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## Campus Security Policies and Statistics & Annual Fire Safety Report 2009-2010



University of South Carolina Upstate

University Police Department  
Palmetto Villas Building I  
800 University Way  
Spartanburg, SC 29303  
(864) 503-5269  
[www.uscupstatepolice.edu](http://www.uscupstatepolice.edu)

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

In 1998 the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Student-Right-To Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose all reported criminal activity on their campus. The University Police Department prepares a report annually to comply with this Act.

This report is prepared in cooperation with local law enforcement agencies surrounding our main campus and two satellite campus sites, the Dean of Students, Housing and Residential Life, and Student Affairs.

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

Each year, an e-mail notification is made to all enrolled students that provides the web site address to access this report. Faculty and Staff receive similar notification. Copies of this report may also be obtained at the University Police Department. All prospective employees may obtain a copy from Human Resources in Administration Room 301 or by calling (864) 503-5320.

These offenses must be reported according to their occurrence in the following location categories:

- The University of South Carolina Upstate Campus
- Public Property Reasonably Contiguous to the Campus
- Non-Campus Buildings

## The University of South Carolina Upstate Policy for Reporting the Annual Disclosure of Crime Statistics (Cont'd)

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

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

In compliance with this law, the University of South Carolina Upstate Police Department has produced a pamphlet containing this information as well as other valuable safety and crime prevention information. This information is posted on the University of South Carolina Upstate Police Department Web site under *Campus Crime Statistics* located at [www.uscupstate.edu/campus\\_services/police](http://www.uscupstate.edu/campus_services/police) and is available in printed form at:

The University of South Carolina Upstate  
C/O University Police Department  
Palmetto Villas Building I  
800 University Way  
Spartanburg, SC 29303

Copies of the brochure will also be sent upon request by U.S. mail or electronic mail. If you have any questions, concerns, or comments, please contact the University of South Carolina Upstate Police Department at (864) 503-5269, or by electronic mail at [police@uscupstate.edu](mailto:police@uscupstate.edu).

## Policies – General Information

### Emergency vehicles

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

### Identifying Yourself to Campus Officials

When requested to do so, you are required to properly identify yourself to any Campus Official, including Housing and Residential Life staff, Resident Assistants and University Police Officers.

### Individual Responsibility

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

- Report all crimes immediately. Prompt reporting may assist in apprehension and prevention of future crimes. Call Ext. 5911.
- Report all suspicious persons and circumstances. This may prevent a crime from occurring. Call Ext. 5911.
- Lock your doors and windows, even if you'll only be gone, "a little while." It doesn't take long for a thief to walk in, remove your personal property and walk out unnoticed.
- Don't prop open or try to compromise the security features of residence hall doors. If you find a door propped open, please close it. If it won't lock, notify an RA, the Housing and Residential Life office or University Police immediately.
- Adequately secure any property left outside, such as bicycles.
- If you walk across campus late at night, consider going with a friend. We enjoy a very safe campus; however, crime can occur anywhere.

### Littering and Vandalism

Please help keep your campus clean! Students who are found to be responsible for littering or vandalism in or around the campus will be charged for the cost of clean-up and/or repair. Flagrant incidents may also result in disciplinary action and/or arrest/citation.

### Lost and Found

To check on lost items of personal property, or to turn in found items, please call the University Police Department business line at (864) 503-5269.

## Timely Warning Notice

In the event that an on-campus or off-campus situation arises, that in the judgment of the Chief of Police constitutes an on-going or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through *SpartAlert*, the University emergency notification system which may include, but is not be limited to e-mail, voice mail, text message, electronic message boards, flyers and/or person to person notification of students, faculty and staff.

Depending on the particular circumstances of the crime, University Police and/or University Communications may post a notice on the University web site to provide the community with additional information. In such instances, a copy of the notice may also be posted in each residence hall, the CLC, Library, Cafeteria, Health and Education Center (HEC), Sparty's Den, and Fitness Center.

Anyone with information warranting a timely warning notice should report the circumstances to University Police by phone at (864) 503-5269 or in person at the Police Department offices in Palmetto Villas, Building 1. The Palmetto Villas are located on the east side of Hodge Drive just south of North Campus Blvd.

## Security and Access Policy

**Main Campus** - During normal business hours, the University (excluding residence halls) is open to students, parents, employees, contractors and guests. During non-business hours, access to University facilities is by key or access card if previously authorized by policy or issued by a representative of University Police, Facilities, or Housing and Residential Life. During periods of extended closure, the University will admit only those persons with prior approval to all University-owned facilities.

Residence Halls are locked 24 hours a day and require the use of card access during the academic school year and as determined by the Housing Office during the summer. Some facilities have individual operating hours which may vary at different times of the year. Examples of these are the Library, CLC, Hodge Center and Fitness Center. In these cases, the facilities will be secured according to a schedule provided by the Special Events office or the department in control of the particular building or facility.

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

### Security and Access Policy (Cont'd)

**Community Education Outreach Center (CEOC)** - During normal business hours, the CEOC is open to students, parents, employees, contractors and guests. During non-business hours, access to buildings is by key and alarm access code if previously authorized by policy or issued a representative of University Police and/or Facilities Services. During periods of extended closure, the University will admit only those persons with prior approval.

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

**Greenville Campus** - During normal business hours, the Greenville Campus is open to students, parents, employees, contractors and guests. During non-business hours, access to buildings is by key and alarm access code if previously authorized by policy or issued by a representative of Greenville Tech Police or University Center Management. During periods of extended closure, the University Center staff will admit only those persons with prior approval to all University Center facilities.

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

### Policy Statement on Smoking

**USC Upstate is a smoke-free campus. As such, no smoking is permitted anywhere on campus. However, tobacco users may smoke in their private vehicles.**

### Policy Statement on Illegal Drugs

The University of South Carolina Upstate has been designated "drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by the University Police, Dean of Students and Housing and Residential Life.

