

**South University - Columbia**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**Updated May 4, 2011**

**INTRODUCTION**

South University is providing the following information to all of its employees and students as part of South University's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Dean of Student Affairs, 9 Science Court, Columbia, SC 29203, 803-799-9082.

Alternative formats of this publication are available upon request. This document is available on computer disk to students with print disabilities. This document can be found online at: <http://www.southuniversity.edu/pdf/student-consumer-information/crime-report-columbia.pdf> . For more information on alternative formats, contact the Dean of Student Affairs.

**CAMPUS SECURITY AND CRIME PREVENTION POLICY**

South University's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. The report is distributed to all new students through Orientation and the report is also available on the internet. All continuing students and employees receive a post card with the exact web address for the report.

**REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the Dean of Student Affairs' office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of South University that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around South University facilities to the Dean of Student Affairs either in person or by calling 803-799-9082. If Student Affairs staff are not available, you may contact the Dean of Academic Affairs; or the President; or the Richland County Sheriff's Department by dialing 911 or 803-576-3000. In the event that one of these individuals is unavailable a member of the University staff should contact the necessary authorities. During evening hours, criminal actions or emergencies should be reported to the security guard.

In the event of fire or medical emergencies, staff and employees should contact the Columbia Fire Department by dialing 911 and then notify Student Affairs.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Columbia Police by dialing 911 and then notify Security and Student Affairs.

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which are sent to the Dean of Student Affairs. Reports are kept in a secure location in the Dean of Student Affairs Office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Dean of Student Affairs.

## **SECURITY AND ACCESS TO THE UNIVERSITY**

It is the policy of South University that access to all campus facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to South University policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty may be required to show valid identification card and or be escorted to have access to the campus. **The university encourages prompt and accurate reporting of all crimes to the security person while on duty.**

## **ACCESS TO ACADEMIC BUILDINGS**

South University provides students and staff with a well-maintained campus that emphasizes safety and comfort. Buildings and parking areas are well lit, with security personnel provided after dark. Access to all buildings is limited, particularly during evening class hours. All students have been issued a Student ID card. To reduce the chance of potential problems, students are asked to follow common sense safety procedures, which are covered at orientation and in the *student handbook*. All campus community members are asked to cooperate in maintaining a safe campus. The following suggestions are made in order to improve the overall security of the campus:

- Do not leave purses, wallets, or books unattended at any time.
- Always lock your car. Do not leave valuable items visible in parked cars.
- Bicycles should be locked when not in use.
- Walk in pairs on campus after dark.
- Report suspicious behavior immediately.

## **CAMPUS LAW ENFORCEMENT**

A security person will be maintained by the university during hours of operation. When regular university staff are unavailable, the security person has the authority to order the removal from campus of any undesirable persons and contact the appropriate law enforcement agencies when necessary. Students are required to carry their Student ID card at all times and to present them upon request. The university encourages prompt and accurate reporting of all crimes to the security person while on duty.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

South University is located in Columbia, SC where all university/school facilities are located. The South University maintains a close working relationship with the Richland County Sheriff's Department with periodic contact initiated by the South University personnel to ensure that South University is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by fliers which are posted on classroom bulletin boards, and notices placed in faculty and staff mailboxes.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new South University students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The new student orientation program, which takes place eight times per year, includes a

description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus, and procedures for reporting any criminal activity or emergency. This information is covered by the supervisor with every new hire during her/his orientation. The South University has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location. Employees and students are encouraged to be responsible for their own safety and the safety of others.

### **NOTIFICATION OF CAMPUS COMMUNITY REGARDING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or staff, a mass e-mail can be sent to all personnel using their assigned South University e-mails. A telephone alert will be activated to include the president, dean of academic affairs, dean of student affairs, director of admissions, director of financial aid, registrar, business officer and security officer. Procedures for emergency response and evacuation will be publicized annually to students and staff, and tested on an annual basis. A comprehensive safety plan also exists for emergencies of various types on campus will be publicized annually to students and staff and may also be obtained in the dean of student affairs office. Alert Find is a system that provides for the automatic notification of all students, staff and faculty of situations described above. The notification procedures implemented in Alert Find will be publicized at student orientations, via emails and various web sites of the university. Alert Find will be tested at least twice annually.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

South University also provides educational programs designed to heighten awareness of crime and its prevention. These programs are coordinated by the Dean of Student Affairs and may include outside speakers and videos. Topics included in these informational programs are personal safety, crime prevention, and safety on campus. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event that South University, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by fliers which are posted on bulletin boards on campus and notices placed in faculty and staff mailboxes.

Students are requested to review the South University *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the South University *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

### **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, South University does not have any off-campus student organizations.

