

**Annual Security and Fire Safety Report**  
January 1<sup>st</sup>, 2016 - December 31<sup>st</sup>, 2016



UNIVERSITY OF  
**SOUTH CAROLINA**

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**AIKEN**

University Police Department  
805-B Leadership Drive  
Aiken, SC 29801

<http://web.usca.edu/university-police/>

## Table of Contents

<b>I.</b>	<b>Introduction</b>	<b>3</b>
<b>II.</b>	<b>Procedures for Reporting Campus Emergencies and Crime</b>	<b>4</b>
	• University Police Department	4
	• Off Campus Organizations	4
	• Students, Faculty, Staff, Visitors and all others	4
	• In Event of Emergency	4
	• Support Services	4
<b>III.</b>	<b>Reporting a Crime</b>	<b>5-6</b>
<b>IV.</b>	<b>Crime Prevention</b>	<b>6</b>
<b>V.</b>	<b>General Policy Information</b>	<b>6</b>
	• Emergency Vehicles	6
	• Identifying Yourself to Campus Officials	7
	• Individual Responsibility	7
	• Littering and Vandalism	7
	• Lost and Found	7
<b>VI.</b>	<b>Timely Warning Notice</b>	<b>7-8</b>
<b>VII.</b>	<b>Campus Access and Security Policy</b>	<b>8</b>
<b>VIII.</b>	<b>University Policies</b>	<b>9-22</b>
	• Policy Statement on Smoking	9
	• Policy on Illegal Drugs	9-10
	○ University Disciplinary Process	10
	○ University Housing	10
	○ Parental Notification Policy	10-11
	• Policy Statement on Alcoholic Beverages	11-12
	○ Local Ordinance (City of Aiken)	11-12
	○ University Housing	12
	○ University Sanctions	12
	○ Alcohol and Drug Resources	12
	• Policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking	13-21
	○ Victim’s Bill of Rights	14
	○ University Definitions	14
	○ Criminal Definitions	15-17
	○ Procedure for the Victim	17-20
	○ Procedure for Accused Party	20
	○ Procedures for Reporting to Campus Community	21
	○ Educational Resources	22
	• Policy for Missing Persons in University Housing	22-23
<b>IX.</b>	<b>Annual Security Report</b>	<b>23-24</b>
<b>X.</b>	<b>Annual Fire Safety Report</b>	<b>25</b>
	• Fire Statistics	26
	• Instructions for Resident Evacuating University Housing	26-27
	• University Housing Responsibilities for Fire Safety	27
	• Resident Hall Fire Procedures, Prevention and Response	27-28
	• Fire Drills	28
	• Who to Notify in Event of a Fire	28
	• Misuse of Fire Prevention and Control Equipment	28
	• Prohibited items	28-29
	• General Information Regarding USC Aiken Housing	29
	• Fire Safety Improvements and Upgrades	29

- Fire Log 30
- Testing and Inspection of Fire Safety Systems 30

## **The University of South Carolina Aiken Policy for Reporting the Annual Disclosure of Crime Statistics**

The University of South Carolina Aiken is committed to providing the safest environment for work and study. Part of that commitment involves providing information about campus security to current as well as prospective students and employees.

This report, prepared in compliance with the Crime Awareness and Campus Security Act, outlines the University's security policies and discloses campus crime statistics. This federal law was originally passed in 1990 as part of the Student Right-to-Know and Campus Security Act. It was amended in 1992 and 1998 by the Higher Education Amendment. It requires all institutions of higher education that receive federal financial assistance to produce an annual security report which is distributed to all current students and employees and a summary of which is available to all prospective students and employees.

Campus crime, arrest and referral statistics include those reported to the University Police Department, designated campus officials (including, but not limited to directors, deans, department heads, judicial affairs, advisors to students and student organizations, athletic coaches), and local law enforcement agencies. Prompt reporting to the local law enforcement agency by health care professionals (such as Health Services) is mandatory if the care provider suspects or reasonably suspects that the person seeking treatment has suffered wounds inflicted by a firearm or suffered assaultive or abusive conduct. Counseling Services informs their clients of the procedures to report crimes to the University Police on a voluntary or confidential manner should they feel it is in the best interest of the client.

More specifically, the law requires the reporting of violent crimes, burglary, arson, motor vehicle theft and a summary of arrests and disciplinary referrals for liquor law, drug abuse and weapons violations:

- Murder
- Manslaughter
- Sex Offenses
  - Forcible (rape, sodomy, rape with a foreign object, forcible fondling and sexual battery)
  - Non-Forcible (incest and statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crimes (where evidence reflects victim selection based on actual or perceived race, gender, sexual orientation, ethnicity, or disability).
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug abuse violations and weapons possession.

This information is posted on the University of South Carolina Aiken's University Police Department Web site under *Campus Crime Statistics* located at

<http://web.usca.edu/university-police/> and is available in printed form at:  
The University of South Carolina Aiken  
C/O University Police Department  
471 University Parkway  
Aiken SC, 29801

## **General Procedures for Reporting Campus Emergencies and Crimes**

### **University Police Department**

The University Police Department consists of USC Aiken commissioned police officers. The University Police Department enforces state, county, and campus laws, rules and regulations for the protection and security of persons at and property of the University of South Carolina Aiken, 24 hours per day, and 365 days per year.

The main campus is equipped with more than 40 emergency phones at the entrance to most campus buildings as well as strategically located blue light call boxes. These phones connect the caller directly to the University Police Department. The blue light call boxes are located in the parking lots across campus to include the housing area and the convocation center.

### **Off Campus Organizations**

Local law enforcement agencies are requested to provide the University Police Department with reports of any criminal activity of USC Aiken student organizations at locations other than the campus. Since no recognized campus organizations currently own or occupy housing off the campus, this request is, necessarily, limited in its scope. Reported activity is investigated by the proper jurisdiction when incidents are reported and the information is forwarded to the Judicial Officer on campus.

### **Students, faculty, staff, visitors and all other**

Members of the campus community are encouraged to contact University Police in a timely manner to report any medical emergency, fire, suspicious person or circumstance, or crimes. This encouragement is publicized in the Student and Employee Handbook. These publications are made available to all students, faculty and staff members and may be accessed on-line at the University web site.

### **In the event of an emergency**

Contact University Police immediately at 803-648-4011 (or dial 6111 from a campus phone) or through use of the Alertus App which can be downloaded for smartphones.