Possession of paraphernalia is also a violation of the University drug policy and includes any object that contains the residue of an illegal drug or narcotic, and/or any object that is used in the consumption or distribution of an illegal drug. All drugs and/or paraphernalia will be confiscated and/or destroyed.

Being under the influence of illicit drugs is also a violation of University policy. Violators are subject to University disciplinary action, criminal prosecution, fine and/or imprisonment.

### Policy Statement Regarding Alcoholic Beverages

The possession, consumption, manufacture, sale or furnishing of alcoholic beverages on University grounds is governed by University policy and South Carolina state statutes. Laws regarding the possession, sale, consumption or furnishing of alcoholic beverages are controlled by the Alcoholic Beverage Commission (ABC). However, the criminal enforcement of alcoholic beverage laws on campus is the primary responsibility of University Police.

Campus policies which are primarily enforced by University Police and Housing and Residential Life prohibit the consumption, possession, sale, distribution or furnishing of alcoholic beverage on campus (including empty alcoholic beverage containers), except at special events designated by the Chancellor and approved by the Chief of Police, Risk Manager and Vice-Chancellor for Student Affairs. Students 21 or over living in the Palmetto Villas may possess one six pack of beer or one bottle of wine not to exceed 750ml in their apartment. Consumption is limited to inside of the apartment.

Violations of University policy and state alcoholic beverage laws are subject to University disciplinary action, criminal prosecution, fine and/or imprisonment. It is unlawful to sell, furnish, or provide alcoholic beverages to a person under the age of 21. Further, the possession of an alcoholic beverage by anyone under 21 years of age in a public place or place open to the public is illegal. Organizations or groups violating the University alcoholic beverage policy or state law may be subject to University sanctions. Driving a vehicle under the influence of alcohol or drugs (DUI) is a significant risk to the campus community. Persons driving under the influence are subject to arrest and/or University sanctions.

## Substance Abuse Education

### Alcohol and Substance Abuse Information Regarding Prevention Programs

The University of South Carolina Upstate has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and University disciplinary actions.

The Coordinator of Alcohol and Drug Education Programs within the Counseling Services office provides overall coordination of these services for students. The Director of Employee Relations and Equal Opportunity provides overall coordination for employee services and referrals. However, many services are either independently or collaboratively the responsibility of other areas of the institution. These include:

**Alcohol and Drug Education:** Workshops for University 101 classes reaching all incoming freshman, workshops for students who violate campus alcohol and drug policies, Employee Assistance Program, Alcohol Awareness Month including "Fatal Vision" and "Alive at 25," National Alcohol Screening Day, Safe Spring Break Carnival and Alcohol Education and Enforcement Team meetings. Pamphlets on drug and alcohol education are also available through Health Services, the Counseling Center and University Police.

**Counseling Support:** Counseling Services, Director of Health Services, Center for Student Success, Career Center, the Opportunity Network and Center for International Studies.

**Referral Services:** Human Resources, Employee Assistance Program, Spartanburg Alcohol and Drug Abuse Commission, Cherokee County Drug and Alcohol Abuse Commission, The Phoenix Center, the PACE Center, Private Practice Therapists, Spartanburg Regional Behavioral Health, Carolina Center for Behavioral Health, Marshall I. Pickens Hospital, AnMed-Wellspring, Keystone, McLeod Addictive Disease Center and Pavilion.

**University Disciplinary Actions:** Dean of Students, Director of Housing and Residential Life, Honor Council, Judicial Appeals Committee and the Student Honor Council.

## The Campus Sex Crimes Prevention Act

A campus version of "Megan's Law" took effect on October 28, 2002. Enacted in 2000, the Campus Sex Crimes Prevention Act requires colleges and universities to let students and employees know where they can obtain information provided by the state on registered sex offenders.

In addition, sex offenders are required by state law to provide notice to any institution of higher education at which they are enrolled or employed. The State of South Carolina Code of Laws section 23-3-465 prohibits sex offenders mandated to report under section 23-3-450 from living in campus housing at a public institution of higher learning supported whole or in part by the State. Furthermore the act requires states to make the information available to an enforcement agency where the institution is located.

The act also amended the Higher Education Act to add this disclosure to the list for the annual security reports that institutions are required to distribute to the campus community by October 1 of each year.

The Family Educational Rights and Privacy Act (FERPA) was also amended to make it clear that institutions fully disclose information received through state registration and community notification programs even if the offender is a student.

Members of the University of South Carolina Upstate campus community may obtain information about registered sex offenders who may be present on Campus by contacting the University of South Carolina Upstate Police Department at (864) 503-5269, or e-mail at [police@uscupstate.edu](mailto:police@uscupstate.edu). Send requests via U.S. mail to the University of South Carolina Upstate Attn: University Police at 800 University Way, Spartanburg, SC 29303, or in person at the USC Police Department located on campus in Palmetto Villas Building 1.

Information on registered sex offenders that may be present on campus can also be obtained at the Spartanburg County Sheriff's Department located at 8045 Howard Street, Spartanburg, SC 29303 or by calling (864) 503-4500.

## Policy on Sexual Assault

The University of South Carolina Upstate is an academic community preserved through mutual respect and trust for the individuals who learn, teach, and work within it. Chief among the University's goals is a commitment to educating men and women to become responsible citizens. In this regard, the University is dedicated to maintaining a campus environment that actively discourages and condemns violence of any kind. Therefore, the University does not tolerate or ignore acts of sexual violence.

A student charged with sexual assault on or off campus can be prosecuted under criminal statutes and disciplined under the University's Code of Conduct. Campus disciplinary procedures may proceed with or without prosecution by local, state or federal authorities. Disciplinary actions will follow current University policy outlined in the Code of Student Conduct.

