



**CLINTON**  
COLLEGE | EST. 1894

# **Annual Security and Fire Safety Report 2024**

**1029 CRAWFORD ROAD  
ROCK HILL, SOUTH CAROLINA 29730  
[www.clintoncollege.edu](http://www.clintoncollege.edu)  
803-327-7402**

## Table of Contents

Table of Contents	2
Accreditation	3
Memberships/Affiliations	3
Mission Statement / Vision Statement	3
Core Values	3
Philosophy of Education	4
Clinton College Safety Plan	4
What are Campus Alerts	4
Hurricane/Tornado Plan	5
Medical Emergency/Other Emergencies	5
CPR Certified Personnel	6
AED / First Aid Cabinet	6
Security of and Access to Campus Facilities	6
Weapons Policy	7
Hazing Policy	7
Missing Persons Procedures	7
Threatening Calls/Harassing Calls/Bomb Threat	9
Administration Contact Information	11-12
Emergency Contact Numbers	13
Catawba Nuclear Station Emergency Notification	14
Evacuation for Rock Hill and Clinton College	15
Campus Safety Communication	16
DAAPP	17-27
Title IX and Sexual Harassment	27-37
Admissions process for Applicant with Documented Criminal Background	37
Campus Safety and Clery Data	38
Annual Fire Safety Report	41
On-Campus Housing Facilities	41
Fire Drill / Evacuation Procedures	42
Fire safety report (Data )	43
Campus Buildings Evacuation Plans	45-53

## **Accreditation**

Clinton College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) to award associate and baccalaureate degrees. Contact TRACS at Post Office Box 328, Forest, Virginia 24551 or call (434) 525-9539 or fax (434) 525-9538 ([www.tracs.org](http://www.tracs.org)) for questions about the accreditation of Clinton College.

## **Memberships/Affiliations**

NAFEO – National Association for Equal Opportunity in Higher Education

CHEA – Council on Higher Education Accreditation

ACE – American Council on Education

CACRAO – Carolina Association of Collegiate Registrars and Admissions Officers

SASFAA – Southern Association of Student Financial Aid

York County Chamber of Commerce

## **Mission Statement**

The Mission of Clinton College is to create a holistic environment that cultivates an inclusive community of students, faculty, staff, and administrators who are prepared to excel in academic achievement; experience moral and spiritual growth; and demonstrate positive and effective leadership skills as lifetime citizens in a global society.

## **Vision Statement**

Clinton College will be nationally recognized as an affordable institution of higher education that develops career-ready professionals and informed citizens of a global community who continuously influence and impact the international society as transformative leaders and participants.

## **Core Values**

### **Scholarship**

Clinton College promotes intellectual freedom and curiosity, critical and creative thinking, and visionary inquiry, with integrity being the underlying foundation in all endeavors.

### **Servant Leadership**

Clinton College serves the community and society by respecting, promoting, and supporting the well-being and worth of all people and the communities to which they belong pursuant to practices, policies, and innovations that foster sustainability in the effective management of our human, environmental and financial resources.

### **Spirituality**

Clinton College, founded as a Historically Black College, is grounded in the rich religious tradition of the African Methodist Episcopal Zion Church and is committed to the development of the human spirit in its many forms, and personal ethics through dialogue, inquiry, service, introspection and self-awareness experiences.

### **Social Change**

Clinton College respects the dignity of every individual and promotes responsible citizenship and civic engagement, serving as an advocate for equality and social justice on the local, state, national, and international levels and empowers others to do the same.

## **Philosophy Of Education**

Since its founding in 1894, Clinton College has strived to offer an education to those who may not have the opportunity to pursue higher education. Founded by the Christian Education Department of the African Methodist Episcopal Zion Church, the college has historically served a diverse population in terms of academic preparation and financial resources. Many students who come to Clinton College come because of limited financial resources and others come because of inadequate academic preparation. The College serves those who excel academically and those who have yet to blossom.

## **Clinton College Safety Plan**

Clinton College seeks to provide a safe learning, work and living environment for all persons associated with the campus. In that regard, the Office of Public Safety, which is supervised by the Department of Building and Grounds, in consultation with the Department of Residence Life and the Office of Dean of Students is the first line of contact in any emergency.

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911. When the emergency is subsided, the victim should also report the crime as soon as possible to the Office of Dean of Students, Residence Life and the Office of Public Safety. Local police have the authority to enforce all applicable regulations and laws. Residence Life Personnel work closely with the local and state police on incident occurring on campus. The Campus Alert System is used to contact all students, faculty and staff in case of immediate danger, harm, or disaster. Notifications are sent via text, telephone call and email.

## **What are Campus Alerts?**

Campus Alerts® is the premiere emergency messaging platform for colleges and universities that enables administrators to send real-time emergency messaging to students and faculty/staff. Campus Alerts® is the most trusted emergency messaging service for Higher Education, school safety and student notification in any situation.

## **Send emergency messages in minutes:**

- Mass notification
- Severe weather
- Campus lockdown
- Building evacuation

## **Simplicity of use:**

- Instantly sends voice, email, text, social media (Facebook and Twitter)
- Student, Faculty, and Staff contact information are imported effortlessly
- Data imports are automated
- Emails may be created and pre-sent using this alert system
- Emergency message are simple to publish to Facebook and Twitter

Students, faculty and staff will receive an email, phone call to home and cell, and a text message in the event of an emergency. This will occur in a real-time emergency. Recipients should adhere to the instructions of the message that is being relayed.

**Protocol to initiate a Campus Alert emergency:**

1. College President
2. Vice President for Academic Services/Academic Dean
3. Vice President Student Success Dean of Students
4. Vice President for Business Affairs
5. Vice President for Institutional Advancement

**Hurricane/Tornado Plan:**

Rock Hill is situated three hours from the coast and is in no usual danger from hurricanes. However, occasionally a particularly severe storm may pose some level of threat to the campus. In the event of a Hurricane Warning/Tornado Watch, classes and other activities are immediately cancelled. If it is safe to do so, all students and all campus personnel are to gather in the J. W. Martin Gymnasium as quickly as possible.

Those who are unable to make it to the J. W. Martin Gymnasium should get to a safe place away from windows and glass doors until given an “all clear” signal. The Facilities Department will give the “all clear” command once the civil defense horn signals. The individuals who are giving directives in their respective buildings should not end the state of emergency until they hear from someone in the Facilities Department.

Those in the residence halls should take a pillow (to cover one’s face) into the hallway designated by the Residence Life Director and/or Staff member and lie on the floor. Those in the Trio building should gather in the restroom. Those in the Snipes Student Center should gather in the corridor away from windows. Those in the New Millennium Café should gather in the kitchen area behind the gray wall away from windows. Those in the Library should gather in the corridor hallway near the President’s office away from windows.

In the event the campus must be evacuated to higher ground, faculty, staff, and students will be transported to New Mt. Olivet AME Zion Church at 527 Dave Lyle Blvd S, Rock Hill, SC 29730.

**Medical Emergency:**

For a medical emergency that happens on campus during normal business hours of operation (8:30am -4:30pm) faculty, staff and students may contact the medical staff in the Clinton College Student Health Center, or call 911. In the event of a medical emergency after normal business hours call 911, contact security, Director of Residence life, office of Student Success or College Counselor. If you are unable to get in contact with the persons stated above, locate the nearest faculty or staff member. Do not move the injured or unconscious person. Stay with the injured or sick person until the ambulance arrives.

**Other Emergencies:**

In the event of break-in, violent attack, car/other accident, or other emergency, contact the following:

Security department (24 hours)	803-909-8175 or 704-618-0007
Residence hall directors (24 hours)	803-909-8183 or 803-909-8184
Administrative offices (8:30am-4:30pm)	803-909-8150
Rock Hill Police Department	803-325-2500

For immediate assistance dial 911.

### **CPR Certified Personnel:**

The following campus personnel are certified in CPR training. These persons are available to assist with situations that may occur on campus.

Angelyne E. Brown  
Jessica Blair  
Corey Sloan  
Vincent Robinson  
Renita Irving

### **AED Machines / First Aid Cabinets**

AED Machines and First Aid Cabinets are mounted on the wall and accessible throughout the campus: Slade bldg., Library, Gymnasium, Cafeteria, Fisher bldg., Cauthen Hall and Marshall Hall

### **Security of and Access to campus facilities**

External organizations must request the use of College's facilities in writing to the Director for Facilities at least one (1) month prior to the desired use date. The request must include the following information:

- Name of the organization requesting use;
- Name and contact information of the individual responsible for coordinating use;
- Date(s) of use;
- Intended purposes; and
- Additional information as requested.

The College will prepare a written agreement with the organization describing the permissible uses of the facilities and the costs involved, including but not limited to utilities, security, housekeeping, and media services expenses. The College has the authority to waive some, or all of the costs involved and has final authority to approve the request.

The College retains the right to cancel approval of any request if College personnel discover the request was not made in good faith or if the facilities requested are needed for College functions. The College also retains the right to deny a request which could negatively impact the College or its reputation.

## **Weapons Policy**

The unauthorized possession uses, or sale of firearms, ammunition, fireworks, explosives or dangerous weapons of any type is strictly prohibited on or in campus facilities and is subject to criminal sanctions as well as college discipline.

## **Hazing Policy**

The college does not condone any hazing or mistreatment of another student so as to cause mental or bodily injury. The Dean of Students and Vice President for Enrollment Management and Student Success shall, upon satisfactory proof of violation of this policy by any student, expel the guilty party and, if appropriate, report the incident to local authorities for criminal prosecution.

## **Missing Persons Procedures**

**The following describes the formal notification procedures to be followed when a student residing in on-campus housing has been reported missing for more than 24 hours.**

A report should be made with the CC Department of Public Safety at 618/453-3771. Those living in on-campus housing who have reason to believe a student is missing may also contact a member of the Residence Life staff. If a report is generated with another law enforcement agency or other area of CC campus regarding an on-campus resident, the CC Department of Public Safety will immediately be notified and will generate a missing person report and initiate an investigation.

Students living on campus are register an emergency contact with Residence Life. Students also have the option to identify a confidential individual to be contacted by the college in the event the student is determined to be missing. A student may identify an individual to contact through the housing contract process. Only authorized campus officials and law enforcement officers in furtherance of a missing-person investigation may have access to the confidential contact information, and it may not be disclosed to others.

After investigating the missing-person report, should CC campus safety and college officials determine that the student is missing, CC will notify the student's missing-person emergency contact no later than 24 hours after the student is determined to be missing. In addition to emergency contacts, the CC Department of Public Safety will notify the Rock Hill, SC Department of police and other law enforcement agencies as appropriate for aid in locating the missing student.

