

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.7.5.1
Related Policy: 3.7.5
Title: Safety
Responsibility: Vice President, Finance and Business Affairs

Original Approval Date: 10-05-1994
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

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.

Any incident which endangers the safety and security of faculty, staff and/or students, Campus Security and/or "911" should be called immediately.

All incidents (including "911" incidents) involving theft, physical altercations, assaults, fire or similar incidents shall be reported immediately to the Office of the Vice President for Business Affairs, Conway Campus or the Office of the Provost, Grand Strand and Georgetown Campus. If these offices cannot be reached, Security, on the respective campus, should be notified immediately.

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 Business Affairs, Conway Campus. 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 Office of the Vice President of Student Affairs.