An alleged victim of sexual assault may elect to have a representative from the Women's Center or Counseling Center serve as an advocate in the disciplinary proceedings. These acts are defined in the following ways:

**Stalking** is a pattern of conduct that is intended to cause or does cause a person to fear: (1) Death or death of others important to that person; (2) Assault or assault of others important to that person; (3) Bodily injury or bodily injury of others important to that person; (4) Sexual assault or sexual assault of others important to that person; (5) Involuntary restraint or involuntary restraint of others important to that person; (6) Damage to property or damage to property of others important to that person; (7) Confinement or confinement of others important to that person; (8) Threats of harassment via electronic devices (e.g. e-mail, phone, fax). The relationship between the perpetrator and the victim may be a current or former partner or spouse, dating relationship, acquaintance, or stranger.

**Non-Consensual Sexual Contact** occurs when there is coerced, manipulated or unwanted touching, directly or through clothing, of an intimate part of a person (i.e., the genital areas, groin, inner thigh, anus, buttocks, mouth or breasts) that occurs against one's will, or without one's consent, including when one is unconscious, intoxicated or otherwise unable to give consent.

**Non-Consensual Sexual Assault** occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part. This includes, but is not limited to penetration of a bodily opening without consent through use of coercion or manipulation.

## Policy on Sexual Assault, Cont'd

**Forced Sexual Assault** occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was or should have been aware. Providing or making available to a victim, and/or using any substance (e.g. alcohol, GHB, Rohypnol, etc.) will be considered by the Administrative Hearing Officer, Honor Council or Pre-Hearing Officer when determining responsibility and appropriate sanction. Use of these substances by an alleged assailant may constitute violation of other University policies, and the student may be charged with these violations as well (e.g. Drugs, Harm to Persons, Disorderly Conduct, Disruptive Activity, Alcohol, etc.). The use of alcohol and other drugs by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense.

### Consent is defined as follows:

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

### Medical Attention:

Whatever one does following a sexual assault, it is essential that medical attention be sought immediately to protect against internal injury or disease and to assist with later prosecution. A victim should observe the following recommendations:

- Do not take a shower
- Do not wash any body part
- Do not douche
- Do not brush teeth
- Do not drink liquids
- Do not change clothes
- Do not change sheets
- Do not urinate
- Do not smoke or eat if there has been oral sexual contact
- Do not place any changed clothes in a plastic bag

## Policy on Sexual Assault, Cont'd

**Counseling** can be critical to regaining one's emotional balance following a sexual assault. The University's Counseling Services office has trained professionals ready to assist you or refer you to other competent professionals. All assistance is free and strictly confidential as it is for other offices such as the University Police Department and the Office of Student Affairs.

**Reporting to the University Police Department:** If an assault occurs on University property, it should be reported to campus police by calling (864) 503-5269, (864) 503-5911 or by using a campus emergency telephone. Assaults that occur off campus should be reported to the local police department by calling 911. These numbers can be used 24 hours a day, seven days a week.

**Reporting Protocols:** The University encourages students to report all incidents of sexual assault to the University Police at 503-5269, to a counselor in Counseling Services at 503-5195, or to the Dean of Students at 503-5381 or evenings at 503-9196. The adverse emotional impact following sexual assault can be severe. The long term effects of the trauma of sexual violence can have serious and lasting psychological consequences. The University recognizes the importance of competent, comprehensive, sensitive professional help. Do not hesitate to contact any one of the offices listed as soon as possible to report any incidence of sexual violence:

- Counseling Services is an on-campus resource that provides free counseling visits to students. The phone number is 503-5195.
- University Police will provide on-going assistance in pursuing criminal prosecution. The phone number is 503-5911.
- University Housing is available to assist a victim with housing needs, such as relocation. They can be reached at 503-5422.

Time is absolutely critical when reporting a sexual assault. The sooner the assault is reported the easier it is to collect valuable evidence.

## Policy on Sexual Assault, Cont'd

**Victim Advocate Services** are available through a certified victim's advocate at the University Police Department. If you or a loved one become a victim of a crime, it's important to know your rights, and have a support base. Our Victim Assistance Response Team is available to provide services to victims and witnesses immediately after the crime occurs, during the investigation, and throughout the Criminal Justice Process in many different ways:

- Crisis Intervention
- Referrals and information to community agencies for professional counseling, support groups, medical, financial aid, and shelter.
- Informing victims and witnesses of their rights and responsibilities under the law.
- Acting as liaison between victims, police officers, investigators, and local agencies.
- Court preparation accompaniment and emergency transportation to court proceedings.
- Information regarding the current status of your case.
- Assistance in filing for victim compensation through the State Office of Victim Assistance (SOVA), to help with medical expenses, lost wages, counseling and funeral expenses.

Under the provisions of State Statute 16-3-1515, a victim or witness who wishes to exercise his or her rights under this article or receive services under this article or both must provide a law enforcement agency, a prosecuting agency, a summary court judge, the Department of Corrections, the Department of Juvenile Justice, as appropriate, his or her legal name, current mailing address, and current telephone number.

## Policy on Sexual Assault, Cont'd

### Victims and Witnesses have the following rights to:

1. Be treated with fairness, respect and dignity. To be free from intimidation, harassment, or abuse throughout the criminal justice system and informed of a victim's constitutional rights.
2. Be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped.
3. Be informed of and present at all criminal proceedings which are dispositive of the charges where the defendant has the right to be present.
4. Be allowed to submit either a written or oral statement at all hearings affecting bond or bail.
5. Be heard at any proceeding involving a post-arrest, a plea, or sentencing.
6. Be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process.
7. Confer with the prosecution after the crime against the victim has been charged, before the trial, or before any disposition, and informed of the disposition.
8. Have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial.
9. Receive prompt and full restitution from the convicted person or persons.
10. Be informed of any proceeding when any post-conviction action is being considered, and be present at any hearing.
11. A reasonable disposition and prompt and final conclusion of the case.
12. Have all rules governing criminal procedure and the admissibility of evidence in all criminal proceedings protect victims' rights and have these rules subject to amendment or repeal by the legislature to ensure protection of these rights.