### **Support Services**

Students may also contact Counseling Services (Ext.3609) or dial (803)641-3609, where staff members are trained to assist with victim support and/or individual counseling, or to make

referrals to the appropriate member of Student Health Center, (Ext.2841) or dial (803) 641-2841, Aiken Regional Medical Center (803) 641-7700 or other appropriate agencies as listed:

- USC Aiken Counseling Center, Business and Education Building, Room 126, (803) 641-3609
- USC Aiken Peer Educators, Student Activities Center, (803) 641-3412
- USC Aiken Department of University Police, (803) 648-4011 (from off campus) or 6111 (from on-campus)
- Cumbee Center to Assist Abused Persons, Rape Crisis Center, (803) 641-4162.
- Aiken Regional Medical Center, The Resource Center, 655 Medical Park Dr., Aiken, (803) 641 –5926
- Aiken-Barnwell Community Mental Health Ctr., 104 Florence St., Aiken, (803) 641-7700.

### **Reporting A Crime**

Advising proper authorities of a crime may be facilitated in several different ways. The easiest way, of course, is to simply call University Police by calling 648-4011 or 6111 and have an officer come to gather the information. One may also visit the University Police Department, which is located in the front part of Pacer Downs.

There are over 40 **emergency telephones** around the campus. These are intended to provide members of our community with a convenient and quick method of contacting University Police if they need assistance.

Preventing crime is a shared responsibility between University Police and the entire campus community. If you witness a hazardous condition, crime or suspicious activity, do not assume someone else has, or will, report it. Please contact University Police immediately. If the crime occurs on campus, call University Police by calling 648-4011 (or dial 6111 from a campus phone) or use an emergency phone. If you reside off campus, call the local authorities.

Any time a crime is reported to someone other than University Police, the information should be passed on to one of the appropriate campus officials who in turn will report it to the proper authorities. The campus officials are as follows:

<b>Dr. Deb Kladvko</b>	<b>Vice Chancellor of Student Life &amp; Services</b>
<b>Ahmed Samaha</b>	<b>Assistant Vice Chancellor of Student Life</b>
<b>Cindy Gelinis</b>	<b>Director of the USC Aiken Counseling Center</b>

If off-campus housing is being considered, students and parents should be aware that Aiken County is served by three separate law enforcement units, with jurisdiction determined by location within the City of Aiken, the City of North Augusta, or the balance of the County, this is served by the Office of the Sheriff of Aiken County. Please contact rental agents for the County or City emergency numbers that might be helpful such as fire, police, and hospital. In addition, USC Aiken strongly suggests that all students considering off-campus housing contact the

appropriate law enforcement agency for specific crime and safety information about the residential areas under consideration.

### **LOCAL LAW ENFORCEMENT CONTACT POINTS**

Aiken County Sheriff

Phone: (803) 642-1761 or 911 for emergencies

Web address: [www.aikencountysheriff.org](http://www.aikencountysheriff.org)<sup>36</sup>

City of Aiken Public Safety

Phone: (803) 642-7620

### **Reporting to the Campus Community**

In the event that a notice or warning is necessary to the University community, several ways have been identified to distribute information including: the Emergency Notification System which can be used to send out loudspeaker messages, text messages, automated phones calls, and messages on campus computers. Other means of less emergent postings involves campus postings, Pacer Times, and the Stall Wall. If necessary, notification may also be made in meetings with on-campus residents, members of an affected classroom, administrative department or building.

### **Crime Prevention**

Crime prevention education at USC Aiken is approached by several different methods. Information is provided to new students at orientation sessions, held at the beginning of each academic year for incoming students. University Police also conducts sessions with interested groups or individuals upon request on topics of interested and various safety issues.

Literature is also made available concerning safety on campus through the University Police Department during Open House events, Orientation Events, etc. This literature gives persons information on ways they can help and/or deter crime on campus as well as their homes. Some of the topics addressed are ways of avoiding thefts and means of improving personal safety.

University Police, in coordination with the Environmental Health and Safety Manager, has developed the Emergency Action Plan. This is a collaborative product of Building Emergency Response Plans which are developed within buildings across the university. It includes extensive information about safety and emergency response.

Refrigerator magnets and community guides are also provided to on-campus apartments with emergency information, including how to contact University Police from on and off campus.

### **General Policy Information**

#### **Emergency vehicles**

You are required to yield and pull over for any vehicle exhibiting flashing emergency lights. Failure to do so may result in arrest, citation, and/or disciplinary action.

### **Identifying Yourself to Campus Officials**

When requested, you are required to properly identify yourself to any Campus Official, including Housing and Residential Life staff and University Police Officers. Students must produce and provide students IDs for verification purposes. This process is for ensuring the safety of students on campus.

### **Individual Responsibility**

Every student and employee must bear an appropriate amount of responsibility for their own safety and security as well as their fellow students and co-workers. To this end, please observe the following guidelines:

- Report all crimes on campus immediately to University Police.
- Report suspicious persons and circumstances. This may prevent a crime from occurring.
- Ensure you lock your doors and windows to your dorm rooms, office space, and vehicles
- Don't prop open or try to compromise the security features of residence hall doors. If you find a door propped open, please close it. If it won't lock, notify an RA, the Assistant Director for the residence hall.
- Secure any property left outside, such as bicycles.
- If you walk across campus late at night, consider going with a friend, have a cellphone, and use lighted sidewalks.

### **Littering and Vandalism**

Please help keep your campus clean! Students who are found to be responsible for littering or vandalism. Incidents may result in arrest, citations, and disciplinary action.

### **Lost and Found**

Lost and found items may be turned in or claimed at the University Police Department. If there is no one in the University Police department, the emergency phone located at the front of the building can be used to communicate with an officer.

### **Timely Warning Notice**

**USC Aiken ALERT** is The University of South Carolina Aiken's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or more of the following methods:

1. [www.usca.edu](http://www.usca.edu) Home Page
2. [web.usca.edu/alert](http://web.usca.edu/alert) Alerts Page
3. Outdoor loudspeakers
4. Text Messages
5. E-mail
6. Alertus Desktop Alert

During an emergency at USC Aiken, the main university Web Site, [www.usca.edu](http://www.usca.edu), will include prominent links to the Alerts Page. Look for one of the following.

- Red USC Aiken ALERT box under News / Events.
- Complete override of the Front Page with the Alerts Page.

As part of the University of South Carolina Aiken's **USC Aiken ALERT** emergency notification system, the university has three outdoor warning sirens on campus.

These loud speakers are designed to be heard **outdoors only**. Three sirens provide campus wide alerts.