### **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all South

University students, faculty and staff annually along with the Campus Security report.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. South University also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Dean of Student Affairs in conjunction with local service agencies annually. Guest speakers present discussions on rape awareness, reducing the risk of being a rape survivor, and what to do if you are assaulted. Brochures on sexual assault issues are available in the Dean of Students office. Should a student be sexually assaulted, it is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, the Dean of Student Affairs, the President or other South University officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care. (A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.)
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 771-RAPE (7273). It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, South University will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that South University personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the change of class schedule.

Other crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Columbia Area Mental Health	898-8888
Post Trauma Resources	765-0700
Sexual Trauma Services of the Midlands	252-8393

## **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the South University published Code of Conduct outlined in the *Student Handbook*. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only South University's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

## INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.sled.state.sc.us/default.htm>

On-campus computers with internet access are available in the Library for you to view the above website Monday – Thursday 8:30am-9:00pm, Fridays 8:30am-5:00pm, and Saturdays 9am-4pm.

## CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. South University prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Dean of Student Affairs quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to South University concerning the occurrence on South University’s campus which were reported to local police agencies. The second box sets forth available statistics concerning the number of offenses in relation to hate crimes on the institution’s campus, non-campus buildings and property, and public property. In the third box arrests for liquor law violations, drug law violations, and illegal weapons possession are listed. Finally, in the fourth box “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed.

### South University Campus Crime Statistics

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property. The crimes reported below are from January 1 2008 to December 31, 2010 for 9 & 10 Science Ct, Columbia, SC*

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported it will be identified by hate crime category (race, gender, religion, etc)

<i>Hate Crimes</i>	Calendar Year								
	2008			2009			2010		
	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year								
	2008			2009			2010		
	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **	On Campu s	Non- campus buildings and property*	Public Property **
<b>Arrests</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Columbia does not have School Sponsored Housing

\*\* South University at 9 Science Ct. Columbia SC 29203 does not have residence halls, other residential facilities, or any non-campus buildings.

None of the reported crimes took place on public property adjacent to campus. Public property includes the sidewalks, thoroughfares, streets and parking facilities that are within the campus, immediately adjacent to and accessible from the campus

## **Drug-Free Workplace and Campus**

The use of illegal drugs and the abuse of alcohol on the campus of South University or in facilities controlled by South University are prohibited by college regulations and are incompatible with South University's goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **Effects of Drugs and Alcohol**

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of South University and the requirements of state and federal law, South University has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### **Health Risks Associated with the Use of Alcohol**

#### **Short Term Risks**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

#### **Long-Term Risks**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Health Risks Associated with the Use of Drugs**

#### **Amphetamines (Speed, Uppers)**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

#### **Deliriant (Aerosols, Lighter Fluid, Paint Thinner)**

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

#### **Hallucinogens (LSD, PCP, DMT, STP, Mescaline)**

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users
- Intravenous Drug Use
- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

#### **Marijuana and Hashish**

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count
- Stimulants (Cocaine)
- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

#### **Narcotics (Heroin, Morphine, Codeine, Opium)**

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

### **Sanctions**

#### **South University Sanctions**

South University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, South University will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of South University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

#### **State and Federal Sanctions**

##### **South Carolina Alcohol and Drug Laws Summary**

The use of alcohol and other controlled substances can be illegal as well as unhealthy. All laws listed are subject to change. Under South Carolina state law you must be 21 years of age or older to purchase / possess and consume alcohol. First offenses for purchasing/possessing alcohol if you are under the age of 21 or buying alcohol for someone under age can result in up to a \$200 fine, 30 days imprisonment and will result in loss of your driver's license for six months. Disorderly conduct as a result of intoxication or having an open container of alcohol in a vehicle can result in a \$100 fine and /or 30 days imprisonment. A first offense DUI (driving under the influence) will result in a \$200 fine, 30 days imprisonment, and suspension of your driver's license for six months.

For possessing marijuana, hashish, methaqualone, or amphetamines, you can be sentenced up to 12

months imprisonment and/or a \$1,000 fine. To manufacture, distribute or intend to distribute any of the above drugs can result in up to five years imprisonment and/or a \$5,000 fine. If you are convicted of trafficking one of the above controlled substances you can be sentenced up to 30 years imprisonment and/or fined \$200,000.

For possessing LSD, heroin, or cocaine you can be sentenced up to two years and/or a \$5,000 fine. For manufacture, distributing, or intending to distribute any of the above drugs you can be sentenced up to 15 years imprisonment and/or a \$25,000 fine. If you are convicted of trafficking LSD, heroin or cocaine you can be sentenced up to 40 years imprisonment and/or fined \$200,000. For possessing ice, crack or crack cocaine you can be sentenced up to 5 years imprisonment and/or a \$5,000 fine. If you are convicted of manufacturing, distributing or intending to distribute any of the above drugs you can be sentenced up to 15 years imprisonment and/or a \$25,000 fine. If you are convicted of trafficking any of the above you can be sentenced up to 25 years imprisonment and/or a \$50,000 fine.