## Missing Student Policy

Students residing in campus housing, (Magnolia House, Palmetto House and Palmetto Villas) may identify and register a contact person with the Housing and Residence Life Office to notify if the resident student is determined to be missing (according to HEA guidelines a student is considered missing if their whereabouts is unaccounted for more than 24 hours). If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify a custodial parent or guardian within 24 hours.

This emergency notification process will be initiated in accordance with the student's designation when the University Police Department has been notified and has determined that the student has been missing for more than 24 hours and has not returned to campus.

It is the policy of the University of South Carolina Upstate that any student discovered missing more than 24 hours will be reported immediately upon discovery to the University Police Department for investigation. If it is determined that the student has been missing for 24 hours and the missing student has identified a contact, the University Police Department will immediately notify said contact. If the missing student is under 18 and not emancipated, University Police will immediately notify said student's custodial parent or legal guardian. If neither of the two preceding scenarios applies to a student determined to be a missing person, University Police will notify the appropriate law enforcement agency having jurisdiction.

In all such cases involving a missing student, appropriate campus authorities including the Dean of Students, Director of Housing and Residence Life and Registrar will be notified as well.

To register missing student notification information, contact the Housing and Residence Life Office at or prior to move-in. The Housing and Residence Life Office is located on the ground floor of the Palmetto House at 470 Hodge Dr. Spartanburg, SC 29303.



**Emergency Notification Response  
And  
Evacuation Procedures**

**Policy-HEA 485 (f) and 668.46 (a) (b)  
Emergency Response/Evacuation Procedures**

**A. Emergency Response and Evacuation**

Recognizing the institution's fiduciary responsibility to keep students, employees and guests from harm's way, the University of South Carolina Upstate provides immediate notifications to the campus community when a significant emergency or other dangerous situation poses an imminent threat to the health and safety of our community. To ensure the integrity of this process, emergency notification systems are tested on a regular basis. Additionally, the University will work to provide safe, timely and effective building evacuations. To this end, one (1) evacuation drill is held each year in all academic and support services buildings while two (2) building evacuation drills are held each academic term in residence halls.

**Procedures**

1. In order to adequately prepare for emergency or dangerous situations on campus, the University Police Department holds regularly scheduled drills and exercises with corresponding follow-up evaluations designed to assess and evaluate emergency plans and capabilities. These include:
  - An annual evacuation drill of all academic and support services buildings. These exercises shall be coordinated with the Division of Academic Affairs and implemented with the assistance of the University's Building and Floor Coordinators. Evacuation drills will be conducted under the direct supervision of the Campus Fire Marshal.
  - Conducting a minimum of two evacuation drills per semester in each residence hall. These exercises shall be implemented with the support and assistance of the Department of Housing and Residence Life. Evacuation drills will be under the direct supervision of the Campus Fire Marshal.

**Emergency Notification Response  
And  
Evacuation procedures (Cont'd)**

- Testing the "*SpartAlert*" emergency notification system twice a year; once during the fall semester and once during the spring semester (refer to number 2 below).
- Conducting a minimum of one table top or other simulated exercise each academic year to test system capabilities, response and recovery plans.
- Testing campus emergency phones each week.

Tests may be announced or unannounced. Emergency response and evacuation procedures will be publicized in conjunction with at least one test each year. Tests shall be documented describing the exercise including the date, time, and whether the test was announced or unannounced.

2. The University has instituted an emergency notification system, "*SpartAlert*." It is the policy of this institution that this system will be activated anytime there is significant emergency or dangerous situation representing an immediate threat to the campus community.
  - To receive important emergency notifications, campus constituents register their cell phone number on the home page of the University's VIP website. The VIP website is located at: <https://vip.sc.edu/login.html>. Any member of the University community (students, staff and faculty members) may "opt in" to the "*SpartAlert*" emergency notification system. There is no charge for this service; however, standard text messaging charges apply for emergency notifications and semi-annual tests.
  - Activating the "*SpartAlert*" emergency notification system will be facilitated in accordance with the following procedure:
    - a. The Departments of Police and University Communications share joint responsibility for activating the "*SpartAlert*" emergency notification system. Notification capabilities include:
      1. Cell phone text messaging notification
      2. email notification
      3. Voice over IP notification (University phone system)
      4. University phone system text message notification

**Emergency Notification Response  
And  
Evacuation Procedures (Cont'd)**

**Policy-HEA 485 (f) and 668.46 (a) (b)  
Emergency Response/Evacuation Procedures**

- When a situation occurs which may represent a significant emergency or dangerous situation representing an immediate threat to the campus community, the Chief of Police or his/her designee will immediately confer with the Director of University Communications or his/her designee to determine the following:
  1. Confirm that there is a significant emergency or dangerous situation on campus requiring activation of the "*SpartAlert*" emergency notification system.
  2. Determine the appropriate segment(s) of the campus community to receive notification
  3. Determine the content of the notification
  4. Initiate the "*SpartAlert*" emergency notification system unless, in the professional judgment of the responsible authorities, such activation could compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

USC Upstate is required to submit a copy of this report to the Secretary of Health and Education annually. Additionally, USC Upstate maintains a fire log of any fire that occurs in an on-campus student housing facility. The log includes the nature, time, date and general location of each fire

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Main Campus</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	
Forcible Sex Offenses	1	0	
Non-Forcible Sex Offenses	0	0	
Robbery	0	0	
Aggravated Assault	2	1	
Burglary	6	4	
Motor Vehicle Theft	1	0	
Arson	1	0	
Negligent Manslaughter	0	0	

<b>Criminal Offenses Campus Residence Halls Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	
Forcible Sex Offenses	0	0	
Non-Forcible Sex Offenses	0	0	
Robbery	0	0	
Aggravated Assault	2	0	
Burglary	2	1	
Motor Vehicle Theft	1	0	
Arson	0	0	
Negligent Manslaughter	0	0	