- Solar-powered battery operation of the 3 speakers will keep them in operation even if there is an AC failure
- Emergency tone alerts will generally be followed by voice messages providing specific instructions
- Siren tones and messages can be activated from multiple locations on campus using wireless technology
- The Sirens are mounted on 50 foot painted metal poles and each has a 3 speaker array with digital and live voice capability for "notification"
- The System will be available 365 days a year 24 hours a day
- A computer controlled system does period self-checks to make sure the outdoor campus speakers are always fully operational
- There are 2 fixed command and control stations, the first in Pacer Downs Police station and the second in the Pickens-Salley House
- Live PA announcements can be made via phone, with proper security and codes
- Live instructions can be made over the speakers

In the event of an emergency which urgently threatens the safety of persons outdoors, the University may sound the sirens. The **alert tones are very loud and distinct** and should be easily heard by anyone who is outdoors on campus. The alert tone may be followed by voice instructions. The University may also use the speakers for other non-emergency or testing purposes. For example, [Westminster Chimes](#) are played daily at noon.

### **Campus Access and Security Policy**

Campus buildings are open and accessible to students, faculty, staff, and authorized visitors during normal business and/or instructional time periods. Evening, weekend and holiday access will be limited as specified below.

- During business hours, doors to buildings will be unlocked by University Police and offices will be opened as appropriate by the occupant.
- After normal business hours (as defined on a building-by-building basis according to usage and special requirements), buildings will be secured by University Police to prohibit unauthorized access.



- In the event that after-hours or holiday access is required by students, faculty or staff, University Police should be notified through the use of emergency telephones as noted elsewhere in this report or through personal contact with a patrolling officer. After hours, weekend or holiday access will require positive identification of a USC Aiken ID card on the part of the requesting party. No outside visitors or guests will be allowed after normal business hours. Specific rooms and/or buildings may have additional restrictions for such access as determined by the appropriate manager, department head or vice/associate/assistant chancellor.
- Student housing is under the management control of USC Aiken. Occupancy of the Pacer Downs, Pacer Commons, and Pacer Crossings are only open to students and USC Aiken approved residents. Residents are strongly encouraged to keep their apartment/suite door locked, especially when they are out or sleeping.
- Any student, faculty or staff member should immediately report inoperative or malfunctioning locking mechanisms on doors or other security devices on the main campus to the Maintenance Department during business hours or to University Police after hours and on holidays (using the emergency telephones, the campus telephone or in person). University Police will make the determination as to the best course of action to be taken until a full repair can be made. In every instance, the maintenance of safety for persons and property will be the primary objective for the responding organization.
- All areas considered "restricted" will require the student to show their ID. The appropriate faculty or staff member in charge of that area will submit after-hours requests to University Police. No access will be granted to a "restricted area" without this permission. This procedure does not affect entrance to the general computer rooms.

Pacer Commons and Pacer Crossings resident halls are locked 24 hours a day and require the use of card access during the academic school year and as determined by the Housing Office during the summer. Two entrances to Housing located by Pacer Downs and Pacer Crossings resident halls have entrance gates that are accessed with card access only by University housing residents. Pacer Crossings gate is locked 24 hours a day and the Pacer Downs gate are locked from 9pm until 7am.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are identified as security concerns will have safety surveys conducted to identify measures to enhance the area. Administrators from University Police & Housing will review these results. These surveys will examine security issues such as lighting, fencing, landscaping, locks, alarms and communications.

## **UNIVERSITY POLICIES**

The University of South Carolina Aiken is concerned about the abuse of alcohol and the use of drugs on campus. Behavior and conduct by students whose judgment is impaired due to substance abuse and which interfere with the decorum and atmosphere of the University will not be tolerated. As members of the University community, students are expected to comply with and abide by all laws and University policies.

The University's drug and alcohol policies are made available to all interested parties. Students, faculty, and staff are encouraged to read the entire drug policy and alcohol policy (see below).

Copies may also be obtained from office of the Vice Chancellor for Student Life and Services or the Director of Housing and Judicial Affairs.

University policy is subject to change to comply with new local, state, or federal laws or changes in University operating procedures pertaining to drugs and/or the possession and consumption of alcoholic beverages.

University Police works closely with the Campus Judicial Officer and other relevant offices to educate the student population concerning the responsible use of alcohol and the abstinence of drug use. Officers deal with situations of illegal alcohol and drug use applying discretion specific to the totality of the circumstances. University policies and laws are enforced to improve and ensure safety.

### **Policy on Smoking**

USC Aiken is a tobacco-free campus. This includes all areas of campus.

### **Policy on Illegal drugs**

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bong, or an item modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University-sponsored event.

Specific prohibited actions include:

- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances\*
- Being in the presence of illegal drugs or controlled substances
- The possession or sale of drug paraphernalia (such as roach clips, bong, water pipes, cocaine spoons, etc)
- The distribution or delivery of an imitation (“look alike”), non-controlled substance which is represented as a controlled substance.

\*The term “controlled substances” refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.

As citizens, students have the responsibility for knowing and complying with the provisions of the state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system.

### **University Disciplinary Process**

In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not considered “double jeopardy” for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook.

Although violations will be handled on a case-by-case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following:

- Suspension
- Summary Suspension
- Suspension Held in Abeyance with Conditions
  - Expulsion
  - Counseling
  - Educational Programs
  - Conditions and Restrictions

### **University Housing**

A student who is suspected of violating the drug policy while living in on-campus housing may be subject to immediate removal from housing as a response to violating the terms of the housing contract.

### **Parental Notification Policy**

In 1998, changes in the law that governs the privacy of student records, the Family Education Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determine the student violated University alcohol and drug policies. We at the University of South Carolina Aiken believe such notification can help us in educating our students. While we constantly strive to educate, and empower students to make responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical.

The University of South Carolina Aiken may exercise its right to notify parents of students under 21 in the following situations:

- Cases involving drug violations
- Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

### **Future Revisions**

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

## **Policy Statement Regarding Alcoholic Beverages**

The University of South Carolina Aiken and University Housing are committed to providing a safe and healthy living community for all its residents. University Housing is an educational and social community wherein its students and their guests may engage in activities where the consumption of alcoholic beverages will occur. So that these activities may occur and be reasonably governed, and in order to promote responsible conduct with respect to alcohol consumption, this policy is established to conform with state and federal laws and in keeping with the mission of USC Aiken.

