PURPOSE OF POLICY
The purpose of this policy is to guide to faculty, staff and students at the Belanger School of Nursing regarding parking lot safety on the defined School of Nursing campus as well as other Ellis Medicine parking locations. This policy encompasses the procedure for reporting safety concerns to appropriate parties in order for proper follow up activity to occur.

SCOPE OF POLICY
This policy applies to all students, faculty and staff of the Belanger School of Nursing.

POLICY
Students, faculty and staff of the Belanger School of Nursing should be aware of their surroundings at all times when in Ellis Medicine/Belanger School of Nursing parking areas. Suspicious activities or safety issues with parking lot surfaces, such as icy conditions, potholes, cracks in the pavement or faulty lighting should be reported to the Ellis Security Department at 518-243-4480 or a member of the Campus Security Authority.

PROCEDURE
Tips for Parking Lot Safety
- Always make a visual observation when entering any area alone such as the garage or parking lot. If something does not look or seem right, call security at 518-243-4480. Complete an occurrence report.
- Walk to cars in pairs or groups.
- Request a security escort if you are uncomfortable.
- If lighting is not in working order, report it immediately.
- Keep a whistle or car alarm readily available to make noise. Shouting out “Fire” attracts attention as well.
- Report unsafe conditions such as ice or repair needs.
- Remember, your personal safety always comes first!

Tips for Pedestrian Safety
- Be cautious and aware of your surroundings when walking in a parking lot.
- Do not assume that drivers can see you when you can see them. In many cases, the pedestrian
sees and hears a vehicle before a driver can see the pedestrian due to blind spots around vehicles.

- Treat the parking lot like a street. Look both ways before crossing, use crosswalks, and always use sidewalks whenever possible.
- Walk down the parking lots aisles and not in-between vehicles when walking to and from your vehicle.
- Try to avoid areas where it would be hard for a driver to see you, for instance in loading dock areas.
- Try to walk in groups when in a parking lot, it makes it easier for driver to see.
- In bad weather like snow, wear proper footwear to provide adequate traction to avoid slipping and falling.

Tips for Driver Safety

- When looking for a place to park, park further away where there is less pedestrian and vehicle traffic.
- Whenever possible, avoid being in reverse. More incidents happen in reverse due to not knowing your surroundings.
- Pull all the way through the parking space to avoid having to reverse when leaving. If you cannot, now is the time to back into the space, since you have had to time check the surroundings.
- Drivers of motorcycles and bicycles are to follow the same traffic rules as drivers of vehicle.
- Slow Down! The speed limit is 10 mph in the parking lots. Any faster speeds may result in a fatal injury to a pedestrian.
- Reduce speeds in bad weather. In wet weather, vehicle has a higher chance of skidding.
- Be cautious in parking garages. They have tight spaces and low clearance. Older parking garage may not be able to handle today’s large vehicle so drive cautiously. Also, it is harder to spot pedestrians in parking garage.

Security Escort
A member of the Ellis Medicine Security Department is always available to escort students, faculty or staff to their vehicles. They may be reached at either one of the following phone numbers

    Central Security Office- 518-243-4480
    McClellan Street Security Cell Phone- 518-764-3822

EXHIBITS

REFERENCES
34 CFR 668.46(B)

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REVIEWED BY:
Title IX Coordinator
Director Belanger School of Nursing
Belanger School of Nursing Faculty