Under the US Code of Laws, the possession of any controlled substance can result in a sentence of one year imprisonment and/or a \$1,000 fine. Distributing a controlled substance to an individual under the age of 12 will result in imprisonment of at least one year and a fine. Manufacturing, distributing or intending to distribute any controlled substance within 1,000 feet of any school or youth center will also result in imprisonment of at least one year and a fine. To manufacture, distribute or intend to distribute any controlled substance will result in sanctions beginning at five years imprisonment and a \$250,000 fine up to life imprisonment and a \$4million fine.

### **Convictions for Drug-Related Offenses**

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Hope and Life Scholarship, if applicable. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and South University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

**Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**  
**Federal Trafficking Penalties (As of January 1, 1996)**

Controlled Substances Act Schedule	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
<b>I and II</b>	*Not less than 5 years. Not more than 40 years  *If death or serious injury, not less than 20 years or more than life  *Fine of not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years. Not more than life  *If death or serious injury, not less than life  *Fine of not more than \$4 million individual \$10 million other than individual	10-99 gm pure or 100-999 gm mixture	<b>Methamphetamine</b>	100 gm or more pure of 1 kg or more mixture	<b>*Not less than 10 years. Not more than life.</b>  *If death or serious injury, not less than 20 years or more than life.  *Fine of not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years. Not more than life  *If death or serious injury, not less than life  *Fine of not more than \$8 million individual, \$20 million other than individual.
			100-999 gm mixture	<b>Heroin</b>	1 kg or more mixture		
			500-4,999 gm mixture	<b>Cocaine</b>	5 kg or more mixture		
			5-49 gm mixture	<b>Cocaine Base</b>	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	<b>PCP</b>	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	<b>LSD</b>	10 gm or more mixture		
			40-399 gm mixture	<b>Fentanyl</b>	400 gm or more mixture		
			10-99 gm mixture	<b>Fentanyl Analogue</b>	100 gm or more mixture		

Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
<b>I and II</b>	Others (law does not include marijuana, hashish, or hash oil)	Any	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual	*Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual
<b>III</b>	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)	Any	*Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual
<b>IV</b>	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	*Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual
<b>V</b>	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	*Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual	*Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual

\*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

**Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**  
 Federal Trafficking Penalties - Marijuana (includes hashish and hashish oil) (as of January 1, 1996)

Description	Quantity	1st Offense	2nd Offense
<b>Marijuana</b>	1,000 kg or more mixture; or 1,000 or more plants	*Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than individual
<b>Marijuana</b>	100 kg to 999 kg mixture; or 100-999 plants	*Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual
<b>Marijuana</b>	50 to 99 kg mixture ----- 50 to 99 plants	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual	*Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
<b>Marijuana</b>	Less than 50 kg mixture		
<b>Hashish</b>	10 kg or more	*Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual	*Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual
<b>Hashish Oil</b>	1 kg or more		

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

**21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

**21 U.S.C. 853(a)(2) and 881(a)(7)** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

**21 U.S.C. 881(a)(4)** Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

**21 U.S.C. 844a** Civil fine of up to \$10,000 (pending adoption of final regulations).

**21 U.S.C. 853a** Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

**18 U.S.C. 922(g)** Ineligible to receive or purchase a firearm.

**Miscellaneous** Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. *Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply*

**SOUTH UNIVERSITY**  
(Columbia Campus)  
**CRISIS RESPONSE PLAN (external)**  
2011-2012

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(rev.6-3-11)

## INTRODUCTION

It is the responsibility of members of the administrative staff that play roles in each of these plans to ascertain their responsibilities and stay apprised of changes that may occur in the plan. The campus President will keep the plan current in accordance with the regulations of the state of South Carolina and in compliance with the policies of the Richland County Emergency Management Director.

The plan will be reviewed annually for correctness and amended as needed. Please address questions to the campus President.

NOAA Weather Alert Monitors. The NOAA weather alert monitors are the best primary weather warning system available. The monitor is located in the conference room directly beside the President's office and is monitored by the Assistant to the President. An additional monitor is located in the mail room and is monitored by the evening administrator.

