former HACC students who transferred 45 or more credits to Millersville to alert them to this opportunity. We encourage all early transfers to Millersville to look into this as it affords them the opportunity to earn an associate degree on the way to their baccalaureate degree while allowing HACC to improve its graduation rates.

STARFISH
Starfish is a new software tool for retention of students. Faculty can use the system to encourage students, post office hours, and alert staff to potential issues. Please click on the link below to find short video tutorials and additional information on how you can use Starfish to help our students succeed.
(https://drive.google.com/folderview?id=0Bw5TzbREiijmLVVkJcmhWVEE&usp=drive_web)

BEST WISHES
We wish Jennifer VanBlargan, Assistant Director of Nursing Programs at Lancaster Campus, all the best as she leaves the College and returns to private practice. A posting to replace Jennifer will be published soon on the HACC job site. Multiple individuals are stepping up in the near term to handle tasks while the search is underway.
Brossman Learning Center

MIDTERMS ARE JUST AROUND THE CORNER! Trained tutors are here and ready to help your students in the Brossman Learning Center (Main 232 at the back of the Library). Free, walk-in tutoring is available throughout the week, including Saturdays, for many subjects. In fact, during the academic semester, tutors support over 60 courses! Students can check out the weekly tutoring schedule by stopping by the Learning Center or online at www.hacc.edu – click on Students, Tutoring, and Lancaster Campus Tutoring.

FREE STUFF! Over 40 free College and Career Skills Workshops covering a variety of topics are available this semester. Students can just show up; no registration is required. Workshop schedules are available on campus (learning center, counseling/career offices, and library) and online at www.hacc.edu on the events calendar.

IT’S EASY TO USE TESTING SERVICES! Academic make-up testing is offered on a walk-in basis daily. Students do not need appointments; they can simply stop in during our open hours. Students must show a photo ID to take any test and cellphones/electronic devices are NOT permitted in the test room. Students should check the Lancaster Test Center webpage or check in the learning center for test schedule changes. Reminder: To submit a test, complete a Test Center Request Form and attach it to a paper copy of your test. Forms can be found in the faculty handbook, test center, or faculty bay.

Fall 2014 Test Center Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>9am – 4pm</td>
</tr>
<tr>
<td>Tuesdays, Wednesdays, Thursdays</td>
<td>9am – 8pm</td>
</tr>
<tr>
<td>Fridays</td>
<td>9am – 4pm</td>
</tr>
</tbody>
</table>

Test Center Schedule Changes:
• Closed (college-wide enrollment event): Wed. 11/19
• Closing at 4pm: Wed. 11/26 and Tues. 12/23
• Closed (holidays): Thurs. 11/27, Fri. 11/28, and Wed. 12/24 - Sun. 1/4/15
“Engaging”

October

“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

~Benjamin Franklin

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CITE Workshop “How to Handle the Difficult Student” 2 PM – 3 PM</td>
<td>Web 2.0 Tools for Student Projects 10 AM – 11 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>Virtual Flash Cards 2:30 – 3:30 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>Engaging Discussions in D2L 11 AM - Noon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Fall Break</td>
<td>Fall Break</td>
<td>Classroom Clickers Noon – 1PM</td>
<td>Intro to Podcasting 1 PM – 2:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>Engaging Discussions in D2L 10 AM – 11 AM</td>
<td>Virtual Flash Cards 9 AM – 10 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td>Intro to Podcasting 10:30-noon</td>
<td>Web 2.0 Tools for Student Projects 1:30 – 2:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All workshops are held in East 329. Contact Melissa Dietrich at madietri@hacc.edu or Ext. 312955 for more information. Please register prior to attending any workshop by visiting HACC’s Faculty & Staff Training Page (scan the code above for direct access).
TTS Workshop Descriptions
(see schedule on previous page)

ADDING CONTENT IN D2L
An important part of a successful online component to your course is content. This session will teach you how to add content to your D2L course shell, organize the course content, create learning modules, and upload and download files.

CLASSROOM CLICKERS
Give your students a voice during class using Turning Technologies clickers for polling. Clicker sets are available for reservation in the library, as well as one set in each faculty bay in East. We will work hands-on with Turning Technologies software to learn the basics of developing polling presentations. We will also cover the process of using them in the classroom.