<b>Criminal Offenses Non-Campus Buildings Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	
Forcible Sex Offenses	0	0	
Non-Forcible Sex Offenses	0	0	
Robbery	0	0	
Aggravated Assault	0	0	
Burglary	1	0	
Motor Vehicle Theft	0	0	
Arson	0	0	
Negligent Manslaughter	0	0	

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Public Property</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	
Forcible Sex Offenses	0	0	
Non-Forcible Sex Offenses	0	0	
Robbery	0	0	
Aggravated Assault	0	0	
Burglary	0	0	
Motor Vehicle Theft	0	0	
Arson	0	0	
Negligent Manslaughter	0	0	

<b>*Hate Offenses Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Hate Offenses in Residence Halls Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Hate Offenses Non-Campus Buildings Main Campus</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Hate Offenses – Public Property Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Arrests Main Campus**

<b>Arrests Main Campus</b>	2007	2008	2009
Liquor law Violations	9	44	
Drug Law Violations	10	8	
Illegal Weapons Possession	0	5	

<b>Arrests Residence Halls Main Campus</b>			
Liquor law Violations	8	43	
Drug Law Violations	0	5	
Illegal Weapons Possession	0	1	

<b>Arrests Public Property Main Campus</b>			
Liquor law Violations	0	0	
Drug Law Violations	9	2	
Illegal Weapons Possession	0	0	

<b>Arrests Non-Campus Buildings Main Campus</b>			
Liquor law Violations	1	0	
Drug Law Violations	0	0	
Illegal Weapons Possession	0	0	

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Disciplinary Actions Main Campus**

<b>Disciplinary Actions/Judicial Referrals Main Campus</b>			
	2007	2008	2009
Liquor law Violations	1	27	
Drug Law Violations	1	0	
Illegal Weapons Possession	0	0	

<b>Disciplinary Actions Judicial Referrals Residence Halls</b>	2007	2008	2009
Liquor law Violations	38	27	
Drug Law Violations	8	0	
Illegal Weapons Possession	0	0	

<b>Disciplinary Actions/Judicial Referrals Public Property Main Campus</b>			
Liquor law Violations	1	2	
Drug Law Violations	1	1	
Illegal Weapons Possession	0	0	

<b>Disciplinary Actions/Judicial Referrals Non-Campus Buildings Main Campus</b>			
Liquor law Violations	1	0	
Drug Law Violations	2	0	
Illegal Weapons Possession	0	0	



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

**The University of South Carolina Upstate** maintains a full-service 24-hour Police Department staffed by certified law enforcement officers fully accredited by the State of South Carolina. Police Officers patrol the campus in clearly marked vehicles, bicycles, electric carts and foot patrol. The University Police Department may be reached at any time by dialing Ext. 5911 from campus telephones or dialing (864) 503-5911 from a cellular or off-campus telephone. In the unlikely event of a campus-wide telephone system failure, University Police may be reached at (864) 503-9196. Magnolia House, Palmetto House and Palmetto Villas residents may also report an emergency to any Housing and Residential Life Staff Member who in turn will notify University Police via radio or telephone.

The main campus is equipped with emergency phones at the entrance to most campus buildings as well as five strategically located blue light call boxes. These call boxes are located as follows; the Bridge at Palmetto Villas, Building #6 at Palmetto Villas, Building #9 at Palmetto Villas, the Hodge Building and the Smith Building. These phones connect the caller directly to the University Police Department.

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

**In the event of an emergency,** University Police should be dialed immediately at extension 5911. Calls for any emergency service provider such as fire or EMS may be made from campus telephones by dialing 911. It is critical that the caller contact University Police immediately after direct contact has been made with emergency operators in order for University Police Officers to direct outside responders to the exact location of the emergency.

**Support Services.** Students may also contact Counseling Services (Ext.5195) where staff members are trained to assist with victim support and/or individual counseling, or to make referrals to the appropriate member of Health Services, (Ext.5191), Spartanburg Regional Medical Center (864-560-6000) or other appropriate agencies as needed.

**General Procedures for Reporting Campus Emergencies and Crimes;  
Community Education Outreach Center and Greenville Campus**

**The University of South Carolina Upstate Community Education Outreach Center** is located at 325 South Church St., Spartanburg, SC, 29303. All emergency responses at this campus are provided on a request for service basis. Law enforcement services are provided on this campus by the City of Spartanburg Police Department, fire services by the City of Spartanburg Fire Department and emergency medical services by Spartanburg County Emergency Medical Services. All emergency service providers may be reached by dialing 911.

**Students, faculty, staff, visitors and all other** members of the Community Education Outreach Center are encouraged to contact 911 in a timely manner to report any medical emergency, fire, suspicious person or circumstance, or crimes.

**The University of South Carolina Greenville** campus is located at the University Center of Greenville, 225 South Pleasantburg Drive at McAllister Square, Greenville, SC 29606. In addition to the University of South Carolina Upstate, six other universities are partners in the University Center. These include: Clemson University, Furman University, Lander University, the Medical University of South Carolina, South Carolina State University and the University of South Carolina Columbia. Law enforcement services are provided on this campus by the Greenville Technical College Police Department, fire services by the City of Greenville Fire Department and emergency medical services (EMS) by Greenville County Emergency Medical Services.

**Students, faculty, staff, visitors and all other** members of the Greenville campus are encouraged to contact Greenville Tech Police Officers at (864) 250-8911 in a timely manner to report any suspicious person or circumstance, or crimes. 911 should be called to report any fire or medical emergency.

**In the event of an emergency,** Greenville Tech Police should be called immediately at (864) 250-8911. Calls for any emergency service provider such as fire or emergency medical services, (EMS) may be made by dialing 911. It is critical that the caller contact Greenville Tech Police immediately after direct contact has been made with emergency operators in order for Police Officers to direct outside responders to the exact location of the emergency.

