

# 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: 07-30-2025  
Last Revision: 07-30-2025

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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.

All individuals who witness an incident must complete and submit an incident report. These reports will be included in the daily report compiled by the Office of Public Safety.

The daily report will be distributed via email to the following recipients:

- The President
- Vice President of Finance and Administration
- Vice President of Student Affairs
- Executive Vice President for Academic and Workforce Development
- Appropriate Public Safety Officials

If the incident involves matters related to insurance, the Human Resources and Procurement departments will be promptly notified.

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