ENGAGING DISCUSSIONS IN D2L
Engage your students in discussion either before class, after class, or both! Getting students to talk about the day’s topic before class can get them interested, and having them reflect afterwards can help in the learning process. We will look at how to develop quality discussions and utilize the discussion tool in D2L.

INTRODUCTION TO PODCASTING
Podcasting is recording either audio or video content that may be accessed anywhere, anytime by your students. One benefit is it allows students to go back and review content for greater understanding. Another benefit is that it can free up time during class for more engaging activities beyond lecture. We will look at Audacity and Camtasia Studio software that will allow you to develop quality podcasts in no time.

VIRTUAL FLASH CARDS
Technology has put a spin on the traditional flash card study method! You and/or your students can develop flashcards that they can then access on a computer, smart phone, or tablet. This is a fantastic way to get students engaged with your content, especially if your subject involves extensive vocabulary. We will look at a free website called Quizlet that offers free iOS and Android apps for mobile use.

WEB 2.0 TOOLS FOR STUDENT PROJECTS
Tired of grading the same old research papers or speeches? Why not empower your students to get creative with their technology skills to build a better project? We will look at several tools that will allow students to create innovative presentations and animations for larger class projects.
United Way Day of Caring – HACC Gives Back to the Demuth Museum

On Saturday September 6th Lancaster Campus students, staff and others participated in the United Way Annual Day of Caring event to improve the Demuth Museum Gardens. Volunteers began the day with breakfast at the Lancaster Catholic High School at 8:00am and ended around 2:00. Most volunteers assisted with gardening and yard work until noon and then transitioned to collating materials, stuffing envelopes, and labeling for a large museum mailing. Leigh Mackow the General Museum Manager at Demuth Museum thanks the volunteers and provided the following comment. “I still can't believe how great the garden looks. Your group was fun and positive and truly a pleasure to work with.”

A special thanks to the following students and staff for their time, energy and commitment to giving back to the community.

Students
Joseph Doutrich
Kyle Grandinetti
Casey Davies

Staff
Jackie Bareuther
Steve Bareuther
Kari Meck
Eleanor Bosserman
Mike Corradino
Warren Bair
Victor Ramos
HACCFEST 2014

Thank you to all of the Faculty and Staff that helped to make HACC Fest a success this year.

Thank you to the following departments for their representation and participation at HACC Fest !!!!

Counseling and Advising
Virtual Campus
Safety and Security
Disability Services
Library
Welcome Center
Financial Aid
Surgical Technology Program
Bookstore
Career and Transfer
Office of Academic Success

Our best estimate is that most departments provided information and office supplies to between 175-200 students. We received almost 100 completed passport cards and 50 or more students attempted the Mechanical Bull, Rock Wall, face painting and photo booth activities. We would also estimate that we provided food for between 200-300 people, because we had 200 of all food products and basically ran out by 12:30, and then purchased 15 pizzas that lasted approximately 10-15 minutes. Anyone with feedback, thoughts, ideas or suggestions for improving next year should contact Warren Bair- at whbair@hacc.edu or Tracey Winchester at tlwinche@hacc.edu.

Prize winners:

Kindle Fire - Elizabeth Marti
Bookstore Gift Card – Thomas Hostrawser

Ricole Jayman and Lorie Sonnen at the Career and Transfer table

Phi Theta Kappa Table

International Club Table

This year’s attraction - rock climbing
2nd Annual 5K Wellness Run - October 4, 2014

George Lehman, Math, wins again

Huey Huynh, Biology; Geremea Fioravanti, Biology; Marian Yoder, Reading; Pam Capwell, Math
Avenue C comes to HACC Lancaster

In early September, a new food service program came to the East building – Avenue C. This new concept has a self-serve kiosk that allows student and employees to purchase a wide variety of food products anytime the building is open. Frozen and refrigerator food is available along with coffee, snacks, protein bars and fresh fruit. Microwaves have been added to the area. Other items will be offered based upon customer demand and sales. Payments are made by debit/credit cards and cash if you setup an account. Initial sales have been very strong, coffee being the #1 seller.

