

2016

**Forcible Rape**

Four (4) of the Nine (9) incidents, four (4) filed an official police report and the remaining five (5) disclosed to a Campus Security Authority and/or sought assistance from the Office of Victim Services.

2017

**Forcible Rape**

Of the eight (8) incidents, two (2) filed an official police report and the remaining six (6) disclosed to a Campus Security Authority and/or sought assistance from the Office of Victim Services.

2018

**Forcible Rape**

Of the six (6) incidents: two (2) filed an official police report; one (1) was anonymously reported through Public Safety's Silent Witness program; one (1) third-party report on Parents' Listserve; and two (2) disclosed to a Campus Security Authority and/or sought assistance from the Office of Victim Services.

### **Daily Crime Log**

The Campus Police Records Unit serves as archivist for all incident reports filed within the jurisdiction of the College's Campus Police. A request for an incident/accident report should be made to the Records Clerk located at Campus Police Headquarters or through email at PSrecords@cofc.edu. Requests may be submitted from 8 am - 3 pm, Monday through Friday. Processing of reports once a request has been submitted takes approximately three business days. A daily log which is a listing of all crimes reported to Campus Police is available for public viewing. An update of the log is completed within two business days of the filing of an initial report except where disclosure of such information is prohibited by law; such disclosure would jeopardize the confidentiality of the victim; and/or release of such information would jeopardize any component of an ongoing criminal investigation.

## **EMERGENCY RESPONSE, EVACUATION AND EMERGENCY PROCEDURES**

### **Cougar Alert Emergency System**

The College of Charleston's Cougar Alert mass notification system is used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. This confirmation will be based on the judgment of, and verification by, the Director of Emergency Management from information received from Charleston County Emergency Management, mutual aid incident command, College incident command, or Federal or State agencies. As defined by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, 34 CFR 668.46 (g) "immediate" threats include imminent or impending situations such as, but not limited to:

- Bomb threats or explosions, or other threats of imminent violence
- Fires, hazardous chemical or waste spills or gas leaks
- Terrorism incident or threat, including biological threats
- Infectious disease incident
- Natural disasters including hurricanes, earthquakes, tornadoes, floods, etc.
- Power outages or utility failures resulting in an imminent safety or security threat
- Campus closure due to weather or declared civil emergency

### **Use of the Cougar Alert System**

The Cougar Alert campus emergency notification system operates under the supervision of the Director of Emergency Management/Environmental Health and Safety. The Director of Emergency Management will consult with the Department of Public Safety and the Office of the President if circumstances allow, before sending a Cougar Alert. The Director of Emergency Management and/or the Department of Public Safety will be responsible for composing critical messages to the campus community.

Once the determination of an emergency on campus is made by the Director of Emergency Management and Public Safety representatives, the Senior Director of Media Relations sends out the appropriate message on the Cougar Alert system (via phone call, text message and email) and posts the information at <http://emergency.cofc.edu/index.php>. Information may also be obtained from the emergency information hotline, 843.725.7246. In exceptional emergency circumstances, the Department of Public Safety will, in the sole judgment of the Chief of Police or highest ranking officer on duty, take responsibility for unilaterally activating the Cougar Alert system. In such cases, the Department of Public Safety will operate the Cougar Alert system for as long as it deems necessary to effectively notify the campus of emergency situations, while at the same time contacting the Emergency Manager and the Office of the President of such action. When these offices consider it safe to do so, the operation of the system will be returned to the Director of Emergency Management.

Situations in which the Department of Public Safety will unilaterally activate and operate the Cougar Alert System include, but are not limited to:

- Murder on campus, where the suspect (where known or unknown) is still at large;
- A violent on-campus sexual assault, where the suspect (whether known or unknown) is still at large;
- A violent on-campus assault, where the suspect (whether known or unknown) is still at large;
- A fire in a residence hall with suspected injuries and/or substantial damage;
- A serious chemical leak where the immediate need is to have people keep clear of the area;
- Any other emergency where it is imperative the community receive immediate notification.