**Support Services.** Students may also contact Counseling Services (Ext. 5195) where staff members are trained to assist with victim support and/or individual counseling, or to make referrals to the appropriate member of Health Services, (Ext. 5191), Greenville Regional Hospital (864) 455-6372 or other appropriate agencies as needed.

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Community Education Outreach Center</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Criminal Offenses On-Campus Residence Halls Community Education Outreach Center</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Criminal Offenses Non-Campus Buildings Community Education Outreach Center</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Public Property Community Education Outreach Center</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Off.	0	0	0
Robbery	0	0	0
Aggravated Assault	2	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	1	0	0
Negligent Manslaughter	0	0	0

<b>**Hate Offenses Community Education Outreach Center</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Hate Offenses in Residence Halls Community Education Outreach Center</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Hate Offenses Non-Campus Buildings Community Education Outreach Center</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Hate Offenses – Public Property Community Education Outreach Center</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\*There are no residence halls or non-campus buildings at the Community Education Outreach Center.

\*\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Arrests Community Education Outreach Center  
(CEOC)**

<b>Arrests CEOC</b>	2007	2008	2009
Liquor Law Violations	0	1	0
Drug Law Violations	0	3	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Residence Halls CEOC</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Arrests Public Property CEOC</b>			
Liquor law Violations	0	1	<b>1</b>
Drug Law Violations	2	3	<b>1</b>
Illegal Weapons Possession	0	0	0

<b>*Arrests Non-Campus Buildings CEOC</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Arrests Community Education Outreach Center  
(CEOC)**

<b>Disciplinary Actions Judicial Referrals CEOC</b>	2007	2008	2009
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Non-Campus Buildings CEOC</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Public Property CEOC</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**\*Note: There are no residence halls or non-campus buildings at the CEOC campus.**





**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Greenville Campus</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
<b>*Criminal Offenses Residence Halls Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Criminal Offenses Non-Campus Buildings Greenville Campus</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Criminal Offenses Public Property</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
<b>**Hate Offenses-Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Hate Offenses in Residence Halls Greenville Campus</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**2007-2009 USC Upstate Campus Crime Statistics**

<b>Hate Offenses Non-Campus Buildings</b>	2007	2008	2009
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
<b>Hate Offenses – Public Property Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\*There are no residence halls or non-campus buildings at the Greenville campus.

\*\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Arrests Greenville Campus**

<b>Arrests Greenville Campus</b>	2007	2008	2009
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Greenville Campus Residence Halls</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Arrests Public Property Greenville Campus</b>			
Liquor law Violations	0	0	1
Drug Law Violations	0	0	1
Illegal Weapons Possession	0	0	0

<b>*Arrests Non-Campus Buildings Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**University of South Carolina Upstate  
2007-2009 Campus Crime Statistics  
Greenville Campus**

<b>Disciplinary Actions Judicial Referrals Greenville Campus</b>	2007	2008	2009
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Disciplinary Actions/Judicial Referrals Non-Campus Buildings Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Public Property Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**\*Note: There are no residence halls or non-campus buildings at the Greenville Campus**

**Annual Fire Safety Report**  
**University of South Carolina Upstate**  
**2009-2010**

Annual Fire Safety Report

HEA Section 668.41 Reporting Requirements

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

- (1.) Fire Statistics: Institutions must report statistics for each on-campus housing facility for the three most recent calendar years for which data are available, concerning:
  - The number of fires and cause of each fire;
  - The number of injuries related to a fire that resulted in treatment at a medical facility, including an on-campus health center;
  - The number of deaths related to a fire;
  - The value of property damage caused by the fire.
- (2.) A description of each on-campus student housing facility fire safety and sprinkler system, including the type, age, design, area covered, activation sensitivity, and other pertinent information.

- (3.) The number of regular mandatory supervised fire drills.
- (4.) The policies or rules on portable electrical appliances, smoking and open flames (such as candles) in a student housing facility.
- (5.) The procedures for evacuation in the case of a fire.
- (6.) A list of the titles of each person or organization to which students and employees should report a fire.
- (7.) The policies regarding fire safety education and training programs provided to students, faculty and staff.
- (8.) Plans for future improvements in fire safety, if applicable.

USC Upstate is required to submit a copy of this report to the Secretary of Health and Education annually. Additionally, USC Upstate maintains a fire log of any fire that occurs in an on-campus student housing facility. The log includes the nature, time, date and general location of each fire.

**Fire Statistics**  
**University of South Carolina Upstate**  
**2007-2009**

<b>Palmetto Villas</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

**2007-2009  
Fire Statistics  
University of South Carolina Upstate**

<b>Palmetto House</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

<b>Magnolia House</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

**Student Responsibilities**

*It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.*

**Plan Ahead:**

- Have a flashlight with you.
- Read the fire evacuation plan carefully. If one is not posted in your room request one from the HRL.
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation.
- Locate the fire alarms on your floor.

**Life Safety Tips:**

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify University Police.
- Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor.
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners. Call the University Police to give your location.
- Signal from your window

## University Housing Responsibilities

It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or University Police.

- Fire safety education is provided for all residential students by Housing and Residential Life Staff, University Police and North Spartanburg Fire Department.
- Fire extinguisher training is presented to all RA's by University Police and North Spartanburg Fire Department.
- A minimum of two fire drills are conducted each semester in the Palmetto House, Magnolia House and Palmetto Villas.
- Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room.
- Smoke detectors and fire extinguishers are inspected by Housing and Residential Life staff three times a semester.
- Fire escape routes and other important information are posted on the back of each bedroom and exit door.
- The Director of Housing and Chief of Police will reassess all procedures updating as necessary and appropriate.

### Residence Hall Fire Procedures Prevention and Response (Magnolia House and Palmetto Villas)

In the event of a fire, sound the fire alarm immediately and exit the building via the safest route. Call 911 immediately. Provide important details including possible breaks in gas or electrical lines or other special hazards. Notify University Police at 503-5911 or ext. 5911 from a campus phone.