**SECTION I**  
**SOUTH UNIVERSITY –COLUMBIA**  
**TELEPHONE ALERT LIST**

SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION (SCEMD)  
2779 Fish Hatchery Road  
West Columbia, SC 29172  
[www.scemd.org](http://www.scemd.org)  
(803)737-8500

RICHLAND COUNTY EMERGENCY MANAGEMENT AGENCY (RCEMA)  
1410 Laurens St.  
Columbia, SC 29202  
**Phone:** (803) 576-3400  
**Fax:** (803) 748-5055

**Gregory Shields**  
President

Dr. David Shoop  
Dean of Academic Affairs

Jon Driggers  
Dean of Student Affairs

Rosvelt Martain  
Night Manager/Security

Melinda Williams  
Registrar

Aimeé Carter  
Associate Dean of Student Affairs

803-799-9082

## ***SECTION II***

### **RESPONSE TO NATURAL DISASTERS**

#### **A. HURRICANES**

The midlands of South Carolina can be susceptible to the inland effects of hurricanes coming ashore along the Atlantic Coast as well as the Gulf Coast. Inland effects can include high winds and heavy rain. Hurricane season is June 1-November 30. Hurricanes are tracked for long periods of time before coming ashore so the immediacy of the situation should not be as critical on campus as some other emergencies.

**Inland Tropical Storm Watch** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified interior area within 48 hours.

**Inland Tropical Storm Warning** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified interior area within 36 hours.

**Inland Hurricane Watch** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified interior area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

**Inland Hurricane Warning** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified interior area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

#### **Hurricane Response**

##### **Hurricane Watch- (48 Hours Prior to Storm Arrival) – Action Plan**

1. Weather and hurricane tracking reports will be monitored on WIS-TV, and/or by monitoring the NOAA web site.
2. School personnel will be advised to stay tuned for news from school leadership as to next steps, as warranted.
3. Preliminary hurricane preparations will begin:
  - Hurricane checklist reviewed.
  - Special events, meetings, or other activities will be considered for possible cancellation.
  - Critical computer files will be backed up, and stored in a safe place.
  - Emergency supplies inventory on hand, such as plastic or trash bags for wrapping and duct tape for sealing seams of exterior doors, will be verified.

##### **Hurricane Warning (36 Hours Prior to Storm Arrival) – Action Plan**

1. Complete hurricane checklists and procedures as indicated in emergency plans.
2. Take actions to protect offices, labs, and equipment:
  - Disconnect all electrical equipment and plugs.
  - Move any potentially vulnerable equipment off of floors, and cover with plastic if in potentially exposed areas.
3. President will decide if the campus should be closed in accordance with Annex C (Emergency Communication System)
4. If the campus is closed, follow procedures stated in Annex C.
5. All personnel should notify the administration/front desk when their respective hurricane preparations have been completed and they are planning on leaving the campus.
6. Close all blinds, and close and lock all interior doors.
7. Ensure emergency personnel check in with the campus leadership as needed.
8. If campus is closed, an AlertFind message will be sent out with instructions, and local news media will be contacted with closing information.
9. All personnel should vacate the premises once the building is secured.

During the Hurricane

1. No personnel should remain on campus during the hurricane unless they are designated emergency personnel who must remain on campus, or are directed to do so by the chancellor or president.
2. Personnel and students should tune to WIS-TV or [www.wistv.com](http://www.wistv.com) for the latest weather conditions and University opening and closing information.
3. The web sites <http://portal.southuniversity.edu> and <http://inside.southuniversity.edu> will have all local information posted.

## **B. SEVERE WEATHER/TORNADOES**

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. These storms are the most violent of all atmospheric phenomena. Often severe summer thunderstorms also bring high winds and extensive damage. The time of year for peak tornado occurrence in South Carolina is from March through May, but tornadoes can occur at any time.

The National Weather Service issues two types of tornado alerts:

Tornado Watch - Weather conditions are conducive for a tornado to develop.

Tornado Warning - A tornado has been sighted in the area and protective measures should be taken immediately.

### Tornado Response

**WATCH** - Once a watch is announced, the severe weather alert monitor will be monitored by the Assistant to the President.

**WARNING** - **When the tornado warning is received, The President and Security will notify (by cell phone) all security officers, custodians and individuals on campus of the warning. The same personnel will be notified by cell phone when an all clear is issued.**

1. Evacuate all classrooms, offices, and other areas with an exterior window.  
Safe areas of the Main Building include:
  - Interior classrooms First Floor 110 and Third Floor 307, 310, 311, 317
  - Book store and faculty work room
  - All inner administrative office w/o windows in the main corridor and the corridor leading to the receptionist area
  - Admissions offices and financial aid offices w/o windows
  - Restrooms
  - Janitor's closet
2. Instructors should make certain that all class members have evacuated the classrooms with outside windows. Special care should be taken in assisting any students with physical disabilities.
3. If conditions worsen (such as a greenish sky, a wall cloud, or a loud roar), students and staff should take the position for greatest safety by crouching on knees, head down with hands locked at back of neck to protect the head.
4. Under no circumstances should persons go outside. In the event that a person is outside and cannot get inside, that individual should look for the closest ditch or low area and lie flat.

