

PROCEDURE

Number: 3.7.5.1
Related Policy: 3.7.5
Title: Safety
Responsibility: Vice President of Finance and Administration

Original Approval Date: 10-05-1994
Last Cabinet Review: 09-21-2022
Last Revision: 09-21-2022

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

When incidents occur that endanger the safety and security of faculty, staff and/or students, Public Safety and/or "911" should be called immediately. Incidents that endanger safety and security include but are not limited to those involving theft, physical altercations, assaults, and fire.

An incident report should be completed and submitted by all individuals witnessing the incident and forwarded to the Office of the Vice President of Finance and Administration and the Executive Vice President for Academic and Workforce Development for distribution to other campus directors.

Any incident involving a crime will be logged in the College's Crime Log by the Office of the Vice President of Finance and Business Affairs. The Crime Log is maintained in the Public Safety Office in Building 1100 on the Conway Campus.