

# ***COLUMBIA COLLEGE POLICE DEPARTMENT***

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***2016  
ANNUAL FIRE  
SAFETY AND SECURITY REPORT***

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## Mission Statement

The Columbia College Police Department ensures the safety and security of the Columbia College campus and surrounding community. It assists other federal, state, county and local law enforcement, and other agencies as required and appropriate.

Columbia College Police provide fair and equitable treatment to all persons regardless of race, gender, ethnicity or religion, and enforce federal, state and local laws with impartiality and integrity.

## Campus Crime Report

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act requires all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The information in this publication is in compliance with requirements set forth under the Crime Awareness and Campus Security Act of 1990. This report is updated on an annual basis and is disseminated to all College students and employees. Upon request, this report will also be provided to any applicant for enrollment or employment.

## Status of Campus Security

The Columbia College Police department places a high priority on the personal safety of its students, faculty, staff and visitors. Historically, Columbia College has been one of the safest campuses in the Southeast. However, since it is impossible to prevent all crime, we wish to remind people that they must also take responsibility for their own personal safety. To that end, we offer several "Security Awareness and Crime Prevention Programs."

## Security Awareness and Crime Prevention Programs

The Columbia College Police Department provides the following services and programs to improve safety on campus and to educate the community about security issues:

- 1) Escort Service - Our Department provides an escort service for people walking to and from residence halls to parking lots or a College-owned property. Students, staff, and faculty are asked to walk with others when possible.
- 2) New Student Orientation - Crime prevention materials are provided and questions are answered during new student orientation meetings. SAFE (Secure Alert Fight Evacuate) is also presented to students during this time.
- 3) Personal Safety - Classes on self-defense, Rape Aggression Defense (RAD), and Alive at 25 are given throughout the school year. Please contact Our Departments Training Corporal at (803)786-3163 for more information on these classes.

- 4) Residence Hall Security - All residence halls remain locked at all times and can be accessed by a Columbia College Police Department issued ID card only.
- 5) Emergency Code Blues - There are several Code Blues located throughout the campus. The Code Blues are located in parking lot A, parking lot E, parking lot I and between Wesley and Hudson Hall. A Code Blue is also located at the front door of the Police Department.
- 6) Crime Prevention Material —Brochures and posters related to substance abuse, personal safety, seat belt use, and identity theft prevention are distributed campus wide.
- 7) Community Notification of Criminal Activity - Our Department routinely notifies the campus community of ongoing security concerns by campus email. If circumstances warrant, specially printed crime alerts will be prepared and distributed campus wide. And if imminent danger exists, messages will be sent out via email, text and over our loud speaker system.
- 8) Training with Residence Life – Our Department participates annually with the Department of Residence Life in crisis training as well as their House Call training. This training helps introduce new and returning residence hall assistants (R/A's) to certain crisis they may encounter in their residence halls and on campus. It teaches them how to correctly handle the crisis situation as it relates to their Departments and Columbia College's policies and procedures. SAFE (Secure Alert Fight Evacuate) is also presented to students during this time.

#### How to Report A Crime or Emergency

To report a crime, please call the Columbia College Police Department at (803)786-3343 (non-emergencies), (803)786-3333 (emergencies). You may also use by using one of the Code Blues located in parking lot A, parking lot E, the front door of our Department (4825 Burke St, Columbia, SC), or between Wesley and Hudson Residence Halls. Any suspicious activity or persons you observe around residence halls, parking lots, or around other campus buildings should be reported. Crime reports can be made at any time. A copy of the crime report (if necessary) is available free of charge at our Department located at 4825 Burke Ave. Columbia, SC 29203.

#### Columbia College Police Department

The Columbia College Police Department is a fully functional police agency. We have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent and contiguous to the campus. If minor offenses involving Columbia College policies and regulations are committed by a Columbia College student, our Department may also refer the individual to the disciplinary Columbia College Student Conduct Board. All criminal offenses occurring on-campus or on Columbia College property should be reported to the Columbia College Police Department immediately. The department operates twenty-four hours a day, seven days a week.

Officers' conduct foot, vehicle, bicycle, Segway and foul wheel all-terrain vehicle patrols on-campus and in the neighborhood contiguous to campus.

The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Magistrate or General Sessions of Richland County, South Carolina. The Columbia College Police Department has a Memorandum of Understanding with the Columbia City Police Department and the Richland County Sheriff's Department. The Department's personnel work closely with local, state, and federal police agencies and have direct radio communication with the Richland County Sheriff's Department, as well as many other state and local agencies.

#### Access to Campus Facilities

All campus buildings are controlled by key and ID card access. Academic buildings and administrative offices are open during normal business hours, Mon-Fri, 9 am-5 pm. Residence halls are controlled by ID card access 24 hours a day, 7 days a week. Access to buildings after hours may be granted to students, faculty and staff of Columbia College if deemed appropriate and necessary by the Columbia College Police Department.

#### Maintenance of Campus Facilities

Columbia College Police officers, as part of their general patrol procedure complete work orders to the Facilities Management Department when any defective lighting or unsafe condition on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to the Facilities Management or our Department. The Facilities Services Department responds to work orders daily to repair locks, windows, and lighting.

#### Missing Student Policy

If a member of the College Community has reason to believe that a student is missing, they should immediately notify the Columbia College Police Department at (803)786-3333. All possible efforts will be made to locate the student to determine their state of health and well-being through collaboration with the Division of Student Affairs, the Registrar's Office, and other offices as appropriate. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. If not located within 24 hours of receiving the initial report, notification of the missing student's biological and physical information will also be provided to other law enforcement agencies to help locate student. In accordance with the College's Missing Student Procedure and Notification Policy, each student is required to identify the specific person whom the College should contact within 24 hours of determining that the student is missing. For students under the age of 18, the contact person must be the custodial parent. This information will be requested annually via Koala Connection.