## C. FLOODING

Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking place. The National Weather Service makes timely reports to keep the public informed. Reports on the buildup of flood waters will be monitored by the President. If local officials recommend that evacuation occur, the college will do so. Otherwise, the responsibility lies with the President who will make the decision based on circumstances at the time. In the absence of the President the Dean of Student Affairs will make a determination.

### Flood Response

Flash flood warnings are issued by the National Weather Service over the local television and radio stations. In the event that students and staff are unable to leave campus because of flash flooding or rising water, all personnel will move to the highest ground. The President will monitor the situation and keep informed accordingly.

## D. WINTER STORMS AND FOG

The major dangers of local winter storms are ice and the breakdown of transportation due to poor visibility and road conditions. With little or no emergency winter equipment in this mild climate, even a light snow may incapacitate an entire area. The President and the Director will monitor local media in the event of deteriorating conditions.

### Winter Storm Response

1. If severe weather warnings are issued during regular working hours, the President will decide whether or not the college should be closed in accordance to the Emergency Communications System. If the decision is made to close the college, students will be dismissed immediately and staff will be dismissed as quickly as emergency duties are completed. If the serious weather develops during the night, the President will make a decision about canceling classes as soon as possible. In the event that classes are canceled or college schedules are modified, the President will provide for the notification of students, faculty and staff and the media as appropriate.
2. In the event the President out of town, the Dean of Student Affairs will call a meeting with the available members of the alert team to make a decision.

## E. FIRES

Fire is an ever-present danger that may originate within the building or threaten from the outside. It is important that all students and staff be educated as to prompt action to minimize danger and risk of injury. As required by South Carolina law, all buildings on campus have an approved alarm system. Evacuation plans are posted in classrooms. Drills will be carried out so that all persons can become familiar with evacuation procedures. Drills will be announced in advance so that instructions may be given to staff and faculty.

### Fire - Response

1. When fire is discovered, the alarm should be sounded and fire authorities contacted immediately.
2. Evacuate buildings in accordance with the Evacuation Plan (See Annex B) and Annex C Emergency Notifications System.

## **SECTION III**

### **RESPONSE TO MANMADE DISASTERS**

#### **A. BOMB THREATS**

A bomb threat may be received at any time. Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action must be taken in each case to provide for the safety of students, faculty, and staff. The President will meet with the Dean of Student Affairs, Security and the Director of Communications to decide whether to evacuate the building(s) in accordance with Annex A, Emergency Communications System. Law enforcement officials should be contacted to help evaluate the situation

Suspicious packages may be received in the mail, by hand delivery or may be found on the campus. Upon identification of a suspicious package, the recipient should not handle it but should isolate individuals from the immediate area and immediately notify the police by dialing 911.

Indicators that a package may contain an explosive device include:

- Lumps, bulges or protrusions
- Lopsided or heavy-sided appearance
- Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists and if they have sent a package or letter to your facility.
- Excess postage on a small package or letter indicates that the object was not weighed by the Post Office.
- No postage or postage that has not been cancelled
- Handwritten notes, such as; "To be opened in the privacy of."
- Improper spelling of common names, places or titles
- Generic or incorrect titles
- Leaks, stains or protruding wires, tape, etc.

Suspect letter and package indicators are:

- No return address
- Mailed from a foreign country
- Restrictive markings such as "Personal."
- Strange odor
- Protruding wires
- Oil stains on wrapper
- Lopsided packages
- Packages marked "Special Delivery."
- Rigid or bulky envelope
- Address that is badly written typed or misspelled. Also addresses with title and no name or wrong title with no name

**B. WORKPLACE VIOLENCE, Gunman/Barricaded Gunman/Hostage Situation (See Annex C,**

Emergency Communications System.)

In the event of workplace violence such as a gunman or barricaded gunman or a hostage situation, the following actions should be taken:

- Call 911 and report the incident to police authorities immediately.
- Notify the Director of Security, uniformed security officers, university president, dean of student affairs, evening administrator, and other campus officials as required
- Evacuate as much of the building as feasible where the gunman is located and insure that a safe area is designated for students and faculty to evacuate to
- Lock down (prevent individuals from entering or leaving) classrooms in the building, if the situation requires, to keep students and faculty out of the line of fire. **(Lockdowns may only be approved by the President)**
- Lock down all other buildings until the all clear signal has been given
- Meet with the police and SWAT team personnel and brief them accordingly
- Notify students and faculty not on campus of emergency measures to be taken via email, television, radio, and campus switchboard message or university website not to report to campus until informed to do so by the same media. Provide medical care as practical

#### D. OTHER MAN-MADE EMERGENCIES

In the event of the threat of man-made emergencies such as chemical agents, biological agents, nuclear threats, radiation threats or hazardous materials, the President will:

- Insure that students, faculty and staff go about their normal business routine but should report any suspicious activity to campus security and/or the Richland County Sheriff's Department
- Insure that all campus emergency procedures have been reviewed
- Provide for these security guidelines to be disseminated to all students, faculty and staff.
- Monitor the radio/television/computer for current information and instructions
- Provide the latest information to students, faculty and staff as appropriate
- Evacuate campus buildings if required or recommended by the appropriate authority
- Lock all building doors to provide a secure environment for students, faculty and staff if the situation dictates such action.
- Provide assistance to students, faculty and staff as appropriate

1. National Terrorism Advisory System (NTAS) The NTAS was established to disseminate information regarding the risks of terrorist attacks to all levels of government and to the American people. The advisory system characterizes appropriate levels of vigilance, preparedness, and readiness of graduated threat conditions. The protective measures that correspond to each threat condition will help to decide what actions citizens may take to counter and respond to terrorist activity. The threat alerts are:

##### Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

##### Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

2. Personal Security Guidelines. This system recognizes that each individual must take personal responsibility for his or her own safety. The steps outlined in these guidelines not only protect from the threat of terrorist activity but also from the perils of everyday life. Disasters may be created either by nature or man. Steps taken in natural disasters may be the same steps that should be taken in the event of

terrorist activity. Listed below are actions that students, faculty, and staff alike should be prepared to take in the event of a terrorist incident.

- Establish a method for making contact with family and friends in the event of disaster. This may include locations to meet, phones to use, a common check-in location or other means of communication.
- Be aware of your surroundings. Identify exits, life safety equipment, designated shelter areas, and emergency telephones.
- Have emergency supplies available including automobile first aid kits, non-perishable food and water.
- Keep your automobile fuel tank full or nearly so.
- Be prepared, at home or office, for either an evacuation or to take shelter where you are. Shelter in place may include closing off ventilation sources. Ensure that home smoke detectors and other warning devices are in good working condition. Avoid unsafe conditions due to overcrowding, poor lighting, limited emergency exits.
- Keep your doors locked, in your car and in your home. Take normal precautions to protect your property by maintaining possession or locking items away.
- Report suspicious activity, packages or conditions to your local law enforcement.
- Be patient and be prepared for delays caused by security measures. This may include travel, attendance at public events or conducting normal business.
- Be aware of the rules. Find out ahead of time what items are prohibited during travel, for entrance to events, or upon entry to public or private buildings.

3. Pertinent Websites that may be perused for valuable information on Homeland Security are:

- Richland County Emergency Management  
<http://www.richlandonline.com/departments/EmergencyServices/index.asp>
- U S Department of Homeland Security- [www.ready.gov](http://www.ready.gov)

# Annex A

## South University- Columbia Campus Fire and Evacuation Procedures

### INTRODUCTION

Due to unforeseen reasons, it may become necessary to evacuate the buildings on the Columbia campus. The most common event which would require an evacuation is the activation of a fire or smoke alarm. These can be activated several ways such as manually pulling an alarm, smoke detector, fire and heat detectors, a change in water pressure in pipes for the sprinkler system, etc. Evacuations must be conducted safely, calmly, orderly and quickly. Our students, faculty and staff depend upon the campus leadership to provide a safe and protective environment. It is our responsibility to plan and practice in the event of an actual emergency situation.

### COMUNICATION

The evacuation plan needs to be communicated regularly in departmental meetings with campus staff and faculty. It should also be presented to new students during New Student Orientation and to new employees on their first day on campus or in New Employee Orientation.

### DRILLS

Evacuation drills should be conducted at least once a quarter to ensure all students, faculty and members of the staff know the proper procedures.

- Fire drills should be conducted to insure that all city guidelines are met.
- Evacuation drills should be coordinated with the Fire Department and the Alarm Company.
- The campus President should determine when drills are carried out and plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Members of the staff should also be assigned specific duties and monitor the evacuation of the school.
- A representative from each department/facility floor should be selected to serve as a Floor/Areas Marshal in each department. The primary duties of these individuals should be to ensure that no one stays behind and to check that all lights are left on and all doors are shut.
- An alternate Marshal should be selected in the event of absence. Based on the size of the area to be covered, in some situations it may be prudent to have two individuals to insure the floor or area has been cleared.

### EVALUATION

After each drill or actual emergency, the campus President along with the deans and staff will meet to evaluate the evacuation and note any potential situations which may need improvement. Records must be kept by the Dean of Students as to when each drill was conducted along with any notations or comments.

### EVACUATION PROCEDURES AND DESIGNATED ASSEMBLY AREAS

When a campus alarm is activated, faculty should quickly and calmly escort their class (no running) using their planned evacuation routes and gather at the designated assembly area outside and away from the building.

