

## Daily Crime Log

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

## Emergency Response, Evacuation and Emergency Procedures

### College of Charleston Emergency System

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

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

### Use of the Cougar Alert System

The College of Charleston Emergency Alert mass notification system operates under the supervision of the chief of campus police and members of the Emergency Management Decisional Authority Team. The Department of Public Safety will consult with the Office of the President if circumstances allow, before sending an alert or advisory. During the early phases of an emergency, the chief of campus police or the highest-ranking public safety officer on campus at the time of the emergency, will be charged with determining the type of alert needed. The Department of Public Safety will notify University Communications of the incident and University Communications will be responsible for composing and sending critical messages to the campus community. University Communications will continue to send further critical messages to the campus community until the emergency is over. University Communications will post the information at <https://emergency.cofc.edu>, and, if warranted, record the information on the emergency information hotline at 843.725.7246.

There are three levels of notifications:

- **Cougar Alert** - Cougar Alerts are reserved for major emergencies or life-threatening situations occurring on or near campus. Types of emergencies that warrant the issuance of a Cougar Alert include active shooter, assault and homicide.
- **Campus Advisory** - Campus Advisories are intended to provide information about events or ongoing issues occurring on campus that warrant notification of the campus community but that do not pose an immediate danger to health and safety. Examples include case updates on ongoing public health matters (e.g., mumps, COVID-19), facilities-related issues affecting large numbers of people (e.g., parking garage problems), isolated gas leaks and fire alarms and other incidents that do not meet the level of a Cougar Alert emergency notification or Timely Warning notification.
- **Timely Warning Notices (Clery)** - A notification that is sent via campus email in response to crimes that pose a serious or continuing threat to students and/or employees, pursuant to the federal Jeanne Clery Act.

The Emergency Management Team will work with the Department of Public Safety on an ongoing basis to ensure appropriate officers are trained in the use of the **College of Charleston Emergency System**.

In situations of an expected emergency (examples include severe weather threats such as hurricanes or flooding), the Emergency Management Decisional Authority Team will determine when to activate the Emergency Management Team, the appropriate emergency response protocol, and send an alert or advisory. University Communications will be responsible for composing and sending initial and ongoing critical messages to the campus community (via phone call, text message and email), posting the information at <https://emergency.cofc.edu/> and on the emergency information hotline at 843.725.7246.

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

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

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

Tests were conducted in **2021 on March 25th, October 22nd and 23rd**. All tests had prior notifications in order to encourage the campus community to update contact information. A review of the data from the tests was presented at meetings of the Emergency Notifications Team offering opportunity to make changes and fine tune the system.

The emergency information page located at:

<https://emergency.cofc.edu/wp-content/uploads/2015/07/emergency-quick-reference.pdf> provides information relevant to fires, building evacuation procedures, suspicious packages, bomb threats, suspicious behavior/persons of concern, and active shooters. Training of Public Safety personnel and drills relevant to emergencies on campus are ongoing. Emergency evacuation of the residence halls are conducted throughout the year.

### **Tabletop Exercise**

A tabletop exercise was held on July 16, 2021, at 86 Wentworth St. (CofC Jewish Studies Center) which had representation from Public Safety, Charleston Fire Department, and the FBI, A brief presentation on ter-

minology and IED recognition. Following the presentation, two scenarios were conducted. The first scenario was a full structure clear to cold where the team encountered multiple IED and injured parties, each of which were handled appropriately. The second scenario the team worked a hostage rescue scenario, followed by a full structure back clear. Following the second scenario the day was debriefed. College of Charleston Department of Public Safety (Command/Officers), Charleston Fire Department TEMS, and command were on scene as well as observers from the FBI.

### **Positives:**

The scenarios were consistently evolving, which caused the need for individual operators to adapt, find work and overcome new challenges. Operators were able to grow their understanding of IED's, how they function and what means it takes to mitigate them. Operators were faced with several challenges through inability to communicate, and were able to work through the challenging large, multi-floor structure.

### **Areas for improvement:**

Reduce numbers in hallway to improve team focus on tactical positioning when dealing with a large structure clear, by reducing numbers in the hallway. Consider using the "module" aspects of the kit to reduce weight. Consider using technology to push forward where IED's are present.

### **Corrective Action:**

Pass the responsibility of medical completely to CFD TEMS when they are on scene. Focus on obtaining several training locations that have small hallways and multiple doors. Understand how tactics and equipment may need to change based on smaller more complex layouts.