## SEXUAL MISCONDUCT POLICY

### **I. INTRODUCTION**

Columbia College is a learning environment fostering common standards of conduct and a commitment to its institutional mission. Sexual Misconduct, including Sexual and Gender-Based Harassment, Sexual Assault, Relationship Violence, Dating Violence, Domestic Violence, Stalking and Sexual Exploitation is prohibited by Title IX. In addition to being a violation of federal and state law, Sexual Misconduct interferes with the mission of Columbia College by endangering the physical, mental, and emotional safety of community members, disrupting the academic progress of survivors as they recover, and flagrantly violating the community of trust. The Board of Trustees, faculty, staff, and students who comprise the Columbia College community will not tolerate Sexual Misconduct. Columbia College prohibits all forms of Sexual Misconduct, including but not limited to Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community (“Prohibited Conduct”).

College students are especially vulnerable to Sexual Misconduct. Unfortunately, acts of Sexual Misconduct are vastly underreported. Sexual Misconduct can occur in any relationship regardless of gender. Survivors can suffer profound and long-lasting changes in their lives that affect them socially, academically, and developmentally, including post-traumatic stress disorder, abuse of alcohol and drugs, and contemplated suicide.<sup>1</sup> Quick access to services can reduce the long-term impact of sexual trauma. If you are a survivor of Sexual Misconduct, no matter when the Sexual Misconduct occurred, please reach out to the resources provided at Columbia College or the additional resources noted in this policy so you can get the support you deserve.

All members of the Columbia College community play a role in building a safe and just educational environment by:

- Modeling healthy and respectful behavior in personal and professional relationships;
- Increasing personal awareness of what constitutes Sexual Misconduct;
- Speaking out against behavior that encourages Sexual Misconduct or discourages reporting;
- Developing the necessary skills to be an effective and supportive ally to survivors of Sexual Misconduct;
- Intervening in situations that can lead to Sexual Misconduct and related misbehavior; and
- Interrupting an incident of Sexual Misconduct if it is safe to do so.

If you or someone you know has experienced Sexual Misconduct, you are not alone. Anyone can be a victim of Sexual Misconduct.

- 24 people per minute are victims of rape, physical violence, or stalking by an intimate partner in the U.S. (12 million women and men in one year).<sup>2</sup>
- 1 in 4 women and 1 in 7 men have experienced severe physical violence by an intimate partner.<sup>2</sup>
- 3 in 10 women and more than 1 in 4 men in the U.S. have experienced rape, physical violence, and/or stalking by an intimate partner at some point in their lifetime.<sup>2</sup>
- In 78% of assaults, the perpetrator is someone that the victim knows (relative, partner, or acquaintance/friend).<sup>3</sup>
- 80% of female rape victims are under the age of 25.<sup>3</sup>

## II. WHAT TO DO

### A. If you have been assaulted:

- i. Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or dialing 911.
- ii. Seek prompt medical attention, preferably at Palmetto Richland Hospital or the closest hospital to you if you are outside of the Columbia area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action. There will be no charge for the evidence collection process. The survivor will be met by a confidential advocate.
- iii. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:
  1. Should not bathe or douche;
  2. Should not urinate;
  3. Should not drink any liquids;
  4. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and;
  5. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

### B. If you have been harassed:

- i. Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or by dialing 911.
- ii. If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and request that the conduct cease immediately.

### **III. TO WHOM THIS POLICY APPLIES**

This policy applies to students who are registered or enrolled for credit – or non-credit – bearing coursework (“Students”); Columbia College employees, consisting of full-time and part-time faculty, and College staff (“Employees”); the Board of Trustees; and contractors, vendors, visitors, guests or other third parties within Columbia College’s control (“Third Parties”). This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees; the Board of Trustees and Third Parties.

### **IV. APPLICABLE PROCEDURES UNDER THIS POLICY**

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. Columbia College applies the Preponderance of the Evidence standard when determining whether this policy has been violated. “Preponderance of the Evidence” means that it is more likely than not that a policy violation occurred. Complainant means the individual who is reporting they were a victim of Prohibited Conduct. Respondent means the individual who allegedly committed the Prohibited Conduct.

A Student or Employee determined by Columbia College to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the College. Trustees determined to have committed an act of Prohibited Conduct are subject to removal from the Board of Trustees. Third Parties who commit Prohibited Conduct may have their relationship with the College terminated and/or their privilege of being on College premises withdrawn.

A. PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT COMMITTED BY THIRD PARTIES

Columbia College's ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to the College. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the College's commitment to a prompt and equitable process consistent with federal law, federal guidance, and this policy.

V. PREVENTION EDUCATION, TRAINING, AND NOTIFICATION

The core of Columbia College's response to Sexual Misconduct is through proactive education and training, with emphasis on prevention. Our response is designed to collect and disseminate information about Sexual Misconduct, promote open discussion, encourage reporting, and provide information and training about prevention to faculty, staff, and students. The College will:

1. Provide prevention programs on topics related to Sexual Misconduct;
2. Provide information to all students regarding our Sexual Misconduct Policy and reporting requirements twice a year;
3. Train all College employees on Sexual Misconduct and reporting;
4. Train student staff, such as resident assistants, orientation leaders, and student success leaders on their role as responsible employees of the College regarding Sexual Misconduct;
5. Discuss the topic of Sexual Misconduct and the College's expectations for an environment free of Sexual Misconduct during first year fall orientation; and
6. Distribute Sexual Misconduct awareness materials and flyers with information about where to go for help in several high-traffic areas twice a semester.