This policy governs students' consumption of alcohol (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken's campus and at University-sponsored off-campus events. Based on a concern for the welfare of all student members of the University community in keeping with state and local laws, this policy is designed to promote the responsible use or non-use of alcohol beverages. USC Aiken values responsible citizenship. Students are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol in no way lessens accountability to the University and the community. Behavior and conduct by students whose judgment is impaired due to substance abuse and which interfere with the decorum and atmosphere of the University will not be tolerated. As members of the University community, students are expected to comply with and abide by all the laws and policies stated below.

### **Local Ordinance (City of Aiken)**

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. All campus housing is located within the city limits. Therefore, consuming alcohol on apartment balconies or on the grounds of University Housing is a violation of local ordinance and University Policy.

### **Additional Alcohol Policies for University Housing**

Underage residents and their guests (regardless of age) may not possess or consume alcohol, this includes minors being present in an area where alcohol is present (constructive possession). Individuals of legal drinking age may consume alcoholic beverages only within the confines of an apartment/suite. All individuals present must be of legal drinking age. Underage residents whose roommate(s) are 21 years of age or older may be present when alcohol is possessed or being consumed in their apartment/suite, but are not permitted to consume alcoholic beverages. (NOTE: It is the responsibility of the host resident to ensure all guests are at least 21 years of age.)

- The possession or use of an empty or full keg, party ball, or other common container of alcohol beverages is strictly prohibited.
- The misuse of alcohol beverages and/or inappropriate or illegal behavior will result in disciplinary action and/or legal action.

Regardless of the age of the student, the abuse of alcohol that results in significantly impaired behavior is considered a violation of the alcohol policy. Chugging, drinking games, initiations, "funneling" or other potentially dangerous drinking activities is prohibited. The sale of alcohol is

prohibited. Neon signs or other signs for alcohol related products may not be hung in windows or anywhere outside the apartment/suite.

### **University Sanctions**

Individual students or student organizations who violate USC Aiken policies are subject to civil, criminal and University proceeding and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, or University regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violations of University policies are based on the severity and frequency of violation. Sanctions may include, but are not limited to referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time and suspension of student organization status.

### **Alcohol and Drug Resources**

There are a number of University and community resources available to provide information on the physical effects and social issues related to alcohol and other drug use, including, but not limited to: programs presented by Resident Mentors, the Counselling Center, Peer Educators, and University Police.

## **Policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

### **Policy Statement**

It is the policy of the University of South Carolina Aiken that sexual harassment of employees or students is prohibited. Such conduct is a form of behavior which undermines the atmosphere of trust essential to the academic environment. This policy is consistent with federal and state laws prohibiting sex discrimination. It is also a policy of the University that willful false accusation of sexual harassment shall not be condoned. The full text of the policy is located in the Office of Human Resources or can be found at [www.sc.edu/policies/eop102.html](http://www.sc.edu/policies/eop102.html).

In the last several years there has been greater focus nationwide on the topic of sexual assaults on college campuses. During this time, there has also been an increased awareness of relationship violence such as domestic violence, dating violence, and stalking. The University provides a number of resources for victims of such crimes. The prevention of such crimes is a shared University community responsibility. Victims and witnesses are encouraged to come forward to make the University community a safer place and an environment where all are treated with respect.

## **Rationale**

The University of South Carolina Aiken is an educational institution bound by common standards of conduct and a commitment to its educational mission. Sexual assault, domestic violence, dating violence, and stalking will not be tolerated as they may interfere with our educational mission:

- by endangering the physical and emotional safety;
- by damaging trust;
- by offending the dignity and violating autonomy;
- by disrupting the academic progress of victims during their recovery

The purpose of this policy statement is to describe the University efforts to provide:

- resources aimed at reducing the risk of sexual assault, including educational programs for men and women;
- a statement of expectations for behavior with regard to sexual conduct;
- procedural interventions to offer support and information following a sexual assault; and
- campus judicial procedures that provide for the needs of victims and protect the rights of alleged assailants.

Statistically, members of college communities are at great risk of being assaulted or exploited sexually and most probably by someone known to or trusted by the victim. Studies have shown that sexual assaults occur with disturbing frequency among college age men and women but are very often unreported. In order to provide for the needs and care of victims, as well as to enforce the behavior standards critical to our mission, it is important that all violations of this policy are reported to appropriate authorities, including the law enforcement officials or agencies with jurisdiction in the location of the incident. Portions of this policy may parallel published laws, but are in no way intended to substitute or supplant those laws. USC Aiken students are expected to comply with and abide by University policies and the laws of the State of South Carolina. Because research has shown that alcohol and other drug use is typically associated with sexual assault, especially date and acquaintance rape, it is important to be aware of and manage health and safety risks while complying with all University policies and state and federal laws related to alcohol and drug use. The use of these substances, in conjunction with an incident of sexual assault, does not mitigate responsibility or diminish the seriousness of the crime. This policy is subject to change to comply with changes in relevant laws or University operating procedures or regulations.

## **Victim's Bill of Rights**

Victims of sexual assault who report their experience to University officials can anticipate that:

1. Sexual assaults will be investigated.
2. Campus organizations and services which can assist victims will be identified.
3. When a crime is reported to University officials, those officials will offer assistance in notifying proper authorities.

4. When victims report and choose to pursue action against alleged assailants, assaults will be investigated and adjudicated by appropriate criminal and/or University officials.
5. University personnel will not discourage victims from reporting, nor encourage them to under-report the incident as a lesser crime.
6. Victims may invite an advisor they choose to accompany them through University disciplinary proceedings.
7. A victim will be notified of the outcome of related University discipline proceedings. The victim and charged student must respect the privacy rights of all involved.
8. University Police officers are responsible for securing and maintaining evidence (including a medical examination) necessary in legal proceedings
9. Victims will be made aware of any state or federal laws regarding mandatory testing of sexual assault suspects for communicable disease and whether these professionals can notify a victim of the results of these tests.
10. Victims will be informed of mental health services available.
11. Victims will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
12. All students have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior, by persons sharing rooms or their guests, that would prevent a reasonable person from attaining their educational goals. Disruptive behavior of this nature should be reported to appropriate University staff, so it can be addressed.

### **University Definitions**

For the purpose of this policy and related procedures, the term sexual assault is defined as “unwilling or unconsenting sexual intercourse or penetration of any bodily opening with any object; the touching of an unwilling person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/ or clothing covering them); touching an unwilling person with one’s own intimate parts; or forcing an unwilling person to touch another’s intimate parts.”

Behavior contemplated in this definition includes acts that are unwanted and/or may be committed either by force, threat, intimidation, or deceit, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware. USC Aiken student conduct regulations incorporate this definition by obliging students to comply with all published policies and procedures of the University (see USC Aiken Student Handbook).

