

Fellow Faculty and Staff,

Effective 5:00 PM., Wednesday, December 24th, the Department of Public Safety will lock all pedestrian gates at the main gate entrances and surrounding perimeter, with the exception of the pedestrian gates at Gates 3 and 6. All pedestrian gates will remain locked until 5:00 AM on January 5, 2009.

All campus buildings will be locked on December 24th at 5:00 PM and will remain locked through January 4th. The buildings will open on January 5th at the regularly scheduled times. Faculty and staff are asked to assist us by making sure that their offices and labs are locked before leaving. If you are a faculty or staff and do not have a key to enter your building, please call DPS once you've arrived at your building, and we will assist you. Be prepared to show your USC identification and your office key. DPS Officers will patrol the buildings during the holiday and you are asked to keep your staff or faculty ID with you while inside the building.

DPS has also provided holiday safety tips on our website to help increase your safety and that of your property. Please visit our website at:

<http://capsnet.usc.edu/dps/index.cfm>

The Department of Public Safety wishes each of you a peaceful holiday.

USC Department of Public Safety  
3667 McClintock Ave, LA 90089-1912  
Emergency: (213) 740-4321  
Non-Emergency: (213) 740-6000

USC Department of Public Safety  
Crime Prevention and Community Education  
Bus: (213) 740-9565  
Fax: (213) 740-1230