V. PROHIBITED CONDUCT

Columbia College prohibits all forms of Sexual Misconduct, including but not limited to, Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community. Such conduct by a Columbia College Student, Employee, Trustee or Third Party is a violation of Columbia College policy, and in certain cases, may also be a criminal violation.

Columbia College does not limit its ability to respond to inappropriate sexual conduct and forms of Sexual Misconduct that may not be specifically described in this policy or that does not constitute criminal conduct. None of the definitions below may be read to inhibit Columbia College's ability to address any incident or conduct that it reasonably deems to constitute Sexual Misconduct or that creates a discriminatory environment.

A. DEFINITIONS

1. **SEXUAL MISCONDUCT** is a broad term that encompasses a range of behaviors including all forms of sexual harassment, including sexual assault, as well as other forms of misconduct or violence of a sexual nature, including, without limitation, relationship violence, stalking, and sexual exploitation. Sexual Misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, or between individuals who do not know each other. Sexual Misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.
  
2. **SEXUAL AND GENDER-BASED HARASSMENT** is unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for a personnel or academic decision affecting an individual. Examples of behavior that may constitute sexual harassment include, but are not limited to, sexual advances, any form of retaliation or threat of retaliation against an individual who rejects such advances, sexual epithets, jokes or comments, comments or inquiries about an individual's body or sexual experiences, unwelcome leering, whistling, brushing against the body, sexual gestures, or displaying sexually suggestive images.

Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from Columbia College's educational programs, which may include a single incident of sexual assault or other serious Sexual Misconduct.

3. **SEXUAL ASSAULT** is any sexual penetration or sexual contact with another individual without consent.

4. **CONSENT** is defined as words or actions that clearly indicate voluntary agreement to engage in sexual activity. Consent is always freely informed and actively given. Silence or lack of resistance does not imply consent. Consent must be ongoing, and it may be withdrawn at any time. Consent for one sexual act does not imply consent for any subsequent sexual activity. Consent may never be obtained through use of coercion, intimidation, force, or threats.

Consent cannot be obtained from an individual who is incapable of giving consent because the person:

1. Has a mental, intellectual, or physical disability; or
2. Is under the legal age to give consent (In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.); or
3. Is asleep, “blacked out,” unconscious, or physically helpless; or
4. Is incapacitated, including through the consumption of alcohol or drugs.

5. **INCAPACITATION** is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be measured by evaluating how the substance affects a person’s decision-making capacity, awareness, and ability to make informed judgments. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include slurred speech, unsteady gait, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and emotional volatility.

6. **COERCION** is to force a person to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

7. **SEXUAL CONTACT** includes intentional contact with the intimate parts of another person, causing another person to touch one’s intimate parts, or disrobing or exposure of another person without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

- 8. SEXUAL PENETRATION** includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.
- 9. SEXUAL EXPLOITATION** means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without consent; observing or allowing third parties to observe private sexual acts or otherwise violating a person's sexual privacy without consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.
- 10. RELATIONSHIP VIOLENCE** (also known as Dating Violence or Domestic Violence) is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Relationship violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 11. STALKING** is engaging in a course of behavior directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Generally, stalking involves a course of conduct which is defined as two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Examples include but are not limited to: following a person; appearing at a person's home, class or work; making frequent phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; and threatening, intimidating or intrusive behavior.

## B. RETALIATION

It is a violation of this policy to engage in any form of retaliation or intimidation in connection with complaints of sexual harassment, misconduct, or assault. Any Student, Employee, Trustee or Third Party engaging in any such retaliation or intimidation may be found responsible for a conduct violation. Any such acts of retaliation or intimidation should be promptly reported to the Title IX Coordinator. This policy and related processes may also apply to any allegation that a Student, Employee, Trustee or Third Party has attempted to prevent an individual from reporting Prohibited Conduct or has engaged in any acts of intimidation or reprisal with respect to any reported Prohibited Conduct.

## VI. CONFIDENTIAL RESOURCES & FOLLOW-UP AND RECOVERY SERVICES FOR SURVIVORS

Follow-up support and counseling is of significant benefit to a survivor of Sexual Misconduct. The counseling may begin at any time after an incident, from hours to years. On campus and off campus counseling and other services are available to a survivor, whether or not the crime is reported or prosecuted.

### Confidential On-Campus Resources

If you would like to talk with someone at the College confidentially about an assault or harassment, please see one of our three confidential employees. Information shared to other College employees outside of the three individuals listed below will have to be reported to the College's Title IX Coordinator.

Tammy Ritchie, Victim Advocate: 803-786-3379 (office) or 803-461-5542 (24-hour cell)

Mimi Meriwether, Director of Counseling Services: 803-786-3856

Rev. Roy Mitchell, Chaplain: 803-786-3177

## Off-Campus Resources

Police: 911

Palmetto Health Richland Hospital Emergency Room: 803-434-7000

A Sexual Assault Nurse Examiner (SANE) is available at this location.

Sexual Trauma Services of the Midlands: 803-771-7273 (24 hour hotline)

Free and confidential off-campus counseling

## VII. AMNESTY CONSIDERATION

If a survivor of a crime is suspected of having used alcohol and/or drugs, amnesty will be extended to the survivor and any person(s) seeking assistance on behalf of the survivor. Amnesty means a person will be exempt from sanctioning through the Student Conduct process regarding the College's alcohol and drug policies. Prosecution of individuals under federal, state, or local laws would be at the discretion of appropriate officials of the applicable jurisdiction.