Such behaviors may also be simultaneously covered by the general regulations prohibiting “disruptive activity” and “disorderly conduct”. Attempting, abetting or being an accessory to any prohibited act is considered the same as a completed violation.

### **Criminal Definitions**

By publishing this policy, USC Aiken does not intend to substitute or supersede related civil and criminal law. It is the policy of this institution to strongly encourage victims to report all

incidents and violations to the law enforcement agencies or officials with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled by law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Regardless of the charge(s) issued or procedures employed, sanctions issued by the University can be expected to be consistent with the educational mission of the institution.

According to the USC Aiken Student Handbook, students who are apprehended and charged by law enforcement agencies with felony criminal charges off campus are required to inform University officials. The University may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow and consider the results of any relevant court action. When necessary, temporary action may be taken in the form of summary suspension, summary restrictions or officially requesting no contact between the victim and accused assailant. Any of these measures may result in a student's restricted participation in University events outside attendance of classes and appointments related to the resolution of discipline matters.

### *Definitions of Domestic Violence, Dating Violence, and Stalking*

The University considers incidents of domestic violence and dating violence to fall within the definition of "relationship violence". The University defines relationship violence as "physical behavior (e.g., slapping, pulling hair, punching), threats of abuse (e.g., threatening to hit, harm or use a weapon on another, or other forms of verbal abuse), and emotional abuse (e.g., harassment) directed toward a current or former partner or spouse. This definition is more expansive than the South Carolina state law prohibiting domestic violence. Under the state criminal law "domestic violence" is defined as: "physical harm, bodily injury, assault or the threat of physical harm" directed toward "persons who have a child in common, and persons cohabiting or formerly cohabiting."

South Carolina law does not make it a crime to engage in dating violence. However, as with any violent act, an individual may be guilty of assault and battery or other appropriate charges such as harassment.

South Carolina law defines assault and battery in four categories. Assault and battery of a high and aggravated nature occurs when the perpetrator unlawfully injures another person and either: 1) the victim suffers from great bodily injury, which causes a substantial risk of death or serious, permanent disfigurement; or 2) the injury is accomplished by means likely to produce death or great bodily injury.

*Assault and Battery in the First Degree* occurs when an individual injures another person and either: 1) involves nonconsensual touching of the private parts of a person, either under or above clothing, with lewd and lascivious intent; or 2) occurred during the commission of a robbery, burglary, kidnapping, or theft. Further, Assault and Battery in the First Degree may occur when the assailant offers or attempts to injure the victim with the ability to do so and the act: 1) is



accomplished by means likely to produce death or great bodily injury; or 2) occurred during the commission of a robbery, burglary, kidnapping, or theft.

*Assault and Battery in the Second Degree* occurs when a person injures or attempts or offers to injure another person with the present ability to do so, and: 1) the victim suffers moderate bodily injury or such injury could have resulted; or 2) the act involves nonconsensual touching of the private parts of a person either under or above clothing. *Assault and Battery in the Third Degree* occurs when the assailant unlawfully injures or offers or attempts to injure another person with the present ability to do so.

Under South Carolina criminal law, *harassment* is the “pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person and would cause a reasonable person in their position to suffer mental distress.”

The University defines “*stalking*” as “a pattern of conduct that is intended to cause or does cause a person to fear death or death of others important to that person, assault or assault of others important to that person, bodily injury or bodily injury of others important to that person, sexual assault or sexual assault of others important to that person, involuntary restraint or involuntary restraint of others important to that person, damage to property or damage to property of others important to that person, confinement or confinement of others important to that person, or threats of harassment via electronic devices (e.g. e-mail, phone, fax).” The relationship between the perpetrator and the victim may be a current or former partner or spouse, dating relationship, acquaintance, or stranger.

Under South Carolina criminal law, sexual assaults may be prosecuted under the above Assault and Battery statutes and under the prohibitions of the Criminal Sexual Conduct laws.

*Criminal Sexual Conduct in the First Degree* occurs when the assailant sexually batters a victim with one or more of the following aggravating circumstances: 1) the assailant used aggravated force to accomplish the sexual battery; 2) the victim submits to sexual battery after being a victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or other similar act; or 3) the assailant causes the victim to become mentally incapacitated or physical helpless by administering, distributing, dispensing, delivering, or causing to be such a controlled substance or intoxicating substance.

*Criminal Sexual Conduct in the Second Degree* occurs where the assailant uses aggravated coercion as defined as threats to use force or violence of a high and aggravated nature, where the victim reasonably believes the assailant has the ability to carry out the threat, or where the assailant threatens to retaliate in the future by infliction of physical harm, kidnapping or extortion.

*Criminal Sexual Conduct in the Third Degree* occurs when the assailant the assailant uses force or coercion to accomplish the sexual battery or the assailant has reason to know the victim is mentally defective, mentally incapacitated, or physically helpless. A member of the University Community is in violation of University Policy for “Sexual Assault” where one of the following occurs:

1. Offensive Touching – the touching of an unwilling or non-consenting person’s intimate parts such as genitalia, groin, breast, buttocks, mouth, and/or clothes covering them; the touching of an

unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts;

2. Non-consensual Sexual Assault – unwilling or non-consensual penetration of any bodily opening with any object or body part. This includes, but is not limited to, penetration of a bodily opening without consent through the use of coercion;

3. Forced Sexual Assault – unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

The University considers an individual has consented to such conduct where:

1. Both individuals are physically free and capable to act;
2. Both individuals are willing and clear about their intent to engage in sexual activities;
3. Silence may not in and of itself constitute consent; and
4. Past consent of sexual activities does not imply ongoing future consent

## **Procedure for the Victim**

### **A. Immediate Care and Treatment**

Medical attention may be necessary for both physical and emotional injuries. It is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence should the victim choose to pursue prosecution. University Police will coordinate the collection of evidence from the hospital or medical care provider as necessary. Any student who feels that he or she has been sexually assaulted and requires medical attention should immediately:

Contact University Police at 648-4011 (6111 from a campus phone extension); or Rape Crisis Center at 641-4162 (after hours and weekends at 648-9900). The sooner a sexual assault is reported, the easier it is to collect valuable evidence. To facilitate evidence collection, the victim:

- Should not bathe or douche.
- Should not urinate.
- Should not drink any liquids.
- If oral contact has occurred, the victim should not smoke, eat or brush teeth.
- If clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).