The Director of Emergency Management will work with the Department of Public Safety on an ongoing basis to ensure appropriate officers are trained in the use of the Cougar Alert system.

### **Determination of Notification to All or Part of the Campus**

The Director of Emergency Management and the Department of Public Safety will determine which specific segment(s) of the College community to alert where the potential danger and/or threat is limited to a particular building or segment of the population. If the Department of Public Safety determines through a continuing assessment of the situation that additional segments of the College community may be at risk, those segments may also be notified. In cases where circumstances threaten the operations of the College community as a whole, the entire campus community will be notified.

### **Tests of the Cougar Alert System**

Tests were conducted in 2018 on June 7, September 7. All tests had prior notifications in order to encourage the campus community to update contact information. A review of the data from the tests was presented at meetings of the Emergency Management Team offering opportunity to make changes and fine tune the system.

### **Evacuation Procedures. In addition, the system was used for 18 messages during the months of September and October 2018 due to the need for evacuation and recovery from Hurricanes Michael and Florence.**

The emergency information page located at: <http://emergency.cofc.edu/index.php> provides information relevant to fires, building evacuation procedures, suspicious packages, bomb threats, suspicious behavior/persons of concern, and active shooters. Training of Public Safety personnel and drills relevant to emergencies on campus are ongoing. Emergency evacuation of the residence halls are conducted throughout the year.

### **Building Evacuation Procedures**

- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building in danger

## Emergency Procedures

### “Shelter-in-Place” Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. In 2018, facilities were assessed by members of the Emergency Management Team to develop lists of facilities that could shelter more than 50 persons and the list was added to the Emergency Management Plan.

### Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Cougar card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

### How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including College of Charleston Department of Public Safety, Emergency Management Team, Housing Staff members, other College employees, Charleston Police Department or North Charleston Police Department, or other authorities utilizing the College’s emergency communications tools.

### How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: An interior room; above ground level; and without windows or with the least number of windows.
- If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Housing Staff, faculty, or other staff) to call 911 and provide the list so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

### Fires

- Activate the nearest fire alarm pull station.
- Call 911.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Stay away from danger.
- Do not re-enter the building until authorized to do so by emergency personnel.

### Bomb Threats

- Remain calm.
- Obtain as much information as possible from the threatening caller.
- Keep callers on the line as long as possible.
- Do not anger callers.
- Call 911.
- Do not erase threats if they are left on voice mail.
- Follow instructions from emergency personnel.

### Suspicious Mail and Packages

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call 911.
- Notify the building administrator, residence hall director, resident assistant as appropriate.

### Suspicious Behavior/Persons of Concern

- Do not physically confront the persons exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Call 911.

### Active Shooters

- If possible, exit the building immediately, and call 911.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see “what is happening.”
- Do not attempt to confront or apprehend the shooter, unless last resort.
- Do not assume someone else has call police or emergency personnel.

### Weather Emergencies

- Call the Emergency Information Hotline at 843.725.7246 (843.725.RAIN)
- Refer to the College’s Weather Emergency Plan, which includes a Hurricane Plan, online at <http://emergency.cofc.edu/> for procedures
- Continue to check the Emergency Website at <http://emergency.cofc.edu/> throughout the event and for after-incident actions.
- For updates, monitor local television and radio stations for announcements.

### Procedures for Testing Emergency Response and Evacuation Procedures

ACTIVE SHOOTER TRAINING (NON-PUBLIC SAFETY RESPONSE): OFFERED TO CAMPUS-WIDE AND EMERGENCY MANAGEMENT TEAM, APRIL 4, 2018, SEPTEMBER 5, 2018, AND SEPTEMBER 19, 2018.

The College’s Emergency Management Team coordinates an annual test of emergency response and evacuation procedures. This class was designed to assess the College’s emergency plans and capabilities. Accordingly, the test contained the following measurable goals and objectives: (1) improved understanding of information sharing and incident management activities for all participants, (2) identification of opportunities or problems, and (3) development of recommended actions and procedural adjustments to address potential problem areas.