If the missing student is under the age of 18 and is not an emancipated individual, the CC Department of Public Safety will notify the student's parent or legal guardian immediately after

it is determined that the student is missing. This policy does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster response.





**Threatening Calls/Harassing Calls/Bomb Threat - Checklist**

Time of Call: \_\_\_\_\_ am/pm Caller ID Number \_\_\_\_\_

Attempt to keep the caller on the phone for as long as possible. Stay calm!

Be courteous! Listen! Do not interrupt the caller. Notify someone else nearby while the caller is on the line, whenever possible.

Write down the exact words of the caller:

---



---



---



---

Ask: (Often the person will respond or provide significant information that provides clues to the identity).

Seek Information from Caller	Record Information
Location of the device. Bomb threat	
When will it go off? Bomb threat	
Time remaining? Bomb threat	
What kind of device is it? Bomb threat	
Where are you now?	
How do you know so much about this college?	
What is your name and address?	

- If bomb threat, inform the caller that detonation could cause injury or death.

Note or circle the following:

Caller's Identify	Origin of Call
Adult            Male      Female	On-Campus
Juvenile	Local
Approximate: Age      Race	Long Distance

Voice Characteristics	Speech
Loud Raspy Soft Deep High Pitched Pleasant Intoxicated Other	Fast Slow Slurred Stutter Distinct Lisp Distorted Other
Language	Accent
Foul Fair Excellent Poor Good Other	Local Not Local Foreign
Manner	Background Noises
Calm Coherent Incoherent Angry Rational Irrational Deliberate Emotional	Music Bedlam Office Machines Factory Machines Other

**Take the following actions after caller hangs up:**

1. Notify campus security at extension 9 or telephone:

Campus security will notify local law enforcement.

2. Notify your immediate vice president or associate vice president, who will notify the president or executive secretary.
3. Talk to no one else other than as instructed by the vice president, associate vice president or security.

## Administration Contact Information

<b>1</b>	<b>Admissions/Financial Aid/Records and Registration</b>		Ext.
	Cliff Smith	Director of Admissions	8163
	Shawn Lilly	Admissions Counselor	8165
<b>2</b>	<b>Office of the President</b>		
	Dr. Lester McCorn	President	8148
	Cheryl McCullough	Executive Assistant to the President	8149
	Rosalind Wilson	Administrative Assistant	8194
<b>3</b>	<b>Academic Affairs/Library Services</b>		
	Dr. Ifeanyi Ugboaja	Vice President, Academic Services/Academic Dean	8151
		Registrar/Academic Advisor	8152
	Angela Duckett	Director, Student Support Services	8168
	Telea Vinson	Academic Learning Specialist	8193
	Keisha Paris	Director, Library Services	8158
	Kerri McLamb	Receptionist / Administrative Assistant	8150
	Tammy Hayes	Director of Career Services	8179
<b>4</b>	<b>Business Affairs/Human Resources/Student Accounts</b>		
	Archinya Ingram	SR Vice President, Business Operations	8154
	Kendra Smith	Director of Accounting Student Account Manager	8155
	Kristen Douglas	Director of Financial Aid	8163
	Amanda Willis	Director of Human Resources	8186
	Pamela White	Administrator	8182
	Christopher Walker	IT	6387
<b>5</b>	<b>Office of Institutional Development</b>		
	Herbert Crump	Vice President Institutional Advancement	8191
	Rae'L smith	Director of Promotions and Branding	8146
	Dishon Cobbins	Marketing and Communications Coordinator	
<b>6</b>	<b>Enrollment Management/Student Success</b>		
	Dr. Angelyne Brown	Vice President Student Success / Dean of Students	8161
	Jessica Blair	Director, Student Engagement / Retention	8162
	Rev. Darryl Cunningham	Campus Minister (dcunningham@clintoncollege.edu)	email
	TBD	Counselor	8173
	Mary Knox	Director of Performing Arts	4161
	Bettina Wilson	Director Choral Activities (bwilson@clintoncollege.edu)	email
<b>7</b>	<b>Residence Life</b>		
	Hayden Thompson	Cauthen Hall Coordinator	8183
<b>8</b>	<b>Athletics</b>		
	Vincent Robinson	Athletic Director	5663

	Toccarra Tolland	Head Women's Basketball Coach ( ttoland@clintoncollege.edu)	email
	Corey Sloan	Head Men's Basketball Coach (csloan@clintoncollege.edu)	email
	Tangela Faulkner	Head Women's Volleyball Coach (tfaulkner@clintoncollege.edu)	email
<b>9</b>	<b>Building and Grounds</b>		
	Mr. Donnie Ingram	Superintendent, Facility Services	8174
	Café		8177
	Food Services		8178
	Public Safety		8175
	<b>INTERNAL PHONE EXTENSION LISTING</b>		

## Emergency Contact Numbers

### Emergency Planning Information – Catawba Nuclear Station

Catawba Nuclear Station is located in Lake Wyle in York County, SC. The lake, created in 1904, is the oldest lake on the Catawba River, and provide cooling water for both Catawba Nuclear Station and Allen Steam Station.

Catawba Nuclear Station is jointly owned by North Carolina Municipal Power Agency Number One, North Carolina Electric Membership Corporation, Piedmont Municipal Power Agency and Duke Energy.

Duke Power nuclear power plants operate at a very high level of security every day. Catawba Nuclear Station was designed and built with redundant safety systems and multiple barriers to protect the public, plant workers and the environment.

To alert people outdoors, emergency sirens will sound repeatedly to tell you of a problem. If you hear a siren, immediately tune your radio or television to a local primary station. If necessary, students, faculty, and staff will go to the nearest elementary school.

Local stations will carry emergency alert messages. Please follow the instructions given on the radio or television.

WRHI AM 1340/FM 94.3	Rock Hill
WRHM FM 107.1	York County

### Other Emergency Contacts

Immediate danger or harm	911
York County Emergency Management	1-803-326-2300 (24 hours) <a href="http://www.yorkcountyoem.com">www.yorkcountyoem.com</a>
Rock Hill Police Department 120 E. Black Street, Rock Hill, SC 29730	1-803-329-7200
Piedmont Medical Emergency Medical Services	1-803-329-1115
Crime Stoppers of York County	1-877-409-4321
Poison Information Center (National) Charlotte Number	1-800-222-1222 1-704-355-4000
Crisis Intervention Helpline Treatment Management Service	1-866-522-2034
Duke Energy Emergency Rock Hill Water Department	1-800-777-9898 1- 803-329-5500

## **Catawba Nuclear Station**

### **Emergency Notification Safety Information**

Sirens are the primary outdoor warning system for alerting the public of an emergency. In the event of an emergency at the power plant, Duke Energy would immediately notify federal, state and local authorities. Authorities could activate pole-mounted sirens located throughout the plant's 10-mile emergency planning zone. Hearing a siren does not mean you should evacuate it could be a test. Tests are announced to the public in advance. Tune in to a local emergency alert system television or radio. Follow the instructions provided by the emergency management officials until the emergency is over.

**If there is an emergency at the nuclear plant, state and local officials would provide information about what actions to take.**

- Go inside/Stay inside

**If there is an emergency at the plant with the possibility of a release of radiation, you may be instructed to shelter in place.**

- Go indoors and close all windows and doors. Turn off fans, heating and air conditioning that requires outside air. Close all intakes.
- The food, water and milk supplies inside buildings are safe to eat/drink.
- Go to a room or basement with no or few windows.
- Remain inside, stay tuned to the radio/TV stations
- Send brief text messages – they often get through when networks are overwhelmed.
- Limit non-emergency calls
- If you must go outside, place a cloth over your nose and mouth

**Under certain circumstances, people in specific zones might be asked to evacuate.**

**Evacuation for Rock Hill and Clinton College:**

Location	Zone	Evacuation Route	Reception Center
EPZ Emergency Planning Zone	A-O 10-Mile radius of the nuclear plant	To NC 49 North to I-77 North to I-85 to NC 49	UNC Charlotte
City of Rock Hill North of Celanese Road	C-1	Mt Gallant Rd. to Celanese Rd. (SC 161) to I-77 south to US 21 exit, south on US 21 to SC 5, east to US 521, south on Main St., west on Woodland Dr. to Lancaster High School	Lancaster High School
City of Rock Hill South of Celanese Road	<b>C-2</b> <b>Clinton College</b>	South on I-77 to SC 9 east to Lewisville Schools  South on SC 72 to Saluda Rd (SC 121) south to Chester High  South on I-77 to SC 97 East on SC 97 to SC 99 South on SC 99 to SC 138, right (west) on SC 138 to Great Falls Schools Complex	Lewisville High Lewisville Middle  Chester Senior High School  Great Falls Senior Complex

## **Radio/TV stations for Campus Safety Plan**

Local stations will carry emergency alert messages. Please follow the instructions given on the radio or television.

### Radio

WRHI AM 1340/FM 94.3    Rock Hill WRHM FM 107.1    York County

### Television

WSOC Spectrum – Ch. 4 Comporium – Ch. 104 AT&T U-verse- Ch. 9

WBTV Spectrum – Ch. 2 Comporium – Ch. 105 AT&T U-verse- Ch. 3

WCNC Spectrum – Ch. 6 Comporium – Ch. 106 AT&T U-verse – Ch. 36

## **Campus Safety Plan Communications Department**

In the event of severe weather, a campus lockdown or evacuation, the Clinton College Communications department will send out a mass alert to students and faculty and staff via:

1. Campus Alert system (initial alert)
2. Email (initial alert and final update)
3. Social Media (initial alert and real-time updates)

1. In the event a crisis happens on campus: - Immediately contact the Communications department – day or night. Communications has to know when there is a safety issue on or near campus in order to protect the college.

2. Do not post unconfirmed information on Clinton College social media sites nor on personal pages. People may assume the information you are posting is on behalf of the college. You can, however, share or repost what Clinton College has posted from the official Clinton College accounts. Note: All confirmed information needs to come from Communications department.

3. In the event the public/news outlets show up: - Immediately contact on-campus security and alert the Communications department. - Keep the public and the media off the premises. Media can stage on public property, away from the impacted area(s). Rock Hill police should assist in these situations. - Do not give on-camera or recorded interviews. If approached, tell them to contact the Communications department for a formal statement.

The Communications department, in conjunction with the Office of the President, will be responsible for communicating with the public and media about any ongoing situations –via statements, press releases, social media or on-camera interviews.