## VIII. CRIMINAL PROCEEDINGS

If the incident occurred on campus and you wish to pursue criminal charges, please contact the Columbia College Police Department (CCPD) at 803-786-3333. If the incident occurs off-campus, CCPD can assist you with contacting the proper authorities.

Because Prohibited Conduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in gathering relevant evidence, particularly forensic evidence. For purposes of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Prohibited Conduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College community, if necessary.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to the Richland County Department of Social Services at (803) 714-7300.

#### IX. OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

All Columbia College community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions under the Columbia College Honor Code, the disciplinary action under the applicable Employee disciplinary policy, or the Board of Trustees bylaws. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

#### X. FERPA AND TITLE IX

According to the Department of Education's 2001 Guidance, FERPA (The Family Educational Rights and Privacy Act) permits a school to disclose student information to the Complainant about the sanction imposed upon the Student Respondent(s) who was found to have engaged in Prohibited Conduct, when the sanction directly relates to the Complainant. This includes an order that the Student Respondent stay away from the Complainant or that the Student Respondent is prohibited from attending school for a period of time or transferred to other classes or another residence hall.

### PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT

#### I. INTRODUCTION

These are the procedures Columbia College follows when it receives a report alleging Prohibited Conduct. The College uses these procedures to investigate and adjudicate any such allegation and to impose disciplinary sanctions against Students, Employees or Trustees found responsible for violating the Sexual Misconduct Policy ("Policy").

**II. REPORTING THE INCIDENT TO COLUMBIA COLLEGE** Columbia College urges anyone who becomes aware of an incident of Prohibited Conduct involving a Student, Employee or Trustee to immediately report the incident to the College Title IX Coordinator.

**Title IX Coordinator:**

**Name: Dr. Robin Rosenthal**

**Email: rrosenthal@columbiasc.edu**

**Telephone Number: 803-786-3142**

There is no time limit to notify the College of an incident of Prohibited Conduct; however, Complainants (an individual who is reporting they were a victim of Prohibited Conduct) are encouraged to report allegations of Prohibited Conduct immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. The College only has jurisdiction over enrolled students and current faculty or staff members. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent (the individual who allegedly committed Prohibited Conduct) is enrolled as a student or employed by the College at the time the complaint is filed.

All cases of reported Prohibited Conduct are held in confidence to the extent possible subject to the College's need to properly investigate allegations of Prohibited Conduct. Reporting Prohibited Conduct does not in any way obligate an individual to pursue legal or institutional disciplinary action; however, Columbia College has the right to pursue disciplinary action at its discretion when there could be a threat to the campus community. If the survivor chooses to report and pursue criminal charges against an alleged assailant, Columbia College will support and comply with the criminal justice process.

According to the Clery Act, there may be instances when a timely warning must be issued to the entire campus. Also, the College must submit an annual Crime and Fire Safety report with data regarding the number of sexual assault or harassment incidents that have occurred on our campus. A survivor's name will not be disclosed by Columbia College in either of these incidents.

**INTAKE MEETING WITH TITLE IX COORDINATOR** The Title IX Coordinator is appointed by the President of the College to ensure the school is compliant with Title IX, coordinate the investigation and disciplinary process, and look for patterns of systematic problems with compliance to ensure the College fulfills all federal obligations. Upon receipt of notice of any allegation of Prohibited Conduct, the Title IX Coordinator will schedule an individual intake meeting with the Complainant in order to provide the Complainant with a general understanding of the College's Sexual Misconduct Policy and to identify forms of support or immediate interventions available to the Complainant.

The intake meeting may also involve a discussion of any immediate accommodations that may be appropriate concerning the Complainant's academic, College housing, and/or College employment arrangements. Below are interim measures that may be taken:

- A No Contact Order;
- Academic scheduling or class modifications;
- A change or modification to residence hall;
- On-campus employment change or work schedule modifications;
  
- Assistance with extra-curricula's, organizations, activities, etc.;
- Police escort to vehicle;
- A thorough, impartial, and timely investigation; and
- Other accommodations as needed.

## RESOLUTION

### A. COMPLAINANT WISHES TO PURSUE A RESOLUTION

When a Complainant wishes to pursue a resolution, the Title IX Coordinator will determine the name of the Respondent and the date, location and nature of the alleged Prohibited Conduct, and will schedule an individual intake meeting with the Respondent in order to provide the Respondent with a general understanding of the Sexual Misconduct Policy and to identify forms of support and/or immediate interventions. The Title IX Coordinator will also forward a formal complaint to the assigned Title IX Investigator(s), which will include the name of the Complainant and Respondent and the date, location and nature of the alleged Prohibited Conduct. Both the Complainant and the Respondent may inform the Title IX Coordinator of potential conflicts of interest with the assigned investigators or hearing board members.

### B. COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY

If a Complainant is reluctant to participate in the investigative process, the College will make every attempt to follow the wishes of the Complainant, while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process, but has no aversion to the College pursuing a resolution with respect to the named Respondent, the College will proceed with the investigation to the extent possible. If the Complainant does not want the College to pursue the report in any respect, the College may investigate further if there is reason to believe that a significant continuing threat to the campus community exists.

The following factors will guide the College in its decision to proceed with an investigation:

- 1) The seriousness of the alleged conduct;
- 2) The Complainant's age;
- 3) Whether there have been other conduct complaints about the same individual; and
- 4) The Respondent's right to receive information about the allegations if the information is maintained by the school as an "education record" under FERPA.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to the Richland County Department of Social Services at (803) 714-7300.

