

## POLICY

### MEDICAL UNIVERSITY OF SOUTH CAROLINA

#### OFFICE OF PARKING MANAGEMENT POLICY AND PROCEDURES MANUAL

**SUBJECT: Emergency Weather Conditions**

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#### **I) POLICY**

A) During emergency weather conditions, parking for designated personnel and state-owned vehicles will be provided in MUSC parking garages as follows:

1. MUSC Visitor Parking Garage (PGI) will be dedicated to designated personnel, Physical Plant vehicles and moveable equipment, and Public Safety duty vehicles.
2. MUSC Employee Parking Garage (PGII) will be dedicated to designated personnel, University Transportation Services vehicles and other state-owned vehicles.
3. MUSC Rutledge Tower Garage (PGIII) will be dedicated to designated personnel and state-owned vehicles.
4. MUSC Harbor View Tower Garage (PGIV) will be dedicated to vehicles from the Citadel, the Army Corps of Engineers and, if necessary, to designated personnel.
5. MUSC Courtenay Drive Garage (PGV) (former County Garage) will be dedicated to designated MUSC personnel, to state-owned vehicles and to vehicles belonging to Charleston County.
6. MUSC Ashley-Rutledge Garage (PGVI) will be dedicated to designated MUSC personnel.
7. MUSC Bee St. Garage (PGVII) will be dedicated to designated MUSC personnel.

B) In order to insure adequate parking accommodations for designated personnel and state vehicles and equipment, parking privileges for decal holders who park in designated parking garages will be suspended during the weather emergency.

C) In order to have access to one of the restricted MUSC parking garages during a weather emergency the state-issued emergency worker pass and the MUSC employee ID must be presented to the parking attendant or public safety officer on duty at the entrance of the facility.

- D) In order to reduce damage to vehicles or equipment from flooding and/or high winds, vehicles and equipment should not be parked on the ground level or roof level of any garage.
- E) Only one vehicle for each designated employee will be allowed to park in designated facilities.

## **II) INFORMATION AND PROCEDURES**

### **A) Preparedness and Activation Period**

#### **1) Weather Alert and Weather Watch:**

All parking lots and garages will be operated in accordance with normal operating schedules and services during these periods.

#### **2) Weather Warning:**

This is a transitional period where standard operational procedures may be replaced by emergency weather conditions. Designated personnel may begin arriving while non-designated personnel are still on campus, and state vehicles may be being brought into designated locations in anticipation of the emergency. Staffing is required to manage the outgoing and incoming traffic.

Parking Management employees will manage designated facilities until a weather emergency is declared and they are relieved by Public Safety or until otherwise directed by university officials.

#### **3) Emergency Weather Conditions:**

The Department of Public Safety will manage access to the restricted MUSC parking garages during emergency weather conditions.

### **B) Parking Facility Locations and Capacity**

- 1) Parking Garage I (Jonathan Lucas Street Garage): Intersection of Doughty, President, and Jonathan Lucas Streets Capacity, 314\*.

- 2) Parking Garage II (President Street Garage): 91 President Street  
Capacity, 744\*
- 3) Parking Garage III (Rutledge Tower Garage): Corner of Rutledge  
Avenue and Vanderhorst Street.  
Capacity, 460\*.
- 4) Parking Garage IV (Harbor View Tower Parking Garage): 19  
Hagood Avenue  
Capacity, 400\*.
- 5) Parking Garage V (Courtenay Drive Garage) is located at 21  
Courtenay Drive.  
Capacity, 1,250\*.
- 6) Parking Garage VI (Ashley-Rutledge Garage) is located at 158  
Ashley Avenue (additional entrance on Rutledge Avenue).  
Capacity 550\*.
- 7) Parking Garage VII (Bee St. Garage) is located at 122 Bee Street  
(additional entrances and exits on Bee Street from the Cherry  
Street side).  
Capacity 1,205\*.

\*total capacity 4,923

#### C) Dissemination of Parking Information

Information on which facilities have space available may be obtained by dialing Parking on the MUSC Health Connection line, 792-1414, then 0920. General weather emergency information may be obtained by dialing the MUSC Weather Emergency Information number 792-792-MUSC (6872).