## **Drug and Alcohol Prevention Policy (DAAPP)**

It is the policy of Clinton College to provide a drug free, safe, healthy, secure, work, and educational environment. Clinton College complies with all federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages, narcotics, illegal drugs, or controlled substances. Clinton College prohibits the unlawful manufacture, distribution, dispensation, presence or use of alcohol, illegal drugs, or other controlled substance on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student or employee is prohibited by law, and on the campus of Clinton College. All employees and students are required to and expected to meet the expectations, and fulfill the responsibilities of their roles, by reporting to work, class, or student activities, in the appropriate mental and physical condition. The College recognizes the detriment, dangers, and harm, alcohol and drug abuse can have on the members of our campus community and our learning environment.

***Commitment to DAAPP and Clinton College mission.*** The health and safety of our faculty, staff and students remains the top priority of Clinton College, and any alcohol and drug abuse among members of our Clinton College community is a detriment to the individual's health, and the college's mission of, educating and preparing students to be leaders in their chosen field of study, and productive citizens in our global society.

Every effort will continue to be made to educate members of the Clinton College community, about the dangers of drugs and alcohol to protect the well-being of members of our Clinton College campus community, and our educational environment. When alcohol and drug abuse education fails to elicit appropriate behavior, Clinton College will continue to appropriately combine campus policy, judicial proceedings, legal sanctions, treatments, and referrals as a response to substance abuse.

***Drug-Free Workplace Act.*** The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the Clinton College alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, institutional disciplinary and criminal sanctions.

Clinton College has no intention of intruding into the private lives of its employees; however, the University does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student or employee under the influence of illegal drugs or who possesses or consumes illegal drugs on the campus of Clinton College is subject to disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited

and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Clinton College will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Clinton College will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the Clinton College Counseling Department or Employee Assistance Program.

***The Drug-Free Schools and Communities Act of 1989 (DFSCA).*** The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding. To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulation requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.

Prepare a biennial review report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.

3. Maintain its biennial review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

The following sections address each of these four requirements.

## **1. The written policy on alcohol and other drugs**

***Compliance with Drug and Alcohol State and Federal Laws.*** In compliance with the Drug-Free Schools and Communities Act, the following laws and criminal sanctions are provided to help the Clinton College campus community understand the risks of alcohol/drug consumption, possession, and distribution. This list of regulations may not be exhaustive, and all Clinton College students and employees are encouraged to conduct additional research on substance usage on their own. Clinton College is committed to creating an environment in compliance with local, state, and federal laws.

Federal, State, and Local Alcohol Laws. (Local laws are consistent with state laws.)

- Anyone possessing or consuming an alcoholic beverage must be 21 years of age or older.
- No one under the age of 21 is allowed to purchase or attempt to purchase alcoholic beverages.
- No one over the lawful age is allowed to purchase for or serve an alcoholic beverage to a person under the age of 21.
- No one may use identification fraudulently or allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

State and Local Drug Use Law (Local laws are consistent with state laws.) Persons convicted of the unlawful possession, use or distribution of illicit drugs and alcohol can be fined and imprisoned for up to 15 years for the first offense, and as many as 30 years for subsequent offenses. Depending upon the offense, the fines and imprisonment vary but are within the limits noted. Detailed descriptions of offenses and punishments are contained in South Carolina Code Annotated Sections 44-53-40, Sections 163 to 297

Federal Drug Law. Federal Drug Law Prohibits the following drug trafficking acts and prescribes the following penalties:

[https://www.iwu.edu/counseling/Federal\\_Drug\\_Laws.htm](https://www.iwu.edu/counseling/Federal_Drug_Laws.htm)

**Campus events.** Clinton College prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances, alcohol, or illegal drugs on the campus, and is not permitted at any event.

**Expectations for students.** The purpose of the Clinton College Drug and Alcohol policy is to encourage responsible behavior; regulate the use of alcohol and controlled substances on Clinton College property; support state and local laws; provide a program of intervention, education, and support; and establish appropriate judicial sanctions/employment decisions for those who violate the policy.

Clinton College prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances, alcohol, or illegal drugs on the campus, or in any area under the temporary or permanent control of Clinton College. Faculty, staff, students or any Clinton College employee who violate the Alcohol and Drug Policy will face sanctions ranging from a written warning to expulsion/termination from Clinton College.

It is the goal of Clinton College to develop educated students for effective leadership and service in our society. All faculty, staff and students of Clinton College share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of alcohol or a controlled substance by faculty, staff or students, adversely affects our educational environment, and deteriorates the learning environment, that makes Clinton College a special community. Because we are a close campus community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education, is not in alignment with the policy's mission to educate and raise awareness among our Clinton College community (faculty staff, students). Therefore, educational strategies are one of the major

approaches to addressing violations. We further recognize that some members of our Clinton College community may need more assistance than the college can provide, and for this reason, in addition to written, warning, and fines; suspension, expulsion or termination are also included as sanctions.

Clinton College expects its students and employees to comply with all the requirements of federal, local, and South Carolina state law. As such, the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia as defined in South Carolina and federal statutes are prohibited and subject the violator to disciplinary action by Clinton College as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana, preempt state law and, therefore, apply on Clinton College campus. Clinton College students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by virtue of their educational or employment status. They may also be separated from the institution.

Students who use or sell illegal or prescription drugs will be subjected to disciplinary action by Clinton College. If a Clinton College administrator receives reliable information or other evidence that a student has been, or is currently involved in the trafficking of illegal or prescription drugs, or has been, or is in possession of associated paraphernalia, as to make this a reasonable presumption; criminal and civil authorities may be notified, and the student will be temporarily suspended pending an investigation for permanent dismissal in accordance with the Student Handbook.

Students who are accused of placing illegal or prescription drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs.

***Disciplinary Procedures for Students.*** Clinton College is neither a police agency enforcing the law, nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. Clinton College is vitally invested in maintaining a campus and educational environment that is conducive to physical and psychological safety, intellectual development, and personal maturation. Clinton College acknowledges its obligation to address violations of our drug and alcohol policy that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, Clinton College is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or wellbeing of self or others, infringe upon the rights of others, or are otherwise disruptive to our campus community. Following established guidelines, The V.P. of Student Success or designee will determine disciplinary action resulting from conduct violations in accordance with the Clinton College *Code of Conduct*.

Sanctions administered to students for a violation of the alcohol and drug policies, (as stated in the code of conduct in the student handbook), depending upon severity and or repeat offenses may include the following: warning letters, educational programming, community service, probation, removal from student housing, suspension, or expulsion. Students may also be required to appear in front of the Clinton College Judiciary Board; and criminal or civil authorities may be contacted. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Clinton College Security Officers, Residence Life Staff, faculty, and all other administrators will note and report all alcohol violations that come to their attention whether observed at parties, during class, or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the Clinton College community may call attention to suspected violations of the Alcohol and Drug Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the Clinton College community. Reports of violations or suspected violations of the Alcohol and Drug Policy will be made to the Director of Residence Life.

***Student Disciplinary Sanctions.*** The tables below outline the levels of violations and associated consequences.

*Alcohol (Category A).* Violations include underage possession or consumption; intoxication; possessing / consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia

<b>1st Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> violation</b>
Written Notification of Violation Alcohol Education Program	On-campus Behavioral Alcohol Education Program Educational Assignment Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program CC Judiciary Hearing Suspension/Expulsion

*Alcohol (Category B).* Violations include providing alcohol to a minor; use of funnels or other paraphernalia; possession or use of a common source of alcohol (kegs, etc.); gross intoxication

<b>1st Violation</b>	<b>2<sup>nd</sup> Violation</b>
Written Notification of Violation On-campus Behavioral Alcohol Education Program Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program CC Judiciary Hearing Suspension/Expulsion

*Drugs (Category A).* Violations include possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia; failure to appear for a college-mandated drug test.

1st Violation	2nd Violation
Written Notification of Violation Completion of a Drug Education Program Disciplinary Probation	CC Judiciary Hearing Suspension/Expulsion

Drugs (Category B). Violations include sale or distribution of controlled substances.

1 <sup>st</sup> violation
CC Judiciary Hearing Suspension/Expulsion

If it is determined by a Clinton College official, campus security or law enforcement, that any faculty, staff or student, possess a threat to members of our campus community, Clinton College reserves the right to immediately suspend, expel or terminate the offending faculty, staff or student.

Above all, it must be emphasized that all Clinton College students are responsible for their personal behavior as well as the conduct of their guests. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate Clinton College Alcohol and Drug policy, federal or South Carolina state laws, or otherwise infringe upon the rights of others.

***Expectations for employees.*** It is the policy of the Clinton College to provide a safe workplace free from the influence of drugs, alcohol or other controlled substances. Employees are required to report to work unencumbered by the effects of drugs, alcohol or other controlled substances.

The illegal use, distribution, sale or possession of narcotics, drugs, alcohol or controlled substances while on the job or on Clinton College property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In all circumstances, Clinton College will cooperate with law enforcement officials and agencies as may be required under current law.

As a condition of employment, employees are required to notify Clinton College of any felony drug statute conviction no later than five (5) days after such conviction. The legal use of over-the-counter or prescription drugs as prescribed by a licensed medical professional is permitted on the job only if it does not impair employees' abilities to perform the essential functions of their job effectively, with or without a reasonable accommodation, and in a safe manner that does not endanger other individuals in the

workplace. Employees taking legally prescribed or nonprescription medications are responsible for being aware of any potential side effects such drugs may have on their reactions, judgment or ability to perform their duties and to report such use to their supervisor. If employees are deemed to be incapable of safely performing their duties while under the influence of such drugs, they will be sent home or other appropriate steps may be taken.

***Disciplinary Procedures for Employees.*** Off the job illegal drug use which adversely affects employees' job performance, or which jeopardizes the safety and well-being of coworkers, students, the public or College property, or the reputation of the College, or the community is proper cause for disciplinary action, up to and including termination of employment.

The College may test employees for drug or alcohol use: 1) after any accident or 2) for cause.

Violation of this policy may result in any and all of the following:

- 1) a request by Human Resources for submission to a test for the purposes of determining the use of drugs or alcohol, the refusal of which will be deemed an admission of use;
- 2) disciplinary action up to and including immediate termination.

Employees who test positive may request a confirming test at his/her expense. Certain limited exceptions may be made by Clinton College in extenuating circumstances. Employees are encouraged to seek counseling and treatment and can get assistance through the Office of Human Resources or Employee Assistance Program.

***Health and Developmental Risks of Drug and Alcohol Abuse.*** Academic research and professional experience demonstrate that the decision to abuse alcohol or use drugs has significant negative effects on a college student's career. Harvard's School of Public Health found binge drinking of alcohol to negatively impact a student's academic performance, their social relationships, and their health. In addition research studies have associated drug use with lower grades, increased likelihood of withdrawing from college, missing classes, depression and anxiety, trouble finding a sense of purpose, and high-risk sexual activity.