During the follow through activities at the conclusion of the test, the College identified and has been able to address various action items to improve emergency response efforts.

COMMUNITY EMERGENCY RESPONSE TEAM TRAINING: OFFERED CAMPUS-WIDE AND EMERGENCY MANAGEMENT TEAM, MARCH 21; OCTOBER 17

The College’s Emergency Management Team coordinates a variety of trainings and classes for improving the ability of College students and staff to respond in emergencies regardless of the type. For 2018, Emergency Management conducted a 2 hour, table top/classroom briefing/exercise on a fire/explosion at a resident hall. In October the TEAM organized and participated in an FBI seminar on Biohazard/Biosecurity

HURRICANE RESPONSE PLANNING: CAMPUS-WIDE OFFERING TO FACULTY, STAFF AND EMERGENCY MANAGEMENT TEAM, June 10 through September 9, 2018

The College’s Emergency Management Team coordinates annual training of emergency response and evacuation procedures. For 2018, the Emergency Management Team conducted an announced series of campus-wide offerings of classes in preparing for and responding to the hurricane potential. Various classes were held over a three day period to provide opportunities for faculty, staff, student attendance. This presentation was preparation and response safety/security-focused to fulfill the Clery

Act annual testing mandate. This test was designed to involve and train faculty and staff members of the Emergency Management Team and campus faculty, staff and students in the exercise planning process and campus response and protocol for response to an emergency on a campus-wide basis (in this case, hurricane) that has directly affected the main campus.

This class was designed to assess the College's emergency plans and capabilities. Accordingly, the class contained the following measurable goals and objectives: (1) improved understanding of information sharing and incident management activities for all participants, (2) identification of opportunities or problems, and (3) development of recommended actions and procedural adjustments to address potential problem areas.

During the follow through activities at the conclusion of the class, the College identified and has been able to address various action items to improve emergency response efforts.

#### **Action Items Identified and Addressed**

As part of mitigation requirements of the county, the College is completing its development of short and long range plans for multiple interoperability strategies between Public Safety and local emergency response partners. There is radio connectivity between the campus system and that of the city and county.

Short and long term relocation strategies have been identified for shelter space in non-affected/evacuated buildings as a result of the hurricane or storm surge. There has been an increased awareness of the need for mitigation and development of departmental level planning on campus to assure these types of incidents are minimized.

#### **Annual Security Report Policy Statements**

##### **How to Report a Crime**

Please refer to page eight (8) of this document for information about how to report a crime.

##### **Limited Voluntary Confidential Reporting**

While the College encourages all victims to report crimes to the Department of Public Safety, anyone may report a crime anonymously by filing a report online at the Silent Witness website: <http://publicsafety.cofc.edu/staying-safe/emergencies-on-campus/silent-witness.php>

College of Charleston Professional Counselors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

“Professional Counselor” is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

##### **Campus Security Authorities**

Please refer to CAMPUS SECURITY AUTHORITIES on page eight (8) of this document for the information about which offices house Campus Security Authorities.

##### **Building Security**

The College of Charleston is located in an urban setting. The campus is historically significant and host to numerous visitors who come to enjoy the beauty and architecture. As a state institution, the general public has access to most of the facilities during the hours that buildings are open (6:00 a.m. to 10:00 p.m., Monday through Friday; Saturday and Sunday by special request). Buildings are secured by Campus Police officers at 10:00 p.m. Buildings during summer are open to reflect operational needs (e.g., Maymester, summer school, summer conference housing for specialty groups). Campus Police Officers conduct frequent checks of building interiors daily. Access after buildings are secured can be obtained by special permission from the faculty or, in case of emergency, by Campus Police.

Security officers and contracted security officers staff the entrances of on campus major residence halls, with the exception of George Street Apartments, one (1) Warren Place, and twenty (20) Warren Place, between the hours of 11:00 p.m. and 7:00 a.m., seven days a week. Access to residential facilities (major residence halls and historic houses) is restricted to residents and their