#### C. ANONYMOUS OR THIRD PARTY REPORTING OF PROHIBITED CONDUCT

If a report is made anonymously or by a third party (e.g. not the Complainant or Respondent), the Title IX Coordinator will inquire, gather, and review information about the reported Prohibited Conduct and will evaluate the accuracy, credibility, and sufficiency of the information. Anonymous reporters should provide as much information as possible. Incidents reported by anonymous or third parties will not be forwarded to an Investigator unless there is reasonable cause to believe the Policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complainant statement. When an initial report of Prohibited Conduct is reported anonymously or by a third party and the identity of the victim is not available, the Investigator will investigate the reported incident to the fullest extent of the information available. Unsupported allegations that lack reasonable cause will not be forwarded to the Title IX Hearing Board.

#### D. INVESTIGATION

After the Complainant and Respondent meet with the Title IX Coordinator, the Title IX Investigator(s) (Columbia College faculty or staff members) will conduct a thorough, reliable, and impartial investigation of the reported incident. The investigation includes interviewing the Complainant and Respondent, interviewing witnesses, collecting evidence, and creating timelines. The Investigator(s) shall draft a comprehensive report that includes witness statements, electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party). If the Complainant or Respondent believes there is a conflict of interest with one of the Investigators, they must notify the Title IX Coordinator. An investigation should begin within one week of receipt of the initial report. At the conclusion of the investigation, the matter will be referred to the Title IX Hearing Board. A hold may

be placed on the Student Respondent's account that would prevent the Respondent from receiving his or her transcript until a decision has been rendered from the Title IX Hearing Board. The Complainant and Respondent will be given a copy of the Investigator's report.

The Title IX investigation and hearing should be completed in a timely manner. Every effort will be made to complete the investigation and hearing within 60 days while balancing the interest of fairness to all parties.

#### E. IF RESPONDENT ADMITS RESPONSIBILITY

In the event the Respondent admits responsibility of a violation under the Policy, appropriate Board will decide the sanction (see subsection IV(G)).

#### F. TITLE IX HEARING

##### a. PRE-HEARING PROCEDURES

- i. **NOTICE LETTER:** The Title IX Coordinator shall present all charges in writing to the Complainant and Respondent and promptly schedule a hearing after the Complainant and Respondent have been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Title IX Coordinator. The Complainant and Respondent will be called and asked to come to the Title IX Coordinator's Office to sign and pick up the Notice Letter. The Notice Letter will include the names of the Title IX Hearing Board members assigned to their case. If the Complainant or Respondent believes there is a conflict of interest with any of the Hearing Board Members, they must notify the Title IX Coordinator.
- ii. **ATTENDANCE AT HEARING:** If the Respondent and/or Complainant fail(s) to appear for a hearing and the Title IX Coordinator has, in good faith, exhausted all reasonable efforts to notify the Respondent and/or Complainant, the Title IX Hearing Board shall conduct a hearing in the Respondent's and/or Complainant's absence on the basis of the information made available during the course of the investigation. Parties are responsible for organizing the attendance of their witnesses. The College will allow release time from work and/or class for appearance at the hearing.
- iii. **TITLE IX HEARING BOARD CHAIR:** The Title IX Hearing Board Chair ("Chairperson") is a non-voting member of the Title IX Hearing Board. The Chairperson is responsible for resolving all procedural issues and maintaining the fairness of the hearing by ensuring that the Hearing Board receives all relevant evidence necessary to make its determination. The Chairperson is also responsible for drafting the Outcome Letter (discussed further in subsection IV(H)) at the conclusion of the hearing.

- iv. **PRE-HEARING SUBMISSIONS:** Prior to the Hearing, the parties will provide the Chairperson with a list of witnesses they propose to call, copies of documents and a description of any other information they propose to present at the hearing on or before a date set by the Chairperson.
  - v. **PRE-HEARING MEETING:** The Chairperson will schedule a prehearing meeting prior to the hearing date. At the meeting, the Chairperson will review hearing procedures with the parties, separately or jointly, at the discretion of the Chairperson. The Chairperson will also review the complaint of alleged Prohibited Conduct and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. Thereafter, the Investigator's report will be provided to the Hearing Board in advance of the hearing.
  - vi. **TITLE IX HEARING BOARD:** The Title IX Hearing Board is responsible for:
    - i. Hearing all evidence presented;
    - ii. Making a determination of whether a violation of the Sexual Misconduct Policy has occurred;
    - iii. If a violation is determined to have been committed by a Student Respondent, imposing a sanction; and
    - iv. Communicating its findings in writing to the Complainant and Respondent via an Outcome Letter.
- b. **HEARING:** Hearings shall be conducted by the Title IX Hearing Board according to the following guidelines:
- i. All hearings will be conducted in a manner that is fair to all parties.
  - ii. The Respondent is presumed not in violation of the Policy until a violation is determined by the Title IX Hearing Board.
  - iii. Hearings shall be conducted in private, and arrangements can be made so the Complainant and Respondent are not in the hearing room at the same time.
  - iv. Cases involving more than one Respondent will be conducted at the same time. Cases involving more than one Complainant may be consolidated into one hearing at the discretion of the Chairperson. The decision to consolidate will be governed by the relevancy of the evidence and the fairness to both parties.
  - v. The Complainant and the Respondent both have the right to be assisted by an advisor of their choosing, who does not appear as a witness during the hearing. Both parties are responsible for presenting her own case; therefore, advisors are not permitted to speak or to participate directly in any part of the hearing. In answering a question, the Complainant or Respondent may seek assistance from the advisor. Advisors may be asked to leave the hearing room if they are disruptive or cause an unreasonable delay in the conduct of the hearing.
  - vi. Admission to the hearing of any person(s) other than the Respondent or Complainant, along with their respective advisor, shall be at the discretion of the Chairperson.