*Alcohol* is a depressant that is absorbed into the bloodstream and transmitted to all systems in the body. Even light to moderate consumption of alcohol reduces physical coordination and mental alertness, making activities such as sports and driving dangerous. Moderate consumption of alcohol causes staggering, slurred speech, double vision, mood swings and unconsciousness. Persistent impotence and loss of libido as well as hepatitis, esophagitis and pancreatitis may occur with heavy alcohol use. Long-term alcohol use increases the risk of liver disease, heart disease, peptic ulcers, and certain types of cancer, complicated pregnancies, birth defects, and brain damage. Heavy or binge drinking may even result in respiratory depression and death. Alcohol use can also cause mood changes and loss of inhibitions as well as violent or self-destructive behavior. Alcohol may produce a strong psychological dependence, and create a physiological

addiction that is dangerous. Alcohol is also a contributing factor in many accidents and tragedies.

Marijuana can cause the user to have relaxed inhibitions, increased appetite, euphoria, and disoriented behavior. Overdose symptoms may include paranoia, fatigue, and possibly even psychosis. Withdrawal from marijuana can lead to decreased appetite, insomnia, or hyperactivity.

Narcotics (e.g. opium, morphine, heroin) can cause drowsiness, euphoria, respirator depression, constricted pupils, and nausea. Someone overdosing on narcotics may exhibit shallow breathing patterns, convulsions, clammy skin, coma, and possibly even death. An individual withdrawing from a narcotics addiction can experience watery eyes, loss of appetite, irritability, panic, nausea, and more.

Depressants (e.g. Quaaludes, barbiturates) can cause slurred speech, slowed reaction time, and drunken behavior. Overdosing on a depressant can lead to shallow breathing patterns, dilated pupils, a weak pulse, coma, and possibly even death. Withdrawal from a depressant can include symptoms like anxiety, insomnia, convulsions, or even death.

Stimulants (e.g. cocaine, crack) may lead to an increase in heart rate or blood pressure, heightened alertness, insomnia, or euphoria. An individual overdosing on a stimulant may result in agitation, heightened body temperature, convulsions, hallucinations, or possibly even death. Withdrawal from a stimulant may lead to symptoms of depression, irritability, long periods of sleep, and disorientation.

Hallucinogens (e.g. LSD, amphetamines, DMT) can cause hallucinations, inaccurate perceptions of time and distance, delusions, and paranoia. A hallucinogen overdose can lead to psychosis and possible death.

***Education, Counseling, and Treatment.*** Students concerned about their own substance use or worried about a friend can seek assistance in several places on campus including, the Counseling Center, the Office of Student Success, and the Office of Residential Life. Ultimately, the specific alcohol and drug policies established by Clinton College are intended to respect both the rights of the individual, and the standards of the community. The following DAAP policy informs students and employees about relevant state and federal laws, Clinton College's policies associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use. Clinton College's primary concern is the health and safety of its students and employees.

All Clinton College employees and students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from an individual's excessive drinking or drug use, and in these situations, one should not hesitate to seek help from Clinton College's Counseling professional, Residential Life staff, Student Success Staff, or contacting local or state police. It should be reiterated for students or employees not to delay or refrain from seeking assistance out of fear of disciplinary actions.

Clinton College provides information to students about alcohol and drug abuse, through orientation programs, workshops, seminars, and assessment tools. Clinton College



Counseling & Support Services also provides information through seminars, brochures, pamphlets and counseling. Clinton College supports data which suggest that providing students with correct and accurate information concerning drugs and alcohol; students will decrease their negative decision making pertaining to alcohol and drug use; and improve their mental and physical well-being. Both students and employees are encouraged to seek assistance and support from Clinton College, or professional off campus entities, if they are experiencing challenges with alcohol consumption, and or, drug abuse. The status of any student or employee will not be jeopardized for seeking early assistance for a substance abuse program.

***Student Education and Training.*** Students will be provided with the following:

1. Annual notification of the student drug and alcohol policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year on prevention, awareness, and treatment options.
3. Biannual residential hall programming educating students about informed alcohol choices and alcohol content via interactive activities.
4. Annual training for student leaders on identifying signs of drug and alcohol abuse.

***Student Support.*** Any enrolled student at Clinton College is able to receive counseling free of charge, either on a voluntary or referral basis through the office of Counseling and Support Services. For students experiencing challenges with alcohol consumption, and or, drug abuse, the office of Counseling and Support Services, offers confidential counseling, support, assessments and referral assistance. The Counseling & Support Services utilizes the AUDIT, and the GAIN-SS screening tools to assess alcohol consumption, drinking behaviors, and behavioral health disorders including mental health disorders.

Additionally, Clinton College has a collaborative partnership with Keystone Substance Abuse Certified Prevention Specialist, to deliver an evidence-based nicotine and alcohol intervention program through 3<sup>rd</sup> Millennium Classrooms for students who violate the Alcohol policy. The Certified Prevention Specialist will screen and identify any student who needs additional resources and develop a cessation plan. Students who meet criteria for nicotine addiction will be enrolled into the 3<sup>rd</sup> Millennium program at no extra cost for students.

***Employee Education and Training.*** Employees are provided with the following:

1. Annual notification of the employee drug and alcohol policy and available resources.
2. Annual training for Campus Safety, Student Affairs, Residential Staff and Athletic staff on prevention, awareness, and first response.
3. Annual training for key employees on identifying signs of drug and alcohol abuse.
4. Annual health and benefit fair where local treatment centers hand out brochures and answer questions.

***Employee Support.*** Clinton College contracts with a health care provider to provide Employee Assistance Programs and services for all employees. These programs and

services include confidential counseling for employees and family members experiencing substance use concerns, as well as referrals to appropriate agencies for treatment options.

## **2. Method for annual distribution of the policy to every student and employee**

On an annual basis, the federal Drug-Free Schools and Campuses Act 1989 (DFSCA) requires institutions of higher education to disseminate information related to their Drug and Alcohol Abuse Prevention Program (DAAPP). Our dissemination includes the publication of DAAPP on the Clinton College.

The annually distributed written materials contain the following information:

Standards of conduct that prohibit unlawful possession, use of illicit drugs and alcohol on the property or as a part of its activities

1. A description of the health risks associated with the use of illicit drugs and abuse of alcohol
2. A description of applicable legal sanctions under local, state or federal law
3. A description of counseling or treatment programs
4. A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

### **Distribution of DAAPP to students**

The DAAPP will be sent to all enrolled student's Clinton College email after the enrollment period has closed for Fall and Spring semesters, ensuring that all enrolled students receive the information and are captured in the data. Additionally, the DAAPP and related policies are included in the Clinton College online student orientation, our face-to-face orientation, and during our welcome week events. Face-to-face new student orientations are provided the week prior to the start of fall and spring terms.

### **Distribution of DAAPP to Employees**

Employee distribution is provided via Clinton College email after the enrollment period for Fall and Spring term has closed. The Human Resources Office also sends the DAAPP email notification to new employees as part of the onboarding process for each new hire. In this manner, Clinton College ensures compliance with notification of DAAPP for all students and employees.

***Inclusion of Alcohol and Drug Abuse Treatment Resources.*** The distribution of DAAPP will include information about local and national resources. Referrals and additional information can be obtained through the Office of Counseling and Support Services or from any of the following off-campus resources:

Clinton College Counseling and Support Services 803-909-8173 or [aelkins@clintoncollege.edu](mailto:aelkins@clintoncollege.edu)

South Carolina Vocational Rehabilitation 1-800-832-7526

Federal Substance Abuse & Mental Health Services 1-800-729-6686

Alcoholics Anonymous (843) 669-6345

Narcotics Anonymous 1-888-476-2482

American Council on Alcoholism Hotline 1-800-527-5344

Rubicon Addictions Services (843) 332-4156

National Institute on Drug Abuse Hotline 1-800-662-HELP (4357)

S.C. Dept. of Alcohol & Other Drug Abuse Services 1-888-727-7383

## **Title IX Policy and Sexual Harassment**

Included in the Student Code of Conduct are rules pertaining to the Title IX Policy and Sexual Harassment. Information about understanding Title IX and the procedures of reporting a Title IX complaint, are provided to the campus community through presentations by the Title IX Coordinator. Programming to prevent dating violence, acts of sexual harassment or sexual assault are presented to the campus community through student programming and presentations.

As it pertains to the Title IX Policy and Sexual Harassment Clinton College adheres Title IX law and adopts the following definition of sexual harassment to apply to all reported incidents:

1. An employee of the College conditioning the provision of an aide, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
3. Sexual assault, as defined in 20 USC 1092 (f)(6)(A)(v); dating violence as defined in 34 USC 12291(a)(10); domestic violence as defined in 34 USC 12291(a)(8); or stalking as defined in 34 USC section 12291 (a) (30).
  - a. Sexual Assault:
    - i. An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system.
    - ii. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- iii. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- iv. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- v. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- vi. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

#### b. Dating Violence

The term “dating violence” means violence committed by a person:

- i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

#### c. Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

#### d. Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- i. fear for his or her safety or the safety of others; or
- ii. suffer substantial emotional distress.

Course of conduct means 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a

reasonable person under similar circumstances and with similar identities to the victim.

## **I. Policy and Procedures Reporting**

1. Students, College employees, or other individuals who believe that someone has been sexually harassed during participation in the College's programs or activities may make a report to the College's Title IX Coordinator.
2. If the individual making the report is the alleged victim ("Complainant" as defined in the Title IX Sexual Harassment regulation), or if the Complainant is identified by the individual making the report, the Title IX Coordinator will meet with the Complainant to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
3. The College cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.

### **Formal Complaint**

1. A Complainant may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (*i.e.*, date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).  
  
Complainants who need assistance in preparing a formal written complaint may consult with the Title IX Coordinator.
2. In accordance with the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if:
  - a) the conduct alleged in the formal complaint does not constitute sexual harassment as defined under the Title IX regulations and the Title IX Sexual Harassment policy; or
  - b) the conduct alleged did not occur within the scope of the College's education programs and activities, or
  - c) did not occur in the United States.
3. In accordance with the Title IX regulations, the Title IX Coordinator may dismiss a formal complaint if:
  - a) a Complainant withdraws the formal complaint, or withdraws particular allegations within the complaint;
  - b) the Respondent is no longer employed by or enrolled in the College; or
  - c) there are specific circumstances that prevent the College from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through other applicable Board policy/procedure.
4. If a formal complaint is dismissed under this Title IX procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. The parties have the opportunity to appeal dismissals as outlined below.