## **Emergency Procedures**

### **"Shelter-in-Place" Procedures**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic "Shelter-in-Place" Guidance**

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

### **How You Will Know to "Shelter-in-Place"**

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

### **How to "Shelter-in-Place"**

No matter where you are, the basic steps of shelter-in-place will remain the same. Should the need ever

arise, follow these steps, unless instructed otherwise by local emergency personnel:

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

### **Fires**

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

### **Bomb Threats**

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

### **Suspicious Mail and Packages**

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

### **Suspicious Behavior/Persons of Concern**

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

### **Active Shooters**

- If possible, exit the building immediately, and call 911.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barri-

caded room, if possible. Stay away from windows. Remain calm and quietly call 911.

- Evacuate the room only when the authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see “what is happening.”
- Do not attempt to confront or apprehend the shooter unless it is a last resort.
- Do not assume someone else has called police or emergency personnel.

## **Weather Emergencies**

- Continue to check the Emergency Website at <https://emergency.cofc.edu/> throughout the event and for after-incident actions.
- For updates, monitor local television and radio stations for announcements.

## **Annual Security Report Policy Statements**

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

The Charleston County Consolidated Dispatch Center is responsible for receiving emergency calls/dispatching to law enforcement agencies in the Charleston County area, to include the College of Charleston’s Department of Public Safety. For any emergency; criminal, fire, or medical, call 911 immediately. The dispatcher who answers your call is trained in handling emergencies and will take your information.

- Give your location.
- Describe the nature of the emergency.
- Be prepared to respond to the dispatcher’s questions or instructions.

The dispatcher will dispatch an officer(s) to your location and/or the location of the emergency to collect information, assess the situation, initiate measures applicable to the situation and in accordance with policy, and consult with supervisors as appropriate. Non-emergency requests can be phoned into the College’s Public Safety Dispatch Center at 843-953-5609.

### **Limited Voluntary Confidential Reporting**

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

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

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

### **Building Security**

The College of Charleston is located in an urban setting. The campus is historically significant and host to numerous visitors who come to enjoy the beauty and architecture. As a state institution, the general public has access to most of the facilities during the hours that buildings are open (weekdays, 6:00 a.m. - 10:00 p.m., with Campus Police securing the Math and Science building at 11:00 p.m., Cato Fine Arts Center, and Hollings Science Center closing at midnight, and Addlestone Library closing at 2:00 a.m.) During summer months, buildings are open to reflect operational needs (e.g., Maymester, summer school, summer confer-

ence housing for specialty groups). Campus Police Officers conduct frequent checks of building interiors daily. Access after buildings are secured can be obtained by special permission from the faculty, in case of emergency, by Campus Police.

Security officers and contracted security officers' staff the entrances of on campus major residence halls between the hours of 11:00 p.m. and 7:00 a.m., seven days a week. Access to residential facilities (major residence halls and historic houses) is restricted to residents and their guests.

Numerous security cameras are strategically placed within major residence hall facilities and around campus (e.g., stairwells, lobbies, laundry areas, on buildings, on poles). Before the beginning of the academic year, Residence Life and Housing live-in staff receive extensive training on policies, security, campus-based programs, and intervention resources available to the campus community. Training for front-line staff is ongoing. Hall Directors and Area Coordinators serve on-call rotation.

Prior to employment with the College of Charleston Facilities Management, each maintenance staff member is required to pass a background check in accordance with the College's background checks policy (<https://policy.cofc.edu/policy.php#hr>). Maintenance staff responds to specific work orders initiated by students who reside in campus residential facilities and are required to wear their College of Charleston ID badge when working in any location on campus, including residential facilities. Maintenance workers not employed by the College, but contracted to provide services on campus, are required to wear their uniforms and ID badges provided by their employer at all times while on college property. Maintenance workers not employed by the College, but contracted to provide services on campus, are escorted by College of Charleston Facilities Management employees whenever they service a campus residence hall. Security reviews of buildings and security maintenance updates are ongoing. Inspections are conducted frequently, and security plans are initiated by appropriate staff in Residence Life and Housing and the Department of Public Safety.

## **Campus Law Enforcement**

Campus Police, which is contained within the Department of Public Safety, is the recognized law enforcement agency for the College of Charleston. The primary goal of the Department of Public Safety is to create and assure a safe, orderly and secure environment for those we serve.