- vii. All procedural questions are subject to the final decision of the Chairperson. The Chairperson may consult with the Title IX Coordinator on procedural issues as the Chairperson deems necessary.
- viii. All evidence presented at the hearing, whether through live testimony or writings and exhibits, must be relevant. The Chairperson has the discretion to decide what evidence is admitted and excluded. Evidence of either party's prior sexual history will not be permitted at the hearing unless it is relevant to the complaint. Evidence of consent on a prior occasion is not evidence of consent in a subsequent occasion.
- ix. The Complainant, the Respondent, and the Chairperson shall have the privilege of calling and questioning witnesses, including those presented by the opposing party. Efforts should be made not to call witnesses who present redundant testimony.
- x. The parties will be given an equal opportunity to present relevant witnesses and other evidence. This includes the following:
  - a. The privilege to remain silent;
  - b. The privilege to present relevant witnesses of fact and information on her/his behalf;
  - c. The privilege to be informed that any oral or written statements they may make pertaining to the alleged violation may be presented in any subsequent proceedings;
  - d. The privilege to prepare a written statement concerning the alleged violation(s);
  - e. The opportunity to review all evidence, statements, and the investigative report;
  - f. The privilege to question the other party, witnesses and the Title IX Investigators through the Chairperson; and
  - g. The privilege to appeal a decision by the Title IX Hearing Board (See Item H: Appeals).
- c. DELIBERATIONS: After the hearing, the Title IX Hearing Board shall convene outside the presence of everyone else and determine by a unanimous vote whether the Respondent has violated the Policy, which he or she has been charged in writing with violating.
- d. STANDARD OF PROOF: The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Prohibited Conduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the Respondent violated this Policy. In the context of a hearing hereunder, the Respondent will be found to be responsible for the alleged Prohibited Conduct if the Panel, by a unanimous vote, concludes that such Prohibited Conduct more likely than not occurred based upon careful review of all information presented.

- e. RECORD OF HEARING: There shall be a single verbatim record, such as an audio recording, of all hearings before the Title IX Hearing Board. The record shall be the property of the College. Parties are not permitted to make their own recordings.

#### G. SANCTIONS

- a. WHERE THE RESPONDENT IS A STUDENT

Prior to considering sanction, both parties will have an opportunity to address the hearing panel, via either a victim impact statement or a mitigation statement. The Title IX Hearing Board is required to consider suspending or expelling any person found responsible for violating the Sexual Misconduct Policy and removing them from the residence hall if the student lives on campus. Such suspension/expulsion sanctions will be reflected on the student's transcript as "disciplinary suspension" or "disciplinary expulsion." However, the Title IX Hearing Board may impose any other sanction(s) that it finds to be fair and proportionate to the violation(s) and the attending circumstances. Matters that may be considered when deciding on the appropriate sanction include:

1. The record of past violations of any College policy, as well as the nature and severity of such past violations;
2. The acknowledgment of wrongdoing by and the commitment of the Respondent to conform her/his conduct to acceptable standards in the future;
3. If the Respondent poses a continuing risk to the Complainant and/or College community;
4. The impact on the Complainant;
5. The impact on the College community; and
6. The severity or pervasiveness of the violation.

Sanctions imposed by the Title IX Hearing Board are not final until the resolution of any timely appeal of the decision. If advisable to protect the welfare of the Complainant or the College community, the Title IX Hearing Board may determine that any probation, suspension, or expulsion be temporarily enforced and continue in effect until such time as the appeal process ends or the time for appeal expires.

b. WHERE THE RESPONDENT IS AN EMPLOYEE

The Employee Grievance Board will determine the sanction when an Employee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in subsection H) to the Grievance Board within three days of the conclusion of the hearing. The Grievance Board shall convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, both parties will have an opportunity to address the Grievance Board, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Grievance Board will be governed by Title VII and any applicable contractual provisions. The Grievance Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

c. WHERE THE RESPONDENT IS A TRUSTEE

The Board of Trustees will determine the sanction when a Trustee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in the following subsection) to the Board of Trustees within three days of the conclusion of the hearing. The Board of Trustees shall convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, both parties will have an opportunity to address the Board of Trustees, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Board of Trustees will be governed by the Columbia College Bylaws. The Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

## H. NOTIFICATION REGARDING TITLE IX HEARING BOARD DECISION

The Complainant and Respondent (and the applicable Boards as referenced in subsection IV (G)) will be notified in writing of the outcome of the Title IX hearing via an Outcome Letter. The Outcome Letter will provide the Respondent's name; the violations of this Policy for which the Respondent was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and in the case of a Student Respondent, the sanction imposed, if any.

The Respondent and Complainant will be asked to pick up and sign for the Outcome Letter from the Title IX Coordinator's Office. Information for the appeals process will be included in both parties' letter. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

## I. APPEALS

1. A decision or sanction may be appealed by the Student Respondent or Student Complainant within five business days of the date of the Outcome Letter. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator, who will forward the appeal to the President for consideration. The President may refer the appeal to the Board of Trustees of the College, as set forth in the Columbia College Bylaws.

2. An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. A procedural defect that would very likely impact the outcome;
- b. Newly acquired evidence that was not previously available; and
- c. The sanction imposed was unduly harsh.