5. In certain circumstances, the Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples could include instances where the Respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment; a safety threat within the College, or other alleged serious violations where pursuit of a complaint is warranted.
6. If the conduct alleged in a formal complaint potentially violates other laws or College policies, the College may address the conduct under another applicable policy/procedure.

### **Emergency Student Removal/Suspension**

The College may direct the removal of a student from education programs and activities on an emergency basis during the complaint procedure:

1. If there is a determination, following an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence or a threat of self-harm.
2. The Respondent will be provided notice of the emergency removal, and will be provided an opportunity to challenge the decision either before or following the removal (this is an opportunity to be heard, not a hearing).

### **Employee Suspension with Pay**

An employee may be suspended with pay during the complaint procedure as provided in College policies.

### **Notice to Parties Following a Formal Complaint**

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting Title IX Sexual Harassment. The notice shall include:
  - Notice regarding the complaint procedure and the availability of an informal resolution process;
  - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident[s], if known), allowing sufficient time to prepare before any initial interview (not less than ten [10] calendar days);
  - A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
  - Notice that the parties may inspect and review evidence directly related to the allegations;
  - Notice that the parties may each have an advisor of their choice (who may be an attorney);

- Notice that knowingly making false statements or submitting false information in bad faith during the complaint process is prohibited and may result in disciplinary action; and
  - Notice of the name of the investigator, with sufficient time (no less than three [3] calendar days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
  3. The Title IX Coordinator will discuss supportive measures with each party and oversee implementation of such measures as appropriate.

### **Informal Resolution Process**

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a Respondent; apologies; disciplinary actions against a Respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Title IX Coordinator must approve the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the Title IX Coordinator. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination. The parties will be advised that engagement in the informal resolution process is grounds for extension of the investigation timeline.

### **Investigation**

1. The complaint will be investigated by a trained internal or external individual designated by the Title IX Coordinator, who will consult with the College's legal counsel concerning the handling and investigation of the complaint.
2. The Investigator may consult with the Title IX Coordinator during the investigation process.
3. If the complaint is against a College employee, rights conferred under any applicable College employment policies shall be applied to the extent they do not conflict with the Title IX regulatory requirements.
4. The Investigator will:
  - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
  - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.

- c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
- d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
- e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint.
- g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten (10) calendar days to submit a written response. Access to such evidence may be provided via file sharing software that does not permit copying or downloading. The Investigator shall advise the parties that evidence is not to be publicly disseminated.
- h. Consider the parties' written responses to the evidence prior to completing the investigation report.
- i. Create an investigative report that that fairly summarizes relevant evidence obtained during the Investigation. The Investigator shall send the report to the parties and advisors (if any) for their review and written responses which must be filed with the Investigator within ten (10) calendar days of their receipt of the report.
- j. After receipt of the parties' written responses (if any), complete a Final Investigative Report and provide it to the Title IX Coordinator. The Title IX Coordinator will then provide the Final Investigative Report to the parties along with pertinent information relating to the hearing process.

## Title IX Hearings

*Timelines:* All deadlines below are counted in calendar days. In the event a deadline falls on a weekend or College recognized holiday, the deadline will be the next business day.

- A. The live hearing must not occur earlier than ten (10) calendar days after the parties are provided copies of the Final Investigative Report and access to all inculpatory and exculpatory evidence.
- B. For allegations involving individuals, hearing notices will be sent to Respondent's and Complainant's official College email addresses no less than five (5) calendar days prior to the hearing date. Failure to read and comply with the notice is not suitable grounds for an appeal.
- C. For registered student organizations, a hearing notice will be emailed to the organization's representative, typically the organization's president, on file with the College no less than five (5) calendar days prior to the hearing date. Failure to read and comply with the notice is not suitable grounds for an appeal.
- D. The Title IX Coordinator will designate a Decision Maker and schedule the hearing. The Decision Maker may be a College employee or a contracted individual or entity who has the required training to conduct Title IX hearings. In accordance with Title IX



regulations, the Decision Maker will not be the Informal Resolution Facilitator, Investigator, or Title IX Coordinator. When scheduling the hearing, the Title IX Coordinator will consider the availability of Respondent, Complainant, their respective Advisors, and the Decision Maker.

### Pre-Hearing Conference

At least three (3) days prior to the hearing date, Complainant, Complainant's advisor, Respondent, and Respondent's advisor must attend a prehearing conference with the Decision Maker. The prehearing conference will be held virtually by videoconference at the time agreed upon by the Decision Maker and participants. The purpose of the prehearing conference is to discuss the purpose of the hearing, hearing procedures, and to address any procedural or evidentiary issues.

The topics for the prehearing conference include, but are not limited to, the following:

- A. Purpose of the hearing;
- B. Notice of charge(s) of misconduct;
- C. Hearing procedures;
- D. Time estimates for the hearing;
- E. Special requests for the hearing (e.g., breaks, separate rooms, virtual hearing, etc.);
- F. Hearing expectations related to professionalism and decorum;
- G. Witnesses expected to be called for the hearing;
- H. Documents to be submitted at the hearing. Advisors must state whether the document(s) was provided to the Investigator. If the document(s) was not provided, the advisor must explain the circumstances why the document(s) was not previously provided;
- I. Conflict of Interest of the Decision Maker. Objections to the Decision Maker must be raised during the prehearing conference or at the beginning of the hearing. The Decision Maker will indicate on the record whether either party raised objections to the Decision Maker conducting the hearing;
- J. Submission of sexual predisposition, history, or reputation questions to the Decision Maker. The parties or their advisors must submit any questions related to the sexual predisposition, history, or reputation of the Complainant or Respondent to the Decision Maker at least one (1) day prior to the hearing for the purpose of determining relevancy and whether they are permitted under the Title IX regulations. The Decision Maker will make a determination as to the relevancy of the questions based on Title IX regulations and notify the advisors at the beginning of the hearing.

### Live Hearing Procedures

*Location of Hearing:* The College may conduct the live hearing with all parties physically present in the same geographic location or any parties, witnesses, or other participants may appear virtually as long as all participants can simultaneously see and hear each other.

*Record of Hearing:* The College will create an audio or audiovisual recording or transcript of any live hearing. Copies of the recording or transcript will be made available upon request to the Complainant and Respondent.

The Decision Maker will conduct the hearing according to the following procedures:

- (1) The Decision Maker is responsible for maintaining order and determining the sequence of events during a hearing. The Decision Maker may direct any person who fails to comply with procedures during the hearing or who disrupts or obstructs the hearing to leave the hearing. All questions of law, whether substantive, evidentiary, or procedural, will be addressed to, and ruled upon by, the Decision Maker.
- (2) Complainant and Respondent have the right to be assisted by an advisor. If a party does not have an advisor present at the hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- (3) The hearing will be closed to the public. Complainant, Respondent, and their respective advisors are allowed to attend the entire hearing.
- (4) Witnesses other than the Complainant and Respondent will be excluded from the hearings, except for the period of their own testimony.
- (5) Given the nature of these incidents and the impact on the overall College community, it is presumed that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. It is the responsibility of the Decision Maker to determine whether by preponderance of the evidence that the Respondent committed Sexual Harassment or Sexual Misconduct as defined under the Title IX regulations.
- (6) The Title IX Coordinator, or their designee, will arrange the attendance of witnesses who are members of the College community, if reasonably possible. The parties are responsible for arranging the attendance of witnesses who are not members of the College community if they wish for such witnesses to testify.
- (7) Advisors may ask both parties and witnesses relevant questions. Only advisors may conduct cross-examination of the parties and witnesses and only relevant cross-examination and other questions may be asked. The Decision Maker is responsible for making the determination of relevance and will explain to the advisor asking cross-examination questions any decision to exclude a question as not relevant.
- (8) If a Complainant, Respondent, or any witness testifies on direct examination but does not submit to cross-examination, the Decision Maker must not rely on any statement of that individual in reaching a determination regarding responsibility.
- (9) Unless a party explicitly waives the privilege in writing, the Decision Maker will not allow questions or evidence constituting or seeking the disclosure of information protected under a legally recognized privilege.

- (10) Questions and evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant unless (1) such questions and evidence about Complainant's prior sexual behavior are offered to prove that someone other than Respondent committed the conduct alleged by Complainant, or (2) if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with Respondent and are offered to prove consent. This standard is mandated by federal regulations and preempts any contrary South Carolina law. Any line of questioning referring to a party's sexual history or prior sexual behavior must be submitted to the Decision Maker at least one day before the hearing.
- (11) The Decision Maker will issue a written determination that includes:
  - a. Identification of the allegations potentially constituting Sexual Harassment or Sexual Misconduct;
  - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications of the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding the application of Title IX;
  - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
  - f. A statement of any disciplinary sanctions;
  - g. A statement as to whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided; and
  - h. The College's provisions for appeal.
- (12) If disciplinary sanctions are included in the written determination, the past disciplinary record of the Respondent may only be supplied to assist in determining a sanction and not to determine if the current incident constitutes a violation of the policy.
- (13) The Decision Maker's written determination will be provided simultaneously to both Complainant and Respondent.
- (14) The Title IX Coordinator is responsible for the effective implementation of any sanctions and remedies.
- (15) The Title IX Coordinator does not have the authority to overturn or modify the Decision Maker's findings of responsibility. Only the Appellate Decision Maker may overturn the Decision Maker's findings of responsibility.

### **Remedies, Discipline and Other Actions**

#### **Range of Remedies to Allow Equal Access to Complainant**

1. Remedies are measures used to ensure that the Complainant has equal access to the District's education programs and activities following the Decision Maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the Complainant. The Title IX Coordinator is responsible for implementing remedies and providing needed assistance to the Complainant.

2. Range of Disciplinary Sanctions (Students)

The following is a non-exhaustive range of disciplinary sanctions that may be imposed when there is a determination that students are responsible for one or more violations involving sexual harassment: Suspension; expulsion; change in class or housing assignments; requirement to engage in education or counseling program; disqualification or modification of privileges to participate in sports or extracurricular programs; no-contact orders; prohibitions or limitations on presence on College property or at College-related events; disciplinary probation; and other disciplinary sanctions and interventions set forth in the College policy.

3. Range of Disciplinary Sanctions (Employees)

The following is a non-exhaustive range of disciplinary sanctions that may be imposed when there is a determination that employees are responsible for one or more violations involving sexual harassment: Requirement to engage in education or counseling program; no-contact orders; assignment alteration; prohibitions or limitations on presence on College property or at College-related events; private reprimand; public reprimand; suspension without pay; termination.