Campus Police is charged with protecting life and property, enforcing the laws of the state of South Carolina and the rules and regulations of the College of Charleston, preserving the peace and public order, preventing and reducing crime, detecting and apprehending those who violate the laws, and assisting with the prosecution of those apprehended.

The institution will protect victim confidentiality in publicly available records, to the extent permissible by law. The Department of Public Safety will redact the name of a victim and information which could cause the identification of the victim from Department of Public Safety incident reports, and other Public Safety records which could be made public, involving reports of domestic violence, dating violence, sexual assault or stalking.

## **Description of the Department of Public Safety**

The Department of Public Safety is staffed with professionally trained and certified men and women who are assigned to provide police services at the College of Charleston. These officers, serving in twelve-hour shifts, provide service and protection twenty-four hours a day, seven days a week. Campus Police officers are required to complete Pre-Academy Training Class currently offered by our law enforcement partners at the Charleston Police Department and Mount Pleasant Police Department. Once the Pre-Academy has been completed officers are required to complete an eight-week training program at the South Carolina Criminal Justice Academy. The training program courses include criminal investigation, sex crimes, drug enforcement and juvenile justice. Upon graduation, the officer is certified with full powers of arrest by the Academy in ac-

cordance with South Carolina law and receives a Group I Constable commission through the South Carolina Law Enforcement Division (SLED). In-service training in law enforcement and related subjects is continuous throughout the career of the officer.

In addition, security officers are trained to staff the residence halls and the Addlestone Library. These officers provide internal security and liaison support for the patrol officers.

The following services are offered by Campus Police: Fingerprinting, Project Identification for Property, Computer Registration, Lost and Found, Bicycle Registration, Residence Hall Safety Meetings, Whistle Defense Program, Rape Aggression Defense (R.A.D.) Classes, Monthly Building and Lighting Checks and Security Surveys. Please contact 843.953.4980 for further information.

The Department of Public Safety strives to serve the campus community and welcomes all visitors at any time. The office is located at 89 St. Philip Street.

### **Memorandum of Understanding (MOU)**

Memoranda of Understanding (MOU) are in effect between Campus Police and the City of Charleston Police Department, Charleston County Sheriff's Office, Mount Pleasant Police Department and North Charleston Police Department to specify agreed-upon responsibilities, cooperative agency response and investigation, and intra-agency sharing of information critical to the safety and security of students attending the College of Charleston. These agency-to-agency agreements comply with the State Law Enforcement Division (SLED) requirements that recognize the conjoint responsibility for the reporting and disposition of criminal offenses that occur on campus property and facilities utilized by the College, as well as expand the potential for cooperative safety planning and initiatives involving the student population.

### **Prompt and Accurate Reporting of Crimes**

All members of the campus community are encouraged to promptly report all crimes regardless of incident location to law enforcement. Emergencies at 911, non-emergency on campus to DPS Dispatch at 843-953-5609, and non-emergency off campus at 843-743-7200, with Charleston County Consolidated Dispatch.

### **Relationship between Campus Counseling, Health Services and Victim Services**

Campus counselors, campus health care providers and pastoral counselors are not required to submit numbers for preparation of this report. Counseling and Substance Abuse Services and the Student Health Services refer victims of crime to the Office of Victim Services for victim assistance. Referrals to the Office of Victim Services that meet the Clery Act reporting requirements are anonymously counted and included in the Annual Security Report. The Office of Victim Services is the coordinator of the Annual Security Report.

### **Security Awareness Programs for Students and Employees**

During the new student orientation students are informed of services offered by the Department of Public Safety and other offices at the College of Charleston. Speakers and slide presentations outline ways to maintain personal safety on and off campus. The Crime Prevention officer conducts demonstrations of safety techniques and illustrates how to contact Public Safety. Students are told about the crime prevention services available through the Public Safety webpage such as the anonymous tip line, silent witness (online anonymous reporting), how to call for an escort, and the 360 Safe Campus video series. Risk reduction techniques and sexual assault, dating violence and stalking prevention and response services are offered on a continual basis through the Office of Victim Services, the Office of the Dean of Students and Public Safety. Residential students attend mandatory floor meetings and are oriented to residence hall security procedures and policies. Public Safety, Residence Life and Housing, the Office of Victim Services, in cooperation with other programs and off-campus partners, orchestrate crime prevention awareness sessions on sexual assault, dating violence, stalking, identity theft, computer theft, bike theft, as well as hosting sessions on per-