FERPA AND TITLE IX According to the Department of Education's 2001 Guidance, FERPA (The Family Educational Rights and Privacy Act) permits a school to disclose to the Complainant student information about the sanction imposed upon the Respondent(s) who were found to have engaged in Prohibited Conduct when the sanction directly relates to the Complainant. This includes an order that the Respondent stay away from the Complainant or that the Respondent is prohibited from attending school for a period of time or transferred to other classes or another residence hall.

### Sex Offender Notification

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. That information can be obtained at the following website:

<http://services.sled.sc.gov/sor/>

You may also call the South Carolina Law Enforcement Division at (803)896-7000, or you can call our Department at (803)786-3343 and ask for Captain Jamison with help on researching this information.

### Crime Statistics

An institution must keep the most recent three years of crime statistics that occurred: on campus, in institution residential facilities, in non-campus buildings, or on public property. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime." The following offenses are required to be included in the institution's annual security report as well as sent to the U.S. Department of Education annually:

#### Criminal Homicide:

- Murder and non-negligent manslaughter
- Negligent manslaughter

#### Sexual Offenses:

- Forcible
- Non-forcible

Robbery

Aggravated assault

Burglary

Arson

Motor Vehicle Theft

Arrests and/or disciplinary referrals for:

- Liquor law violations
- Drug law violations
- Illegal weapons possessions

Hate Crimes

Domestic Violence

Dating violence

Stalking

2015 Crime Statistics	On Campus	Non-Campus Property	Residence Hall	Public Property
*Criminal Homicide				
Murder and non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
*Sexual Assault				
Forcible	0	0	0	0
Non-forcible	0	0	0	0
*Robbery	0	0	0	0
*Aggravated Assault	1	0	0	0
*Burglary	1	0	0	0
*Arson	0	0	0	0
*Motor Vehicle Theft	0	0	0	0
*Hate Crimes	0	0	0	0
**Arrest and/or disciplinary referrals for:				
Liquor-law violations:				
Arrests	0	0	0	0
Disciplinary referrals	0	0	0	0
Drug-law violations:				
Arrests	3	0	1	0
Disciplinary referrals	3	0	3	0
Illegal weapons possessions:				
Arrests	0	0	0	0
Disciplinary referrals	0	0	0	0
*Domestic Violence	0	0	0	0
*Dating Violence	0	0	0	0
*Stalking	0	0	0	0

2014 Crime Statistics	On Campus	Non-Campus Property	Residence Hall	Public Property
*Criminal Homicide				
Murder and non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
*Sexual Assault				
Forcible	0	0	0	0
Non-forcible	0	0	0	0
*Robbery	0	0	0	0
*Aggravated Assault	0	0	0	0
*Burglary	0	0	0	0
*Arson	0	0	0	0
*Motor Vehicle Theft	0	0	0	0
*Hate Crimes	0	0	0	0
**Arrest and/or disciplinary referrals for:				
Liquor-law violations:	0	0	0	0
Arrests	1	0	1	0
Disciplinary referrals	1	0	1	0
Drug-law violations:	1	0	1	0
Arrests	0	0	0	0
Disciplinary referrals	1	0	1	0
Illegal weapons possessions:				
Arrests	0	0	0	0
Disciplinary referrals	0	0	0	0
*Domestic Violence	0	0	0	0
*Dating Violence	0	0	0	0
*Stalking	0	0	0	0

2013 Crime Statistics	On Campus	Non-Campus Property	Residence Hall	Public Property
*Criminal Homicide				
Murder and non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
*Sexual Assault				
Forcible	0	0	0	0
Non-forcible	0	0	0	0
*Robbery	0	0	0	0
*Aggravated Assault	2	0	2	0
*Burglary	0	0	0	0
*Arson	0	0	0	0
*Motor Vehicle Theft	0	1	0	0
*Hate Crimes	0	0	0	0
**Arrest and/or disciplinary referrals for:				
Liquor-law violations:	0	0	0	0
Arrests	1	0	1	0
Disciplinary referrals	1	0	1	0
Drug-law violations:				
Arrests	0	0	0	0
Disciplinary referrals	0	0	0	0
Illegal weapons possessions:				
Arrests	0	0	0	0
Disciplinary referrals	0	0	0	0
*Domestic Violence	0	0	0	0
*Dating Violence	0	0	0	0
*Stalking	2	0	2	0

## Crime Log

A daily crime log is kept at the Columbia College Police Department and is available to the public during normal business hours (Monday-Friday, 8:30 am-5:00 pm). However, any portion of the log that is older than 60 days will be available within two business days of a request. A paper copy of this report is also available during business hours. Please contact Captain Jamison at (803)786-3343 for more information.

## Policy Addressing Alcoholic Beverages and Illegal Drugs

The possession, sale or the furnishing of alcohol on the campus of Columbia College is governed by College's Alcohol Policy and the laws of South Carolina. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the South Law Enforcement Division. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Columbia College Police Department. Columbia College has been designated a "Dry Campus." The consumption or possession of alcohol is prohibited. Violators are subject to the College's disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Columbia College Police Department.

## Timely Warnings and Emergency Notifications

The Columbia College Police Department will send an emergency notification to 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 the campus.

We will issue a timely warning for any *Clery Act* crime that occurs in our area that is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students, faculty, staff or visitors of Columbia College.

We will notify Columbia College by utilizing a mass notification system used at that broadcasts a campus wide audible alert. We will immediately voice call, e-mail, and text message all students, faculty and staff who have provided emergency contact information.

Taking into account the safety of the community, our Department will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by email, as needed.