University Police may transport the victim to Aiken Regional Medical Center for medical attention and any appropriate examination. If the victim does not want law enforcement involvement, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital may call the Rape Crisis Center to arrange for a victim advocate to accompany the victim throughout the exam and any law enforcement procedures. The hospital staff may also contact University Police and/or appropriate law enforcement agency having jurisdiction in the event.

### **If an Assault Occurs Off Campus**

Contact area police via 911 system (Aiken County) or if no 911 system is available, call your local police, or in Aiken call the Rape Crisis Center at 641-4162 (after hours and weekends at 648-9900). The sooner a sexual assault is reported, the easier it is to collect valuable evidence. To facilitate evidence collection, the victim:

- Should not bathe or douche.
- Should not urinate.
- Should not drink any liquids.
- If oral contact has occurred, the victim should not smoke, eat or brush teeth.
- If clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).

The police department with jurisdiction in the area will most often direct the victim to an area hospital for medical attention and a rape protocol exam. If the victim does not want to contact police, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital staff may call a Rape Crisis Center in that area and/or may contact the local police where the incident occurred. The hospital staff may also contact University Police.

If a victim chooses not to go to the hospital, the victim is strongly urged to seek appropriate medical attention.

## **B. Reporting**

All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. Should the victim choose not to immediately involve law enforcement officials, the victim is strongly urged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. This evidence may be used if the victim chooses to pursue legal prosecution at a later date. The rape protocol exam should be completed as soon as possible. Physical evidence can be obtained up to 72 hours after the assault, recognizing that as time passes, the quality of the evidence diminishes.

A student victim may also choose to file a report with the Vice Chancellor for Student Life and Services or the Director of the Counseling Center. An explanation of this procedure can be obtained in the student handbook. The disciplinary procedures are also described in a separate section below and published in the student handbook.

Whether or not legal or disciplinary action is desired, an anonymous report may be filed, at any time, with the Director of the Counseling Center. This report provides USC Aiken staff with information about the crime that may be valuable in their efforts to prevent future crimes and educate other students about the high risk areas. The Director of the Counseling Center can be reached by calling 641-3609.

## **C. Discipline Policies and Procedures for Victim and/or Witness:**

Witnesses to or victims of sexual misconduct may wish to contact the Vice Chancellor for Student Life and Services if the accused is a USC Aiken student. In this event, the Vice Chancellor will meet with the witness or victim to discuss the report and determine whether there is reason to believe a conduct code offense has occurred. At the same time, discipline procedures will be reviewed and the possible roles the witness or victim may play in the gathering of this information and/or the resolution of the complaint will be explored.

At this meeting, if the victim or witness is willing and prepared, staff may conduct an investigative interview. At the victim's or witness's request, an advisor, counselor, attorney, parent, friend or the Director of the Counseling Center may attend. In this meeting, and as needed, the Vice Chancellor will answer questions and provide offended individuals with general information about civil and criminal options available to victims or witnesses.

When it is determined that there exists sufficient reason to believe a violation of University policy has occurred, disciplinary procedures may be initiated. It should be understood that victims and witnesses need not "press charges"; instead, the University is responsible for initiating this investigative process. Furthermore, the University is not required to await the outcome of any criminal action against the accused before initiating disciplinary action, if such is deemed necessary. Victims or witnesses can expect to be asked to contribute testimony and information to assist in the resolution of the complaint.

#### **D. Follow-up and Recovery Services for Victim**

Research has shown that follow-up counseling is of significant benefit to a victim of sexual assault and/or related trauma. This counseling may be initiated at any time after an assault (from hours to years).

On or off campus counseling and other services are available to a student victim whether or not the crime was reported or prosecuted.

The Rape Crisis Center (division of the Cumbee Center to Assist Abused Persons "CAAP") is an off-campus resource that provides short-term counseling, as well as crisis intervention. Services are provided for all victims, no matter when the assault occurred. Their 24-hour hotline number is 641-4162. A representative from the Cumbee Center works in the USC Aiken Counseling Center at least one day each week and can be contacted at 641-3609.

The Counseling Center is an on-campus resource that provides free counseling to students. The phone number is 641-3609.

The Vice Chancellor for Student Life and Services can assist a victim with filing a discipline complaint, notifying instructors of absences or other needs, and/or helping a student withdraw. The phone number is 641-3588.

#### **Procedures for the Accused Party**

##### **A. Discipline Policies and Procedures for Accused Party**

To begin discipline procedures, individuals thought to have relevant information or testimony, including the accused party, will be contacted and interviewed by appropriate University officials. If sufficient information is available to conclude there is reason to believe, or “reasonable grounds” to do so, the University will issue charges from the general student conduct regulations and will follow the judicial procedures for non-academic offenses as set forth in the USC Aiken Student Handbook.

A summary of this procedure follows:

- The accused party will be offered the opportunity to choose one of two possible hearing procedures. Note: Under certain circumstances outlined in the Student Code of Conduct, an administrative hearing is NOT an option.
- The accused party may choose an administrative hearing, in which the University’s Judicial Officer or designee is authorized to consider testimony and act as hearing officer, deciding whether the accused is responsible for the charge(s) as issued, and what the University response or sanction, if indicated, should be.
- The accused student may choose a hearing before the University Judicial Board (UJB), a group of faculty and students who are trained and authorized to conduct hearings to determine responsibility and appropriate sanctions.

In each hearing procedure, the burden of proof shall be on the University as the adjudicating party. Decisions regarding responsibility for charges shall be based on a “preponderance of evidence” standard, meaning responsibility does not have to be proven beyond a shadow of a doubt. The University need only demonstrate that the charged student is more likely than not responsible for the charge.

In these investigative hearings, regardless of the procedure chosen, the hearing officer or UJB members will not be restricted from testimony by technical rules of evidence. Charged students are assured a right of access to a list of witnesses invited to testify, as well as an opportunity to review all available physical and documentary evidence to be presented at the hearing. In these informal, non-adversarial hearings, there is no formal cross examination. Charged students are, however, entitled to question and rebut any evidence presented. In order to conduct a fair, orderly hearing, special accommodations may be made in hearing procedures, such as indirect questioning, or special seating arrangements in the hearing room. Both the charged student and the victim may be accompanied by an advisor of their choice and remain present while all testimony is presented.

The advisor or counsel may, with written permission of the charged student:

- Advise the accused student about the preparation and presentation of the case;
- Accompany the charged student to all judicial proceedings;
- Have access to evidence, witness lists, documents and exhibits relating to the case.