## **Appeals**

The College President may serve as the Appellate Decision Maker and shall assign or arrange for the services of a trained Appellate Decision Maker if s/he chooses not to serve in that role. The Appellate Decision Maker cannot be the Decision Maker, Informal Resolution Facilitator, Investigator, or Title IX Coordinator.

The Appellate Decision Maker shall have authority to preside over the appeal process in a manner that allows Complainant and Respondent an equal opportunity to participate, including setting reasonable page limits, enforcing timelines, and limiting review on the record to allowable grounds.

The parties (Complainant and Respondent) have the opportunity to appeal a responsibility determination and dismissals of formal complaints. Appeals will be considered only on the following grounds:

1. A procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available as of the date of the determination regarding responsibility or dismissal of the formal complaint, that could affect the outcome;
3. The Title IX Coordinator Investigator, or Decision Maker had a conflict of interest or bias that affected the outcome of the process; or
4. [For dismissals only] The Title IX Coordinator misapplied the dismissal procedures or Title IX regulations when dismissing the matter.

## **Appeal Steps**

1. An appeal must be filed in writing within five (5) calendar days of the receipt of the determination decision or dismissal. Appeals after that deadline will not be considered. The written appeal must state the grounds and arguments for reversal or modification of the determination or dismissal.
2. Appeals must be filed with the Title IX Coordinator, who will submit the appeal to the Appellate Decision Maker. Parties initiating an appeal or seeking reversal or modification of a responsibility determination must explain the impact of any asserted error on the outcome and, in the case of new evidence, explain why such evidence was not available, summarize the evidence and explain how the party contends such evidence would have affected the outcome.
3. The Appellate Decision Maker shall notify the other party in writing of the appeal and include copies of the of the document setting forth the grounds and arguments in support the appeal. The other party shall have the option to file with the Appellate Decision Maker written arguments in response to the opposing party's appeal within five (5) calendar days of receipt of the appeal document. An untimely response will not be considered.
4. The Appellate Decision Maker shall conduct an impartial review of the appeal including consideration of arguments of the parties and the written record and may consult with the College's legal counsel in the decision-making process.
5. The Appellate Decision Maker shall issue a written decision describing the result of the appeal and rationale for the result and provide notice of the written decision simultaneously to the parties. The Decision may: affirm the determination or dismissal, reverse the determination or dismissal, or modify the determination in whole or in part.
6. The Title IX determination or dismissal is final when there is no timely appeal or on the date when the Appellate Decision Maker sends his or her decision to the parties. A determination that conduct is not Title IX Sexual Harassment does not prevent the imposition of sanctions consistent with other law or policy where the conduct is determined to be in violation of such other law or policy.

## **Record Retention**

Records in connection with sexual harassment reports and the grievance process shall be maintained for a minimum of seven (7) years.

## **Admissions**

Clinton College has a curriculum designed to offer educational opportunities to a wide range of students who show academic promise. Therefore, Clinton College has a rolling admissions policy. To be accepted, the student must have a high school diploma or G.E.D. certificate or meet the requirements of the U.S. Dept. of Education's *Ability to Benefit* provision. Although not required, the Scholastic Aptitude Test and the American College Test are helpful for evaluation purposes, but not necessary for admission. Once a student has been accepted the Official transcript must be signed and dated (graduation date/year) will need to be on file in the Office of Admissions by August 1.

## **Applicants with Documented Criminal Backgrounds**

Applicants with documented criminal histories are required to participate in a personal interview with the Associate Vice-President of Enrollment Management, Vice President for Student

Success, Vice President for Academic Services /Academic Dean, and Director of Admissions before being accepted for admission to determine suitability for enrollment.

### **Campus Safety and Security Cleary Data**

#### **Criminal Offenses – On Campus**

	2021	2022	2023
Murder/Non- Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	2	3	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0

#### **Criminal Offenses – On-Campus Student Housing Facilities**

	2021	2022	2023
Murder/Non- Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	2	0
Burglary	0	4	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

#### **Hate Crimes -On Campus**

	2021	2022	2023
Murder/Non- Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	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
Simple Assault	0	0	0
Larceny-theft	0	2	0

Intimidation		0	0	0
Destruction/ damage/ vandalism Of property		0	0	0

**Hate Crimes – On Campus Student Housing Facilities**

	2021	2022	2023
Murder/Non- Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-Forcible	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
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

**Hate Crimes – Public Property**

	2021	2022	2023
Murder/Non- Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses Forcible	0	0	1
Sex Offenses Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Simple Assault	0	0	2
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	2

**VAWA Offences – On Campus**

	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	1	2
Stalking	0	0	0

**VAWA Offenses – On Campus Student Housing Facilities**

	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	1	0
Stalking	0	0	0

**VAWA Offences – Public Property**

	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**Arrests – On Campus**

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Arrests – On Campus Student Housing Facilities**

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Arrests –Public Property**

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	1
Liquor law violations	0	1	0

**Disciplinary Actions -On campus Student Housing Facilities**

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	4	1	0
Liquor law violations	0	2	1

**Disciplinary Actions -On campus**

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0



Drug abuse violations	0	0	0
Liquor law violations	0	0	0

### Disciplinary Actions – Public Property

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	1
Liquor law violations	0	1	0

### Unfounded Crimes

	2021	2022	2023
Total Unfounded Crimes	0	0	0

## Annual Fire Safety Report

### Fire Plan:

The residence halls, administration/classroom building, library, student recreation center and cafeteria are of masonry construction and have minimal structural vulnerability to fire. The Early Childhood Education building and Art Building are of frame construction but are equipped with two exits each, are single story, and have low traffic patterns. All buildings are equipped with multi-purpose dry chemical fire extinguishers, which are inspected semi-annually. Additionally, the Slade Martin Hall is equipped with a pull-down fire alarm.

In the event of a fire, move immediately to the nearest exit. Notify public safety, campus officials, and/or call 911 immediately. Residence hall directors, faculty members or other staff present in the buildings that are involved in a fire should immediately verify the presence and safety of all persons known to be in the building. In no instance should students or staff persons re-enter a burning building. (Exit plans attached)

## On-Campus Housing Facilities

### Appliances

Students are permitted to have microwaves and refrigerators in their rooms, and the College provides one micro-fridge combination per room. However, the following restrictions apply if students desire additional appliances:

- 1) Refrigerator – Two refrigerators, which are 4.5 cubic feet or less will be permitted per room.
- 2) Microwave wattage – 1200 watts or less. Size – 1.6 cubic feet or less.
- 3) If problems occur as a result of the possession of a refrigerator or microwave, a student may be asked to remove it from the residence hall.
- 4) Two microwaves are allowed in each room.
- 5) Only computers, alarm clocks, TVs, stereos, hair dryers, fans, razors, or lamps may be attached to an electrical outlet without permission from the Office of Residence Life.
- 6) Sunlamps and cooking utensils with open coils WILL NOT be approved. The College may ask the student to remove any appliance if problems arise from its use.
- 7) Extension cords are not permitted as means of providing electricity to in-room appliances. All students should use UL-listed power strips and/or stations when

additional electrical outlets are required. Rock Hill Fire Department recommends power strip/stations with on/off switches and surge protectors.

- 8) Although the heat and air conditioning in the Residence Halls are serviced regularly, students may request supplemental heating sources. Outside space heaters purchased by the student are not permitted in the Residence Halls.

### **Open Flames / Burners / Halogen Lamps**

Candles, incense, cigarettes, electronic cigarettes, hover boards, halogen lamps, space heaters, and any appliance with an open burner are fire hazards and are not permitted in the residence halls on the campus of Clinton College. If found, the item(s) will be confiscated, and a fee will be assessed and billed to the student's account.

### **Fire Drill and Evacuation Procedures / Regulations**

*Required:* These rules must be strictly observed at the sound of the alarm.

- 1) Wear coat and shoes.
- 2) Turn on light(s).
- 3) Lower or close windows and open the shades/blinds.
- 4) Leave room; close all doors.
- 5) If on a floor other than your own, borrow the articles of clothing and leave the building with the group on that floor and join your own group at their appointed station.
- 6) Walk quickly and quietly to your designated station. Remain silent so roll call can be done.
- 7) Remain in a group until RAs give the "all clear."
- 8) Proceed quietly into the building and return to your room.

*Recommended:* Upon check-in to the residence hall, you should:

- 1) Locate the exit closest to your floor and find an alternate exit.
- 2) Keep your room key within easy access at night.
- 3) Read the fire evacuation route located on each floor.

*In case of fire, remember:*

- 1) Crawl instead of walking upright.
- 2) Check to see if doors are cool before opening.
- 3) Do not use the elevators.

*If trapped in your room:*

- 1) Call the Fire Department at 911 and let them know the location.
- 2) Seal off door and window cracks to keep smoke out. If possible, wet walls and furnishings.
- 3) Tie a wet towel around your nose and mouth.

### **Fire Safety Guidelines and Regulations**

**DO** —

- 1) All students should use UL-listed power strips and/or stations when additional electrical outlets are required. Rock Hill Fire Department recommends power strips/stations with on/off switches and surge protectors.
- 2) Use only metal wastebaskets.

- 3) Keep fire doors in corridors and stairwells closed at all times.
- 4) Keep furniture, tapestries, or wall hangings away from doorways.
- 5) Keep less than 20% of the total wall area covered with combustible materials.
- 6) Report any safety or fire hazards to the Office of Residence Life staff immediately.
- 7) Keep hallways, breezeways, and walkways clear of personal items

**DON'T —**

- 1) Bring gasoline or any other volatile liquids into the residence halls.
- 2) Overload outlets.
- 3) Suspend items from the ceilings, sprinkler system or cover air/heat vents with plastic trash bags or suspend air fresheners.
- 4) Use extension cords.
- 5) Leave permitted appliances unattended while on and/or plugged in.
- 6) Use an open coil appliance (such as toaster, toaster oven, etc.).
- 7) Keep personal belongings in hallways, breezeways, and walkways. Students found guilty of pulling fire alarms, tampering with smoke detectors, removing evacuation procedures, and misusing the fire extinguisher(s)/fire hose(s) will be held accountable through a conduct hearing, fined the appropriate fees, and may face federal charges.