**From the Second and Third Floors: Faculty/Staff and Students should** exit through the closest door leading to exterior stairwells. Doors and stairwells are shown on classroom fire evacuation diagrams. The

elevator will be disabled and must not be used during an emergency situation/evacuation. Once on the first floor everyone should exit the building through the posted emergency exits at the bottom of each exterior stairwell. Faculty/Staff and Students located on the first floor including the library should exit through the fire exit door (side door to the building located on the West side of the building.) **Proceed to the assigned assembly area located in the west end of the parking lot. There is a sign posted Assembly Area.**

**Roll Call:** Once faculty members have gathered their students, each faculty member will conduct a roll call to ensure that every student is accounted for and present. Any missing person needs to be brought to the attention of the Director of Security or fire department upon their arrival so that a proper search may be conducted for the missing individual(s).

**Staff:** Procedures should be established for all staff to proceed to an assembly area where a roll call will be conducted of staff. If someone is missing it should be reported to the security officer, the Director of Security and Facilities or the President.

**Reentry into the Building:** No one will be allowed to re-enter the building(s) until an "all clear" is given by the appropriate school official, in most cases the campus President. If emergency teams do respond to the alarm, they will inform the school contact person when it is safe to re-enter the building.

**Visitors:** Everyone MUST evacuate the building. It is important that someone ensure that visitors and anyone in the reception area(s) are escorted from the building. The receptionist is the only individual in the building who is exempt from evacuation during a fire drill.

## RESPONSIBILITIES

### **President:**

- Determine scheduled for quarterly drills and coordinate with campus Director of Security/Facilities.
- Plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Ensure that all students, faculty and staff are briefed on fire evacuation procedures.

### **Dean of Student Affairs:**

- Brief students on evacuation procedures at each new student orientation.
- Make recommendations to enhance the conduct of fire drills
- Maintain and update the campus fire alarm and evacuation procedures as needed.
- Notify the fire department and the fire alarm company as to the times when fire drills commence and have been completed.
- Ensure that alarms are reset.
- Organize floor/marshal/captain team.
- Ensure that all assignments for coordinating and conducting fire drill are made.
- Establish assembly areas and posting of fire evacuation routes.
- Assign special duties and assignments for security officers and custodians
- Insure a plan is in place to assist disabled persons (in wheel chairs, using a cane etc) during an evacuation.
- Insure that other situations are covered in evacuation procedures
- Maintain records as to when each drill was conducted along with any notations for improvement or other comments.

**Faculty Members:**

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories assigned for teaching.
- During the first day of class for each term, faculty should instruct students where they will exit the building, what stairs they will use and the location of the assembly area where they are to gather outside the building.
- Escort their class to the assigned assembly area during drills and evacuations.
- Take attendance and report the names of individuals not present in the assembly area during evacuation to either the Director of Security and Facilities or the local fire department.

**Department Heads and Staff:**

- Communicate all pertinent evacuation information to staff on a regular basis.
- Become familiar with evacuation routes and assembly areas.
- Become familiar with all assigned additional duties for fire drills.

**Students:**

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories that they will attend class or lab.
- Be escorted in a quick, but calm manner by their instructor to the assigned assembly area.
- Participate in the taking of attendance by the instructor.
- Report individuals to the instructor who are not present in the assembly area.

**Floor/ Area Marshal/Captain will insure:**

- All individuals evacuate and that no individual is left behind.
- All lights are left on.
- All doors are closed.

## Appendix 2

### Assignments for Fire Drills, Tornadoes and Lockdowns

**Security Officer:** Will provide directions for fire trucks on campus

**During evening and weekend hours when classes are in session:** All instructors, the Nights/Weekend Coordinator, the receptionist and the security officer will be responsible for ensuring that all students, faculty and staff evacuate all areas of the building in which they are located. The security officer is responsible for ensuring that all students leave the building(s) in which no classes are being held. Instructors are responsible for escorting students to their assigned assembly area and taking roll call.

**During off hours when no classes are being held:**

- **Security officer** is responsible for evacuating students.

#### Tornadoes

- Security officers, custodians, faculty and staff are responsible to require all personnel to proceed from classrooms and offices with exterior windows to inner classrooms, offices and restrooms.
- The Dean of Student Affairs will forward all notifications received from RCEMA concerning the tornado, including the initial notification and all subsequent status reports.
- All individuals will remain in inner classrooms, offices etc. until the “all clear” signal is given.