*Evacuate the building according to the following procedures and escape plan:*

- Everyone should walk out of the designated exit in a quiet orderly manner. RA's will check their respective halls and be the last individual to leave.
- Do not close windows.
- No one should enter the building when the alarm sounds.
- Students, staff and visitors will evacuate to the Palmetto House parking lot.
- University Police will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Police will be designated to meet first responders with a master key. Access roads will be kept open for emergency vehicles.
- University Police will have a designated individual or group of individuals to ensure that all access roads are open.
- Students and staff members will be allowed to return to the building by the head housing officer at the scene only upon recommendation of the Fire Department and University Police Department.
- The Campus Fire Marshal will designate evacuation routes for all buildings. Each building will also have an alternate evacuation route.
- All media inquiries should be forwarded to the University Communications Director at 503-5210.

### Fire Drills

In order to ensure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held each semester. **All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot.** Those who refuse will face a fine and disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your apartment.

## **Fire Procedures Prevention and Response (Palmetto Villas)**

If the fire is in your room, get out quickly. Close the door, sound the alarm by yelling "FIRE", knock on other doors as you exit and notify University Police. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room. To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Police 503-5911 or 5911 to give your location. Signal from your window.

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

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

- North Spartanburg Fire Department      911
- University Police Department            5911  
  (from campus telephones)
- University Police                            503-5911
- Campus Fire Marshall                    503-5269

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

It is unlawful for any person to tamper with, misuse, or destroy any fire prevention and control equipment including but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, evacuation notices, fire drill procedures, or fire extinguishers. Note: there is a \$10 fine per resident in the suite/apartment for each smoke detector found tampered with or disconnected.

If the battery dies in your smoke detector, contact your RA as soon as possible. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

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

- No smoking, anywhere on campus
- Weapons (including bullets)
- Multi-plug outlets
- Candles (not even for decorative purposes)
- Incense
- Darts
- Open flame items
- Lava lamps
- Halogen lamps
- Oil lamps
- Pets, except fish.

**General Information Regarding USC Upstate Student Housing**

At USC Upstate the Magnolia House (constructed 2009) and the Palmetto Villas (constructed 1985) are owned by the University. The Palmetto House, (built 2003) is owned by the Carolina Piedmont Foundation. All facilities are operated by the Department of Housing and Residential Life.

The Villas are comprised of eleven single story buildings with 44 two bedroom apartments. The Magnolia House is a four-story structure with a basement consisting of 24 one bedroom apartments and 64 two bedroom apartments. The Palmetto House is also a four-story structure with a basement consisting of 24 one bedroom apartments and 63 two bedroom apartments.

All buildings are protected with an integrated fire sprinkler system and smoke detection system. Smoke detectors are located in all bedrooms, hallways and living areas. Manual pull stations are located in each hallway as required by NFPA 72A. Notification devices are located in bedrooms, common living areas and hallways. The life safety systems are monitored for fire department response by the University of South Carolina.

Emergency fire response is provided by the North Spartanburg Fire Department. The primary responding station is 2621 New Cut Road, Spartanburg, SC.

Building Fire Life Safety Devices

Building	Smoke Detectors	Fire System (Sprinklers)	Fire Extinguishers	Monitoring System	
Magnolia House	Y	Y	Y	Y	
Palmetto House	Y	Y	Y	Y	
Palmetto Villas	Y	Y	Y	Y	

**Fire Safety Improvements and Upgrades**

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

**Fire Log**

The USC Upstate Police Department maintains a Fire Log that records any fire occurring in on-campus housing. The log includes the nature, cause, any injuries, property damage value, date, time and location of each fire. The fire log entry or any supplemental entry shall be made within business days of the receipt of information. The fire log is available for public viewing during normal business hours.

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

Testing and inspection of all fire systems is done in accordance with the National Fire Protection Association (NFPA 71 and 72), local ordinances and University policy.

Building Fire Life Safety Devices

Building	Manual Stations	Horns	Strobes	Fire Drill Per Term	
Magnolia House	Y	Y	Y	2	
Palmetto House	Y	Y	Y	2	
Palmetto Villas	Y	Y	Y	2	



## Glossary of Terms

- Fire-any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire drill- a supervised practice of a mandatory evacuation of a building.
- Fire-related injury-any instance in which a person is injured requiring medical treatment as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire.
- Fire related death-any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire, or deaths occurring within one year of injuries sustained as a result of the fire.
- Fire safety system-any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:
  1. Sprinkler or other fire extinguishing systems.
  2. Fire detection devices.
  3. Smoke alarms.
  4. Audible devices that alert one to the presence of a fire such as horns, bells or strobe lights.
  5. Smoke control and reduction mechanisms.
  6. Fire doors and walls that reduce the spread of a fire.
  7. Initiating devices such as manual pull stations.
- Value of Property Damage-the estimated value of the loss of a structure and contents in terms of the cost of replacement in like kind and quantity, including: contents damaged by the fire, related damages caused by the smoke.

## General Procedures for Reporting Campus Emergencies and Crimes (Cont'd)

**University Police Officers, Counseling Services and all of the aforementioned campus offices** provide prompt, sensitive, confidential and courteous service to any member of our community who may require assistance. Due to the nature and legal requirements of these duties, University Police and other campus officials must treat all reported crimes as official matters and investigate accordingly. Anyone desiring to discuss sensitive matters in a non-investigatory setting may contact Counseling Services, (Ext. 5195) or Health Services (Ext. 5191). All crimes, no matter how they are reported, must, by federal law be documented and reported. The same federal law also mandates that confidentiality be strictly maintained.

### Limited Voluntary Confidential Reporting

The University of South Carolina Upstate Police Department encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. Because police reports are public records under state law, the University Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other USC Upstate campus security authorities as listed under Reporting a Crime. Confidential reports may also be made to Crime Stoppers at 58-CRIME (864-582-7463).

### Confidential Reporting Procedures

The 1998 amendments to 20 U.S.C. section 1092 (f) clarify who are considered to be campus security authorities. Campus Pastors and Campus 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.