**Annual Fire Safety Data**

**Fires -On campus Student Housing Facilities**

	2021	2022	2023
Cauthen Hall	0	0	0
Marshall Hall	0	0	0

**Fires -Summary**

		Fire	2021	2022	2023
Cauthen Hall		Injuries	0	0	0
		Deaths	0	0	0
Marshall Hall		Injuries	0	0	0
		Deaths	0	0	0
Fire drills			0	0	0

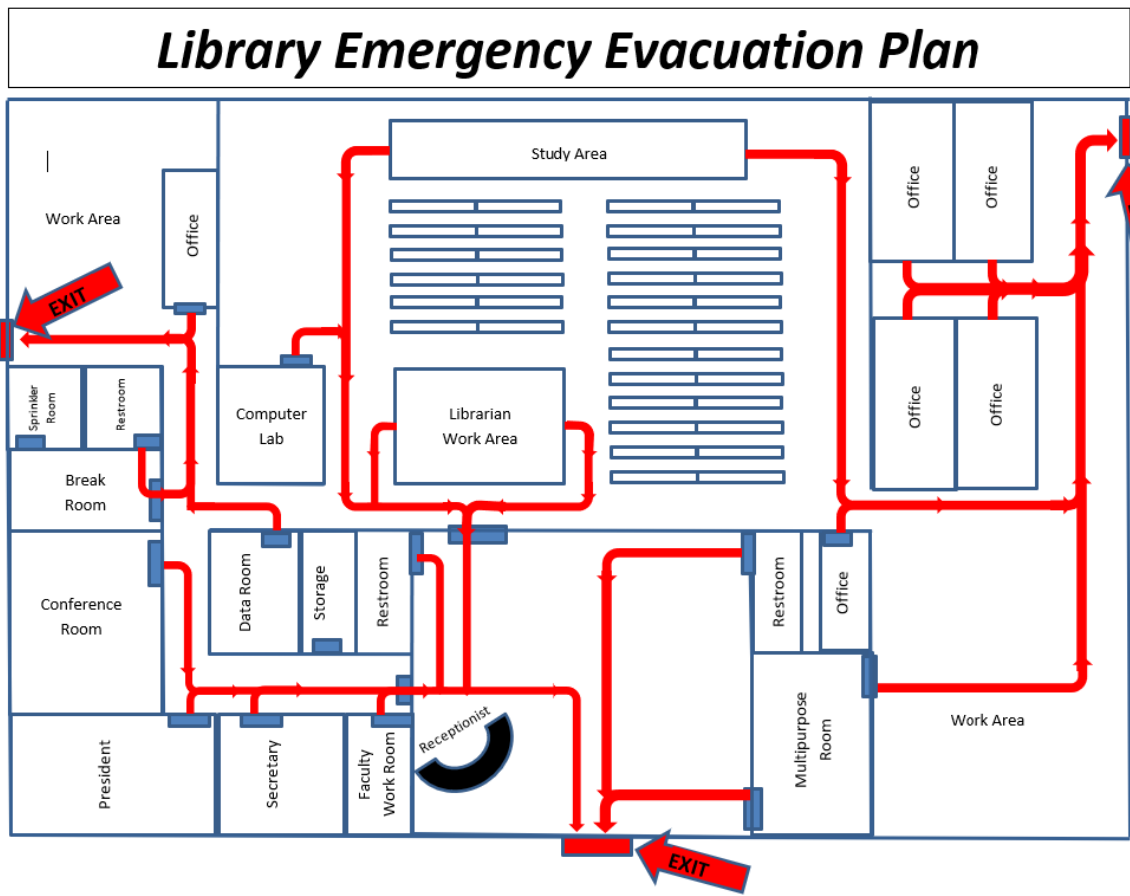
**Continued actions for fire prevention and reduce the chances for fire**

- Avoid running electrical cords under carpet.
- Use surge protectors.
- Empty trash cans regularly.
- Do not overload electrical outlets.
- Use only approved appliances.
- Keep hallways clear of property.
- Do not use candles, incense or tobacco

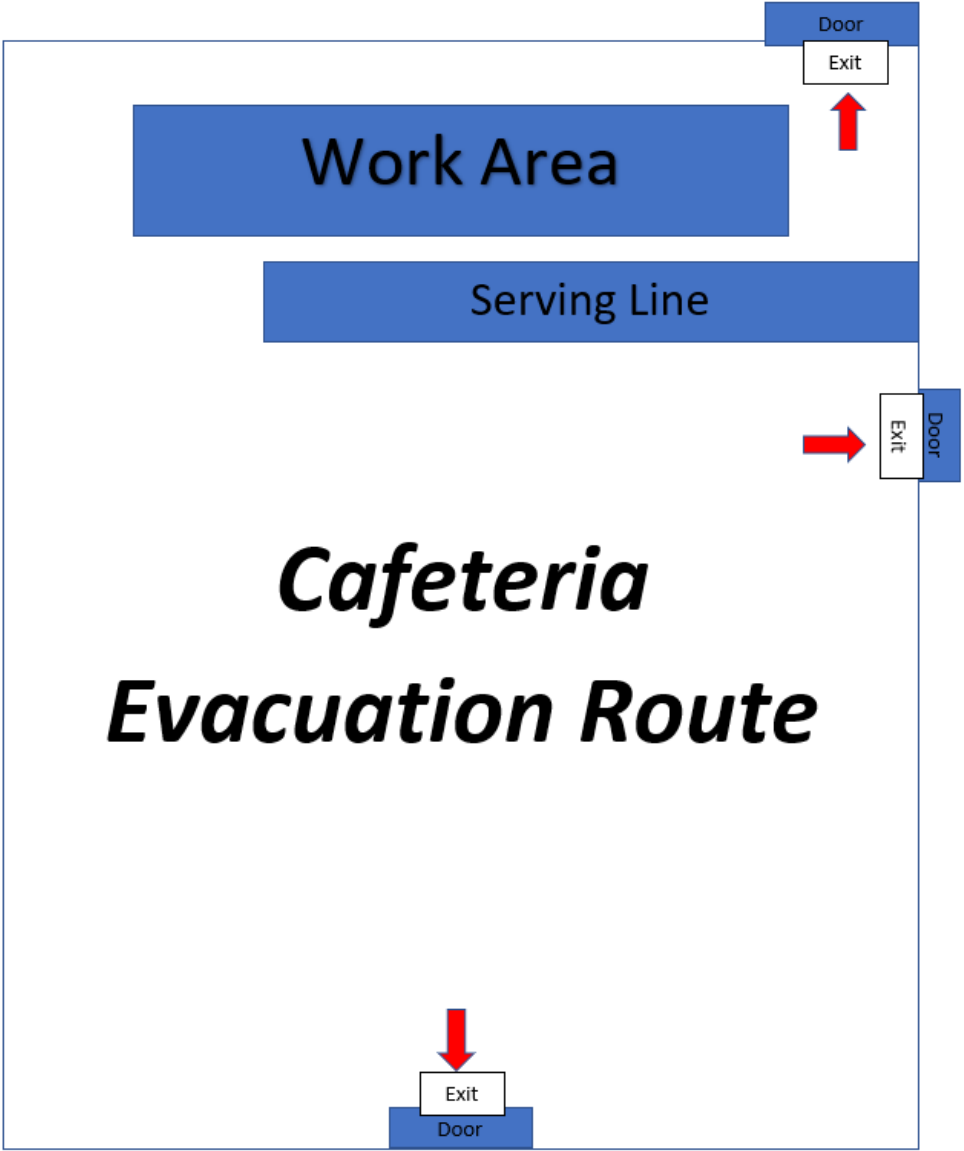
**Personnel reporting fires on campus for record keeping**