Should the hearing authority determine a student is responsible for the charges issued; the student’s disciplinary record may be made available to the authority. The hearing authority will then adjourn again to determine what sanction(s) are appropriate to the circumstances and individual. Possible sanctions include permanent suspension, suspension for a period of time, suspension held in abeyance, disciplinary probation, conditions, reprimand, restitution, and educational sanction.

## **B. Follow-up Services for Accused Party**

Follow-up counseling may be of significant benefit to an accused party. On or off campus counseling and other services are available to an accused party whether or not the crime was reported or prosecuted. The Counseling Center is an on-campus resource that provides free counseling to currently enrolled students. The phone number is 641-3609.

The Cumbee Center to Assist Abused Persons (CAAP) provides referrals to counseling services for men who commit sexual assault or abuse their partners. A representative from the Cumbee Center works in the USC Aiken Counseling Center several days each week and can be contacted at 641-3609.

The Vice Chancellor for Student Life and Services can assist an accused party with notifying instructors of absences or other needs. This office also handles the investigation and resolution of discipline complaints. The phone number is 641-3588.

The South Carolina Bar Association, Lawyer Referral Service, can assist an accused party in finding an attorney to represent them in civil and/or criminal proceedings. The phone number is 1-800-868-2284 or 799-7100.

## **Procedures for Reporting to Campus Community**

Federal law requires that timely notice of assaults be made to the campus community if it is felt that a threat to any other person(s) exists. In these cases, the Chief of University Police, in consultation with the Vice Chancellor for Student Life and Services, will notify the campus community through whatever means are appropriate for the particular case.

## **Educational Resources**

The following offices within the University of South Carolina Aiken and the Aiken community provide a variety of educational offerings related to sexual assault, personal safety, appropriate use of alcohol, healthy relationships, etc. For more information, the following offices should be contacted:

- USC Aiken Counseling Center, Business and Education Building, Room 126, 641-3609.
- University Police, 648-4011 (from off campus) or 6111 (from on-campus).
- Cumbee Center to Assist Abused Persons, Rape Crisis Center, 641-4162.
- Aiken Regional Medical Center, The Resource Center, 655 Medical Park Dr., Aiken, 641 -5926.
- Aiken-Barnwell Community Mental Health Ctr., 1135 Gregg Highway, Aiken, 641-7700.

## **Policy for Missing Persons in Housing**

The Higher Education Opportunity Act (P.L. 110-315) requires the University to maintain a missing notification policy and protocol for on campus residents. A student shall be deemed missing when the student is absent from the University for more than 24 hours without any known reason. The information is posted on the University Housing website and provided at check-in.

You should report missing students by filing a missing person report with the University Police Department by calling 803-648-4011 or ext 6111 from a campus phone.

**Residents 18 years and older:**

You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register your confidential contact on a form during your housing check-in process and can make changes to this form at your area office.

**Residents younger than 18 years old:**

The policy requires us to notify your custodial parent or guardian not later than 24 hours after the time that you are determined to be missing. You must provide parental emergency contact information on a form during your housing check-in process and can make changes to this form at your area office.

Should a missing person report be filed on your behalf, University Police and Housing will:

- Gather information from the individual reporting the missing person and/or witnesses/roommates, to include details about the reason for the report and any information that can be gathered on the missing students, such as; personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
- Use of any or all of the following resources to assist in locating the student: go the student's on campus room, talk to roommates, secure a photo of the students, call or text the student's cell phone and call any other number on record, send the student an email, check all possible campus locations the student may be, check the campus card access log for the student, review campus video from cameras, and check for the student's vehicle.
- Ensure that the University of South Carolina Aiken Police Department has filed a missing persons report no later than 24 hours after a student is determined missing.
- Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.

### **Annual Security Report**

In accordance with amended section 485(f) of the Higher Education Act of 1965, this report will include the addition of three categories to the Annual Security Report for 2013. These categories include dating violence, domestic violence, and stalking.

Criminal Incidents 2012-2014	On Campus			Campus Housing			Hate Crimes			Non-Campus Building/Property			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sexual Offenses	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sexual Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Burglary	6	13	5	5	12	2	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>* Violence Against Women Categories</b>															
Dating Violence	1	1	4	1	1	4	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Categories</b>															
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Liquor Law Violations	2	6	3	2	4	0				0	0	0	0	0	0
Drug Law Violations	3	8	1	3	4	0				0	0	0	0	0	0
Illegal Weapons Possession	0	2	1	0	2	1				0	0	0	0	0	0
<b>Judicial Referrals</b>															
Liquor Law Violations	38	16	31	36	16	30				0	0	0	0	0	0
Drug Law Violations	0	9	18	0	9	18				0	0	0	0	0	0
Illegal Weapons Possession	1	0	0	1	0	0				0	0	0	0	0	0



## **Annual Fire Safety Report University of South Carolina Aiken 2016**

### HEA Section 668.41 Reporting Requirements

The Institutional Fire Safety Act is a federal law applicable to all Title IV colleges and universities. Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall on an annual basis, publish a fire safety report which contains, at a minimum, fire safety information with respect to campus fire safety practices and standards of the institution. This report shall be made available to students, prospective students, employees and prospective employees. Specifically this report shall include:

- (1.) Fire Statistics: Institutions must report statistics for each on-campus housing facility for the three most recent calendar years for which data are available, concerning:
  - The number of fires and cause of each fire;
  - The number of injuries related to a fire that resulted in treatment at a medical facility, including an on-campus health center;
  - The number of deaths related to a fire;
  - The value of property damage caused by the fire.
- (2.) A description of each on-campus student housing facility fire safety and sprinkler system, including the type, age, design, area covered, activation sensitivity, and other pertinent information.
- (3.) The number of regular mandatory supervised fire drills.
- (4.) The policies or rules on portable electrical appliances, smoking and open flames (such as Candles) in a student housing facility.
- (5.) The procedures for evacuation in the case of a fire.
- (6.) A list of the titles of each person or organization to which students and employees should report a fire.
- (7.) The policies regarding fire safety education and training programs provided to students, faculty and staff.
- (8.) Plans for future improvements in fire safety, if applicable.

USC Aiken maintains a fire log of any fire that occurs in an on-campus student housing facility. The log includes the nature, time, date and general location of each fire.