Internship Fair

More than 60 students attended the HACC Lancaster Internship Fair on Tuesday, September 30. 16 employers visited campus to offer internships in areas like Accounting, Marketing, Communications, Human Services and more. Thank you to all of those involved with making the event a success! Please continue to encourage students to participate with internships as it is a great way for them to develop professionally and personally and gain invaluable experience before graduation.
Career & Transfer Center Workshop Schedule

Transfer & Advising Info ~ On The Go! – Stop by to pick up transfer information from colleges/universities and Dual Admission agreements & applications. Learn how to access HACC’s transfer website and speak with a transfer counselor about college searches and effective transfer strategies.

- Tuesday, October 21 11:00-1:00 East Lobby
- Tuesday, November 4 11:00-1:00 East Lobby

New! Resume Review ~ On The Go! – In a hurry and need your resume critiqued? Stop by the table in East Lobby for feedback on your resume from Career & Transfer Center staff.
- Thursday, November 13 1:00-3:00 East Lobby

Internships 101 – Learn all about obtaining an internship and getting the most from the experience.
- Wednesday, November 12 4:30-5:30 Main 307

New! Interviewing Tips ~ On The Go! - Do you have an upcoming interview and need some advice fast? Stop by the table in East Lobby for some advice on how to handle some of those difficult questions.
- Wednesday, November 12 12:00-1:00 East Lobby
- Wednesday, December 3 12:00-1:00 East Lobby

Resume Writing Workshop – Design and put together an effective resume.
- Tuesday, October 14 12:00-1:00 Main 305
- Wednesday, October 22 5:00-6:00 Main 305
- Tuesday, November 25 2:30-3:30 Main 305

Fall Career Fair – Talk to real-world representatives to learn more about various career fields.
- Thursday, October 16 (TBD-more details to follow) EAST 203

Preparing for the Interview Workshop – Learn to relax, develop an effective job search strategy, and more!
- Wednesday, October 29 12:00-1:00 Main 305
- Monday, November 10 4:00-5:00 Main 305

Transfer Day: Representatives from over 40 colleges and universities will be available to answer your questions about their programs and admissions process.
- Tuesday, November 11 10:00-1:00 EAST 203

Finals on the Fly: Grab & Go Info to Help Prep For Final Exams - Stressed out about finals? Stop by the info table to speak with a counselor and take along useful tips and strategies to help you prepare for final exams.
- Tuesday, December 2 11:00-1:00 East Lobby
- Wednesday, December 3 4:00-6:00 East Lobby

For additional information, contact the HACC Lancaster Campus Career & Transfer Assistant (717) 358-2290
Public Safety Tip for October

What You Can Do?

Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of a crime. The burden of crime prevention rests not only with the security Department but also with each member of the HACC community.

Campus Safety and Security Officers cannot be everywhere at once and are, therefore, dependent upon you to recognize and report incidents of suspicious and criminal activity. The extent of your cooperation will greatly influence security’s effectiveness in combating crime. Doing your part means:

1. Being aware of your vulnerability to protect yourself and your property.
2. Being alert for suspicious or criminal activity and conditions that may represent a hazard to the community.
3. Getting involved by becoming more security conscious by reporting all incidents of suspicious and criminal activity, no matter how insignificant, to security immediately.

Remember that unreported crimes cannot be solved, by not reporting the crimes you allow the perpetrators to commit additional and perhaps more serious crimes. Many times crime solving depends upon how accurately and promptly the incident is reported.

It is important that you are able to provide as much of the following information as possible:
1. The nature of the incident.
2. When and where the incident occurred.
3. Number of persons involved (names, sex, race, age, height, hair style/color complexion, distinctive characteristics, i.e. facial features, scars, physical defects, glasses, clothing, etc.).
5. Vehicles involved (color, type, make, model, license plate number and state, distinctive characteristics, i.e., decals, bumper stickers, damage, number of occupants, etc.).
6. Description of stolen property (item, manufacturer, model number, serial number, value, color, dimensions, etc.).
7. Any other applicable information.

Remember, safety is everyone’s responsibility!