Columbia College maintains a subscription to a third party voice and email messaging service (Blackboard Connect) that enables/allows the notification system and our Department to send voice and email messages for emergency alerts to students, faculty and staff of Columbia College and send them to a list of subscribed cell phone or other wireless device users, as well as email accounts. The emergency messaging service requires users to opt-in (or out) to the service by subscribing their cell phone or wireless device number, and e-mail address through the Columbia College Koala Connection website.

Our Department conducts a Mass Notification System test/exercise twice a year (February and October). We have two ways of activating the system. The system can be activated from the stationary unit located at Columbia College Police Department Headquarters by the police dispatcher. It may also be activated from the portable unit that is kept by the on-duty patrol officer.

### Shelter-in-Place Procedures-What it Means to "Shelter-in-Place"

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-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, College ID 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, unless otherwise instructed). Once you have evacuated, seek shelter at the nearest campus 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 Columbia College Police Department, Residence Life staff members, other Columbia College employees, or, other authorities utilizing the Columbia College's Emergency Mass Notification System via email, text or voice call.

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

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies (battery operated radio, flashlight, water, food) 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.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (faculty, staff, students, etc.) to call the list in to Columbia College Police Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.
9. Please remain in this place until notified by campus police.

Our complete Emergency Operations Plan is available on the Koala Connection website:  
[https://kc.columbiasc.edu/ICS/Employee\\_Info/Free-form\\_Content.jnz](https://kc.columbiasc.edu/ICS/Employee_Info/Free-form_Content.jnz)

### Campus Fire Safety Annual Compliance

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law.

### General Statement of Columbia College Student Resident Housing

At Columbia College all residence halls (Knox, Kneece, McNair, Hudson, Wesley and Mirse) are covered with integrated fire sprinkler systems and an audible fire alarm.

### Fire Log

A fire log is kept at the Columbia College Police Department and is available to the public during normal business hours (Monday-Friday, 8:30 am-5:00 pm). However, any portion of the log that is older than 60 days will be available within two business days of a request. A paper copy of this report is also available during business hours. Please contact Captain Jamison at (803)786-3343 for more information.

## Fire Safety Inspections

The Department of Facilities Management and the Columbia City Fire Department annually inspect the fire systems in our residence halls and make upgrades, repairs or revisions when problems are identified.

## Residence Hall Open Flame/Smoking Policy/Electrical Policy

Residence Life policy prohibits candles, smoking or open flames in residence halls. There are limits on the number electrical appliances allowed in a specific room. These policies can also be found in the student handbook and are discussed with students when they move into the residence halls during orientation.

## Residence Hall Fire Drills

The Columbia College Police Department conducts fire drills that are held twice a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the Department of Student Affairs, the Department of Residence Life and the fire alarm monitoring company. The supervised fire drill is scheduled within the first 4 weeks of the beginning of the semester. Evacuation route locations are posted in the Columbia College Student Handbook and the students are advised throughout the semester by the residence hall advisors assigned to each residence hall. A fire drill report is done at the end of each drill. Residents are educated by their residence hall advisors on the following information: In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

1. In case of fire, sound the nearest alarm. If conditions permit, call 9-911 then call 803-786-3333 (CCPD) and report the exact location of the fire.
2. Become familiar with the evacuation routes that are posted in campus buildings. In the residence halls, these are found on the back of the student room doors.
3. Leave the building by the nearest exit. Proceed at least 100 feet from the building. Students in McNair, Knox, and Kneece Halls should leave the building by the nearest exit and report to the area across the street between Godbold Center and the tennis courts. Students in Mirse, Wesley, and Hudson Halls should leave by the nearest exit and report to the mall area across the street near the Ariail-Peele building. Do not use the elevators.
4. Remain outside the building until the Columbia College Police Department give explicit instructions to re-enter.
5. Students exiting a residence hall should: a. Wear shoes. b. Take a towel to cover their faces in case of smoke. c. Leave lights on in their rooms. d. Close the door to their rooms.
6. Failure to evacuate the premises after an alarm has sounded or notice to evacuate has been given will result in judicial action, including fines and the possibility of expulsion from the residence halls.
7. Tampering with fire alarms or fire-safety equipment, reporting false alarms, or making bomb threats will result in judicial action, including the possibility of permanent expulsion from the College without refund of tuition and fees. Persons found guilty of such actions will be held liable for all expenses incurred as a result of their actions.

8. College officials reserve the right to evacuate any building or facility for emergency reasons.

Residence Hall Fire Safety Systems

<u>Residence Hall</u>	<u>Fire detection system</u>	<u>Fire suppression system</u>	<u>Extinguishers</u>	<u>Fire drills per year</u>
Knox	Yes	Yes	Yes	4
Kneece	Yes	Yes	Yes	4
McNair	Yes	Yes	Yes	4
Hudson	Yes	Yes	Yes	4
Wesley	Yes	Yes	Yes	4
Mirse	Yes	Yes	Yes	4

<u>Fires Reported in Residence Halls for 2015</u>	<u>Fire</u>
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

<u>Fires Reported in Residence Halls for 2014</u>	<u>Fire</u>
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

<u>Fires Reported in Residence Halls for 2013</u>	<u>Fire</u>
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

## EMERGENCY PHONE NUMBERS

Columbia College Police Emergency, (803)786-3333

Columbia College Police Non-Emergency, (803)786-3343

Fire or Medical, 9-911 - also notify (803)786-3333

Columbia College Information Line (803)786-3500

## Other Helpful Numbers

Campus Counseling (803)786-3856

Residence Life (803)786-3602