**Fire Statistics**  
**University of South Carolina Aiken**  
**2014-2016**

<b>Pacer Downs</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0
<b>Pacer Commons</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0
<b>Pacer Crossings</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

**Instructions for Resident Evacuating University Housing**

- Keep low to the floor if smoke is in your room.
- Before opening your door, feel the door handle. If it is hot, do not open the door. If the handle is not hot, brace yourself against the door and open it slightly (fire can create enough pressure to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.
- If you cannot leave the room, open the windows.
- Seal the cracks around the door with towels or bed clothing to keep out the smoke.
- Call University Police to make them aware of your location. To attract attention if you are trapped, hang an object out of the window, such as a sheet, jacket, shirt or anything that will attract attention. Shout for help. If you are trapped in a Pacer Commons stairwell use the emergency buttons located by the stairwell doors to notify the Police and Fire Department of your location.
- If you can leave the room, close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.

Go to the nearest exit or stairway. **DO NOT USE THE ELEVATORS.** If this means of egress is blocked by smoke, heat or fire, go to an alternate exit. If all means of egress from a floor are blocked, go back to your room, close the door, open the window and follow the procedures described above.

### **University Housing Responsibilities for Fire Safety**

University Housings staff is committed in providing as safe of an environment as possible for the students during their stay at USC Aiken. Thus, the following tasks will be performed each year and documented by University Housing.

- Fire safely education is provided for all residential students by University Housing.
- Fire extinguisher training is presented to all RA's by University Housing
- A minimum of two fire drills are conducted each semester in Pacer Downs, Pacer Commons, and Pacer Crossings.
- Smoke detectors are placed in every bedroom, hallway, and living areas of all University housing facilities.
- Smoke detectors are checked once a year by an outside company to ensure proper functioning.
- Fire extinguishers are placed in each apartment within Pacer Downs and Pacer Commons as well as in the hallways of Pacer Crossings and Pacer Commons.
- Each Community kitchen within Pacer Crossings (8 total) has a fire extinguisher as well as a hood system fire extinguisher.
- All fire extinguishers are checked monthly by University Housing maintenance staff.
- All kitchens with stoves in Pacer Downs and Pacer Commons come equipped with 4 Fire Stop canisters underneath the hood to help extinguish stove fires. These are replaced every 5 years.
- The Director of Housing and the Chief of Police will reassess all procedures updating as necessary and appropriate.

### **Resident Hall Fire Procedures, Prevention and Response**

In the event of a fire, sound the fire alarm immediately at the closest pull station. Call University Police at 803-641-4011 or from a campus phone 6111. Provide important details.

*Evacuate the building according to the following procedures:*

- Residents should evacuate through their closest exit.
- No one should enter the building when the alarm sounds
- Residents will evacuate to the following points for each building:
  - Pacer Downs – soccer field parking lot behind Buildings 8 and 9.
  - Pacer Commons – back of east parking lot by the soccer fields.

- Pacer Crossings – back of big parking lot on the east side of building.
- Students and staff members will be allowed to return to the building once the safe to re-enter by the responding personnel.

### **Fire Drills**

In order to ensure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held a semester. **All residents are required to leave the building during the drill and report to their designated meeting areas.** Those students who fail to evacuate the building will face disciplinary action. University Housing staff will check the building to ensure all residents have left the building.

### **Who to Notify in the Event of a Fire**

The following persons and/or organizations should be notified in the event of a fire:

- University Police (from campus phone)      6111
- University Police (off campus)                803-648-4011
- Aiken Public Safety                                911

### **Misuse of Fire Prevention and Control Equipment**

Smoke detectors save lives. Each apartment/suite has several smoke detectors throughout the apartment. It is unlawful to tamper with or disengage a smoke detector. Tampering with this equipment not only puts your life at risk, but also other students who live in your building/complex. There is a \$50 fine for tampering with or disengaging a smoke detector. Students found violating this policy will be referred for judicial action. The fire alarm system is fully monitored and any tampering will result in an alarm sounding. University Housing may, at any time, come into your apartment/suite to test the smoke detectors.

### **Prohibited Items Include, But Are Not Limited To The Following**

- Extension cords.
- Fireworks, firearms, air guns, explosives, highly flammable substances, knives (other than kitchen knives), slingshots and other weapons
- halogen lamps
- hot plates
- toaster
- toaster oven
- fry-daddy
- refrigerator
- neon lights

- candles
- incense
- no grilling on the porches or balconies

### **General Information Regarding USC Aiken University Housing**

Pacer Downs comprises of 23 buildings contains 91 individual apartment units (approximately 800 square feet each) housing 364 students. Each apartment contains two bedrooms, two full bathrooms, a furnished living area, and a fully equipped kitchen. Pacer Commons, an apartment-style hall which opened in 2004, houses 316 students. Each suite contains two bedrooms; two full bathrooms, a furnished living/dining area and a fully equipped kitchen. Pacer Crossings is a four-story, 88,930 square feet hall providing living space for 288 freshmen. Each suite contains four bedrooms, four full bathrooms, and a furnished living area. Also within Pacer Crossings are two community kitchens per floor that are shared all the residents.

All buildings are equipped with smoke detectors and a fire monitoring system. Smoke detectors are located in every bed room as well as hallways and living areas within all rooms. The systems for each building are monitored by Alarm Center Excellence.

Pacer Commons and Crossings are equipped with a sprinkler system. The sprinkler will only activate if there is an actual fire in progress. Water rushes out at approximately 70 gallons per second. Residents are not permitted to hang any items from the sprinkler head. Students found in violation will be referred to Judicial Affairs. Any student setting off a sprinkler head will be responsible for any damage occurred. Each professional staff member and RA is trained on how to properly shut off the sprinkler system if deemed necessary to do so.

Emergency fire response is provided by the City of Aiken Public Safety.

<b>Building</b>	<b>Smoke Detectors</b>	<b>Sprinkler System</b>	<b>Fire Extinguishers</b>	<b>Monitoring System</b>	<b>Stove Canisters</b>	<b>Fire Drills (Per Semester)</b>
<b>Pacer Downs</b>	YES	NO	YES	YES	YES	2
<b>Pacer Commons</b>	YES	YES	YES	YES	YES	2
<b>Pacer Crossings</b>	YES	YES	YES	YES	YES (per community kitchen)	2

### **Fire Safety Improvements and Upgrades**

The USC Fire Marshall as well as the City of Aiken Fire Marshall reviews the fire system in each building at least annually and recommends or orders upgrades, repairs or revisions as needed.

## **Fire Log**

The University Police Department maintains an activity log which contains any record of fires occurring in on-campus housing. The log includes the nature of the fires, the date, time, and location of fire.

## **Testing and Inspection of Fire Safety Systems**

Testing and inspection is done in accordance with the National Fire Protection Association (NFPA 71 and 72), local ordinances and University Policy.