*Counselors are defined as:*

#### Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### Professional Counselor

An employee of the 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.

## Reporting of Criminal Offenses

### To Report a Crime: Main Campus

Contact University Police at Ext. 5911 for emergencies, 503-5269 for non-emergencies, or by using the emergency phones located at the entrance doors to most campus buildings, or by using one of five strategically located blue light phones.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the Residence Halls should be reported to the University Police Department. In addition, you may report a crime to the following:

Vice-Chancellor of Student Affairs	503-5107	CLC 303
Dean of Students	503-5387	CLC 303
Director of Health Services	503-5191	PV 1
Director of Housing & Residential Life	503-5422	Palmetto House
Director of Employee Relations	503-9889	Administration 310

For commuter students living in off-campus housing adjacent to the University, please call Spartanburg County Sheriff's Department for law enforcement services at 911. The University of South Carolina Upstate and the Spartanburg County Sheriff's Department have a working mutual aid agreement. University Police attend weekly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern to the University community.

### To Report a Crime: Community Education Outreach Center (CEOC)

Contact the Spartanburg Police Department at 911 for emergencies, or non-emergencies at (864) 596-2035. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, you may report a crime to the following:

Vice-Chancellor of Student Affairs	503-5107	CLC 303
Dean of Students	503-5387	CLC 303
Director of Health Services	503-5191	PV 1
Director of Employee Relations	503-9889	Administration 310

### Reporting of Criminal Offenses (Cont'd)

#### To Report a Crime: Greenville Campus

To report crimes at the Greenville campus, contact the Greenville Tech Police Department at (864) 250-8911 for emergency and non-emergency services. Greenville Tech Police can also be reached at the following cell phone numbers: (864) 419-9972, 419-9966, 419-9929 or 419- 9980.

Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Police Department. In addition, you may report a crime to the following:

Vice-Chancellor, Greenville Campus	503-4243	UCG
Vice-Chancellor of Student Affairs	503-5107	CLC 303
Dean of Students	503-5387	CLC 303
Director of Health Services	503-5191	PV 1
Director of Employee Relations	503-9889	Administration 310

#### Off-Campus Criminal Activity

If a USC Upstate student is involved in an off-campus criminal offense, the University Police Department is not typically involved with the investigations conducted by outside law enforcement agencies. Adjacent housing complexes such as Campus Edge, College Point and Campus Suites are within the jurisdiction of the Spartanburg County Sheriff's Department.

Student Life maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs Advisor. These organizations are located on campus. Neither the University of South Carolina Upstate nor any recognized fraternity or sorority organization operates any off-campus student organization facilities such as housing for these fraternity and sorority organizations.

#### Crime Prevention Programs

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. University Police also facilitate programs for students, staff and faculty. A variety of these educational and prevention strategies include RAD (Rape Aggression Defense System) which is a comprehensive course that includes awareness, prevention, risk reductions, avoidance and hands-on self-defense training. An array of safety training brochures are also available free of charge at the University Police Department. **Tip:** To enhance personal safety, (especially after an evening class), walk with friends or someone from class that you know well, or call the University Police Department for an escort.

### Security Awareness Programs

During student and parent orientations orientation in July and August of each year, students and parents are informed of services offered by the University Police Department. Lectures, video and Power Point presentations include strategies for maintaining personal safety, residence hall security, vehicle theft and theft of personal property from vehicles. In addition, classes are offered in driver safety which includes "Fatal Vision," and "Shots Fired."

Periodically during the academic year the Upstate Police Department, in cooperation with other University organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohynol abuse, theft, vandalism and educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to awareness classes, information is disseminated to students and employees through crime prevention brochures, security alert posters and articles in the University newspaper.

When time is of the essence, information is released to the University community through the SpartAlert campus-wide emergency notification network. These "Timely Warning Notices" are sent electronically through e-mail, voice, and text messages.

## **University Police Authority and Jurisdiction**

### **Main Campus**

As State Constables, University Police Officers possess state-wide police powers to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, University Police may also refer the individual to the Dean of Students or Director of Housing and Residential Life for judicial action.

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with the Spartanburg County Sheriff's Department and/or South Carolina law Enforcement Division (SLED). The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court within Spartanburg County.

University Police work closely with local, state, and federal police agencies and have direct radio communications with the Spartanburg County Sheriff's Department, North Spartanburg County Fire Department and the County 911 Emergency Dispatch Center.

By mutual agreement with state and federal agencies, the University Police Department maintains an American Law Enforcement Network (ALLEN). Through this system, police personnel can access the National Crime Information Computer System as well as the State of South Carolina criminal data base system. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

### **Community Education Outreach Center**

As municipal law enforcement officers, City of Spartanburg Police Officers possess police powers to apprehend and arrest anyone involved in illegal acts within the City of Spartanburg including a 3-mile radius outside the city limit. This includes the CEOC campus and areas immediately adjacent to campus. If minor offenses involving University rules and regulations are committed by a University student, University Police may also refer the individual to the Dean of Students for judicial action.

Spartanburg Police work closely with state and federal police agencies and have direct radio communications with EMS, the Spartanburg County Fire Department and the County 911 Emergency Dispatch Center.

## **University Police Authority and Jurisdiction (Cont'd)**

### **Community Education Outreach Center (Cont'd)**

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with SLED. The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court within Spartanburg County.

### **Greenville Campus**

As State Constables, Greenville Tech Police Officers possess state-wide police powers to apprehend and arrest anyone involved in illegal acts on the Greenville campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, University of South Carolina Upstate Police or the Greenville Tech Police may also refer the individual to the Dean of Students for judicial action.

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with the City of Greenville Police Department and/or SLED. The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court located within Greenville County.

Greenville Tech Police work closely with local, state, and federal police agencies and have direct radio communications with the Greenville Police Department, Greenville County Fire Department and the Greenville County 911 Emergency Dispatch Center.