UNIVERSITY OF SOUTH CAROLINA LANCASTER

**Dr. John E. Rutledge**
**Director of Law**
**Enforcement and Security**

**Report to the Faculty**
**February 2017**

- Parking and Traffic Safety: Please do not use visitor parking spaces. We are in the process of emphasizing safety in the parking lots. Speed, backing up and inattention are the primary reasons for accidents. Vehicle speed should not exceed five miles per hour and in all cases pedestrians have the right of way.
- Emergency Planning: We are entering early into weather patterns which spawn thunderstorms and tornados. Any time you are made aware of a hazard such as a tornado warning immediately take shelter. Do not wait for emergency notification. Please make sure all of your emergency contact information is correct in Carolina Alert. We are still awaiting delivery on our new audible siren system in order to plan installation. An audible system will provide depth and timeliness to our on campus alert systems. Our campus Emergency Plan is located at http://usclancaster.sc.edu/facilities/EmergencyResponseGuide.pdf.
- Crime Related: Please make sure you lock your offices when you leave. We are finding offices open and unlocked especially during the evening hours. The cameras are a valuable resource. On several occasions we have been able to locate lost and misplaced items. When you request a review to monitor covered areas by viewing past history please give us an accurate time.
- Other Issues: If you notice behavior which indicates a need for possible intervention please use the BIT process or contact Dr. Cox or me. A lost and found journal and storage system is located in the Maintenance Building.