#### Lockdowns (To be approved only by the President)

- All personnel who are assigned a radio including security officers, custodians, and designated administrative staff will go to channel 1 and are responsible for notifying faculty, staff and students in case of a lockdown
- Security officers and custodians will lock and man all doors to preventing any individuals from exiting the building until the “all clear” signal is given. Only individuals identified as faculty, students or faculty may enter the buildings during lockdowns

# Emergency Communication System

## **State of Emergency Declaration**

The authority to declare a State of Emergency rests with the President of South University. When a declaration of a State of Emergency is made, only registered students, staff and faculty are authorized to be present on campus. Those persons who cannot present proper ID, showing their legitimate business on campus, will be asked to leave the campus.

Certain portions of the Emergency Plan may be implemented at various times and this alone does not imply that a State of Emergency has been declared.

## **Initial Notification System**

The President of South University has the authority to declare a State of Emergency or any portion of the Emergency Plan. The President will notify the Chancellor, Dean of Academic Affairs, and Dean of Student Affairs. The deans will then notify all faculty and staff under their jurisdiction through their emergency protocol.

The President (or the Director of Facilities and Security in the absence of the President) will also provide for the following individuals to be notified:

- Director of Financial Aid
- Director of Admissions
- Director of Libraries
- Evening Administrator
- Registrar
- Dean of Academic Affairs
- Director of Communications
- Assistant to the President
- Director of Finance

The Dean of Academic Affairs will also notify the Director of Online and Blended Programs who will craft an appropriate email that would be sent to the online and PLUS students.

The individuals above then notify all the personnel under their jurisdiction. All individuals who are responsible for notifying others should maintain an up to date listing of all individual office numbers, home telephone numbers, cell phone numbers and home email addresses that they are responsible for.

The Registrar, in coordination with the Dean of Student Affairs and the President, will notify all students as appropriate via email through CampusVue that classes have been cancelled for a certain time or any other significant information. The President may also direct that specific messages be placed on the campus switchboard voice mail to notify students when the campus facilities are closed. He may also requests that such announcements be made via radio and television.

## **Notifications on Campus**

Notifications on campus regarding emergency measures to be taken may be made via office telephone, office email, personal contact or AlertFind.

Students on campus may be notified via staff and faculty personally notifying students in classrooms, laboratories, student lounges, AlertFind, library or other locations.

Security officers and custodians may also be utilized to relay instructions which would be relayed to them via issued campus portable radios. Instructions regarding evacuation lock down or other matters may be delivered by custodian and security officers.

Supplemental methods may be used to issue warnings and increase campus awareness of emergency procedures being followed.

1. Telephone Notification: Persons in various offices may be contacted to disseminate information.
2. E-mail Notifications: When possible, email notices will give awareness information, weather warnings, etc.
3. Public Address Systems: University Police officers may utilize sound systems to announce information to large crowds.

### **Lack of Notification: Staff/Faculty Duty to Act**

Power outages, downed telephone lines, and the rapid development of an emergency situation may severely hinder or totally disrupt communications. Employees must be prepared to act without direct order in an emergency situation. This may include directing the evacuation of an area of a building. Communication may be accomplished through non-traditional methods as required for the specific emergency. University employees must try to maintain an awareness of potentially hazardous conditions, such as severe weather, and react accordingly to the situation as it develops. This does not, however, give the employee responsibility for canceling classes, closing buildings, and making statements to the media.

### **Emergency Operations Center**

The President's conference room will serve as the Emergency Operations Center. In the event that it is impossible to occupy that office, another office will be designated. In the event of an evacuation, the most important administrative functions in emergencies are the safety of those on campus, successful evacuation of the campus, Safety and security and emergency information dissemination. Following an evacuation, the campus will be reopened for classes, work, and residential students only after the determination to re-open is made by the President.

### **Media Communications**

The Director of Communications is responsible for coordinating all release of information and for contacting news media to initiate press releases, broadcasts, etc. This responsibility is under the direction of the President. Unless directed otherwise, all media contact will be referred to the Director of Communications.

### **University Emergency Response Procedures**

South University has developed emergency response procedures for managing emergency events on campus. These procedures are activated by university administrators in notifying key staff of emergencies. During periods of campus emergency, affected departments and building personnel shall place in operation the appropriate procedures necessary to meet the emergency, safeguard human lives and property, and maintain educational facilities.

Additionally, all departments should develop area-specific plans and communication alert systems.

## **General Emergency Procedures**

In any emergency situation, faculty and staff of the University may be called upon to provide assistance. All employees should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

- Reporting any potentially dangerous conditions immediately to the Campus Security. Taking preventive steps may reduce the chances of personal injury and damage to property.
- Being alert to one's surroundings. Suspicious activity should be reported immediately by dialing 911. Do not assume that someone else has reported it.
- Supervisors should be notified immediately if someone is suspected of criminal or potentially violent behavior.
- In any emergency situation, attempt to remain calm, be prepared to react without direction, and assist others when possible.