- Facility Supervisor
- Director of Residence Life
- Director of Marshall Hall

- Director of Cauthen Hall
- V.P. Student Success / Dean of Students

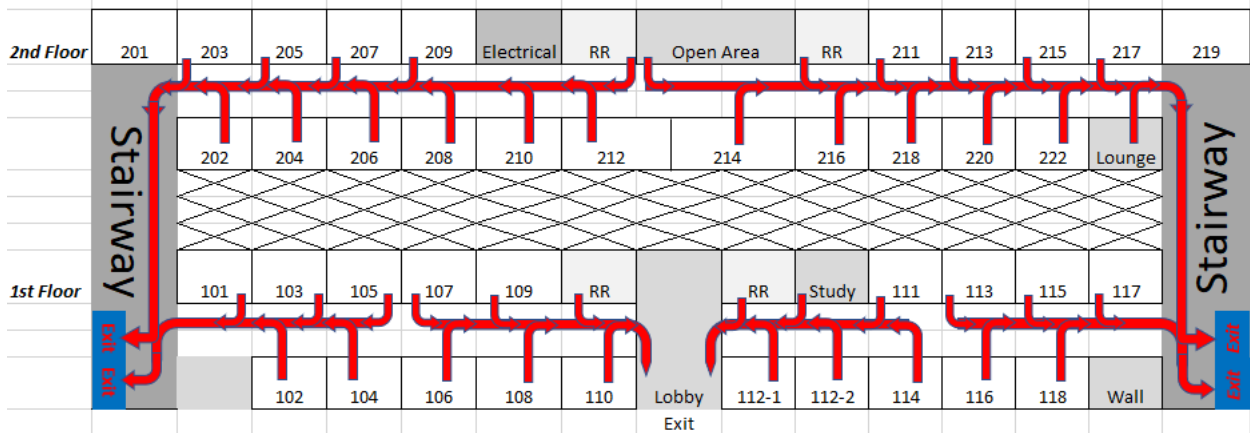






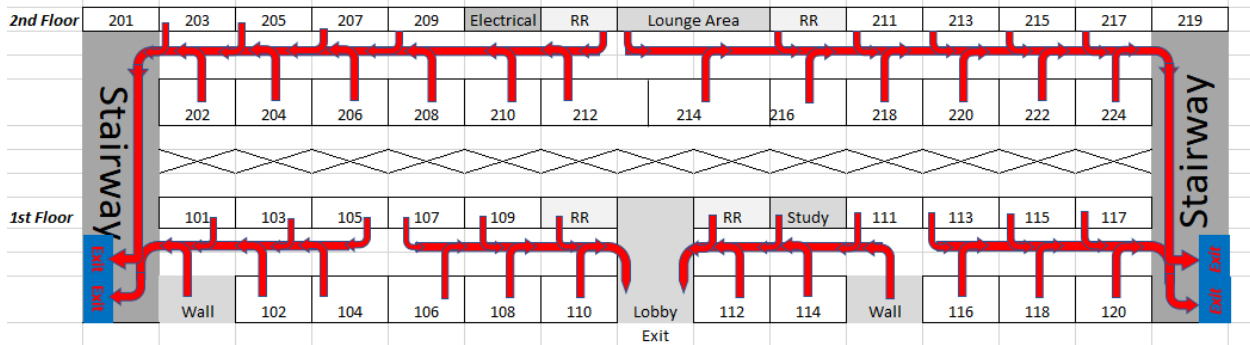
***Cafeteria  
Evacuation Route***

## Cauthen Hall Emergency Evacuation Plan



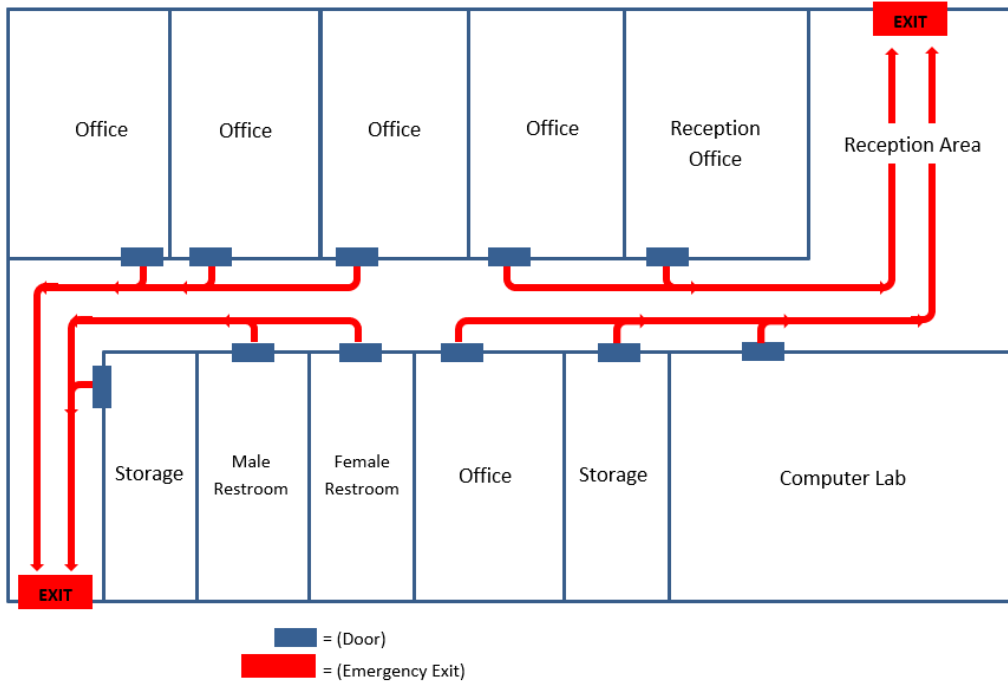
**Designated Meeting Area**

## Marshall Hall Emergency Evacuation Plan



**Designated Meeting Area**

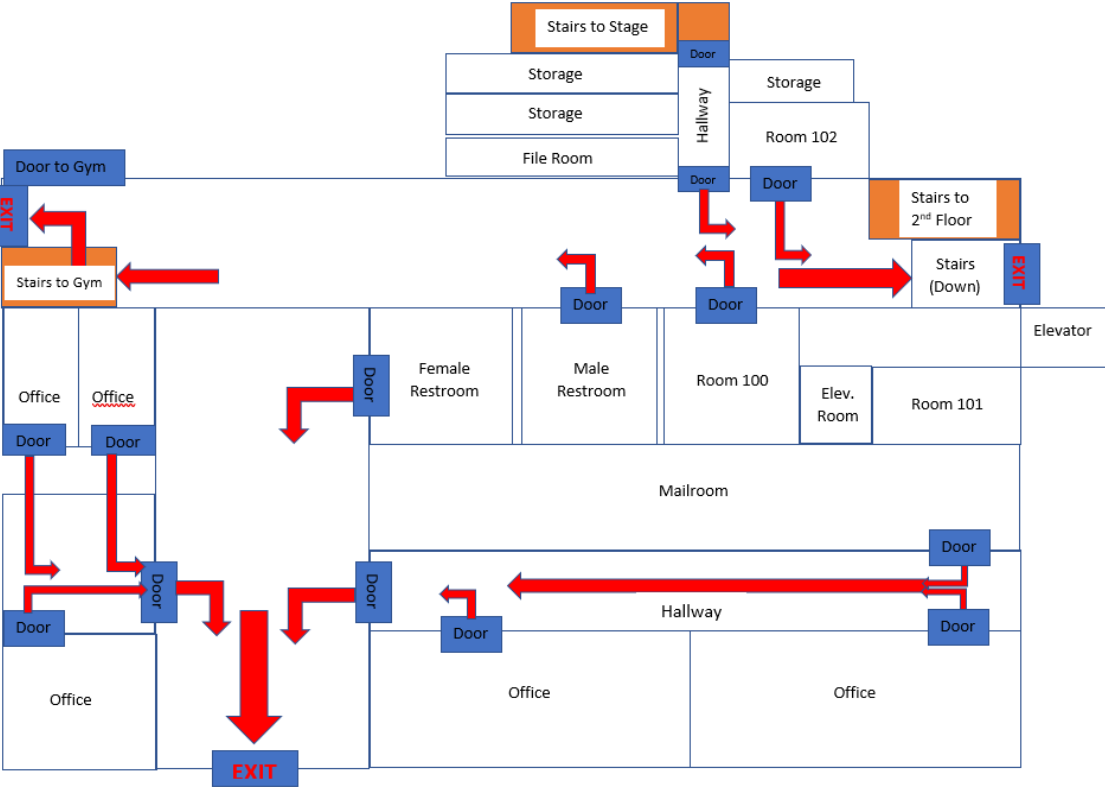
### ***Fisher Building (TRIO) Emergency Evacuation Routes***



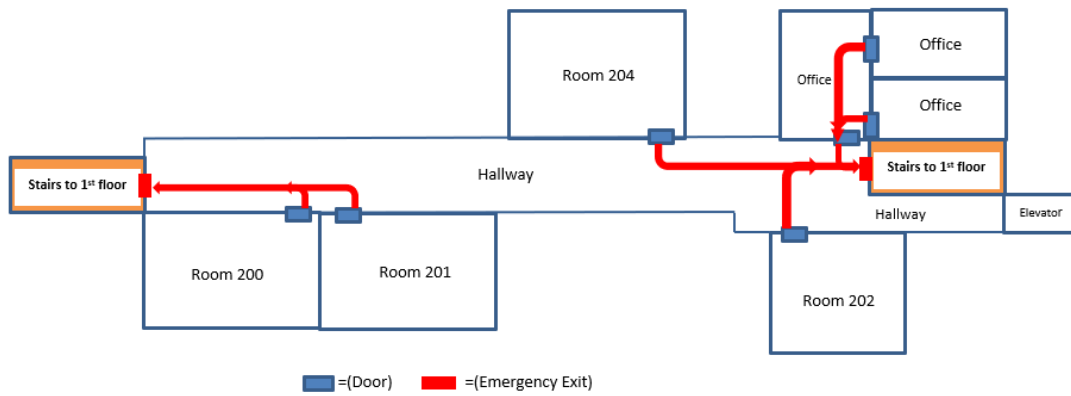




# Slade Hall (1<sup>st</sup> Floor) Emergency Evacuation Routes

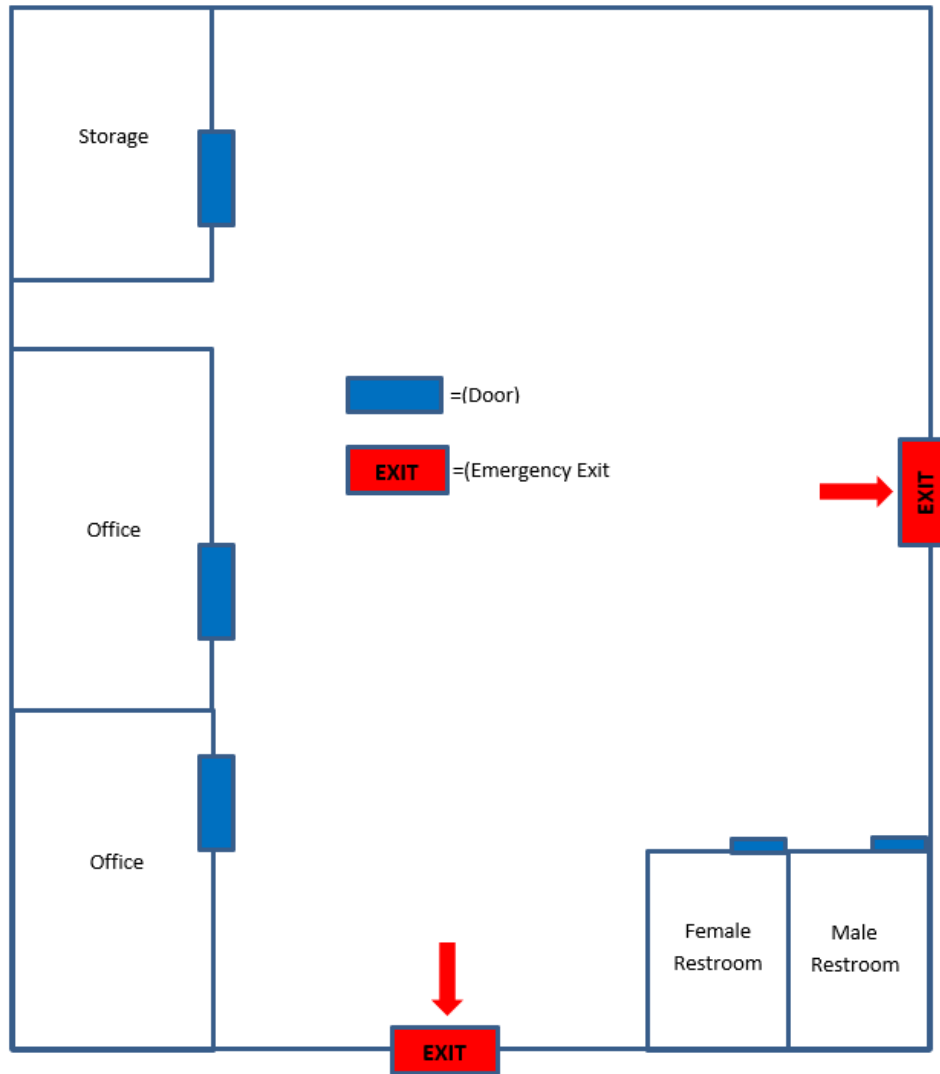


## Slade Hall (2<sup>nd</sup> Floor) Emergency Evacuation Routes



**EXIT THROUGH THE ENTRY DOORS**

## Snipes Student Center Emergency Evacuation Plan



# ACE BUILDING EMERGENCY EVACUATION PLAN

