



Southern Wesleyan University Annual Security Report and Annual Fire Safety Report 2013-2014

STAYING SAFE ON CAMPUS

Feeling safe and secure on a university campus is of great concern for today’s university student and employee. Southern Wesleyan University understands that concern and is committed to providing security procedures and prevention information to ensure a safe environment for learning and working.

Southern Wesleyan University is located in Central, South Carolina, at the end of Wesleyan Drive and is bordered by Simms School Road and Thomas Lane. The Southern Wesleyan University campus is home for approximately 850 persons working, living or studying on our campus. As a Christian campus in a small residential community, we are very fortunate to have very low crime rates.

The Campus Security and Crime Awareness brochure is revised, updated and distributed annually and is intended to satisfy the requirements of 34 C.F.R. 668.47.

REPORTING CRIMINAL ACTIONS OR EMERGENCIES

Students, staff and faculty are directed to report all crimes or violations of university safety policies that they witness to a campus security officer, a Residence Life Coordinator or the office of Student Life. Telephones are located in resident halls, faculty/staff offices and the Campus Life Center for the convenience of students and employees. In emergency situations the witness or victim may notify local police directly by dialing 9-911 from a campus phone. Be sure to report where on campus the emergency is located. All such serious crimes or violations must be reported to the office of Student Life by one or more of the above at the earliest possible time. Actions that might endanger the campus community will be reported in a timely manner to students and employees by the office of Student Life.

The following is a list of persons and organizations that are trained to receive crime reports. (Area code 864.)

Southern Wesleyan University.....644-5000	Residence Life Coordinator/Stuart-Bennett
Security644-5121	Office644-5153
(during duty hours)508-0107	Home.....650-3046
Residence Life Director/Apartments and Mullinax	Lori Herron, Nurse (for medical emergencies)508-0901
Office644-5143	Joe Brockinton, V.P. for Student Life 644-5142
Home644-6509	

Jonathan Catron, Maintenance (only for facility emergencies when no one else is available).....843-6228
 EMS 9-911
 Central Police Dept.639-4020

Central Fire Dept.....639-6262
 Clemson Police Dept.....653-2040
 Sheriff's Dept.868-2603
 Poison Control Center..... 1-800-222-1222

SECURITY AND ACCESS TO CAMPUS FACILITIES

Southern Wesleyan University affords an open campus where students, faculty and staff are free to move about at will. As an open campus, guests are welcome. Campus facilities are for the use of SWU students, faculty and staff. Visitors may reserve the use of facilities through the appropriate office. Because we have an open campus, we ask all students, faculty and staff members to report any strange or suspicious activities to security personnel, the student life office, residence hall staff or, if necessary, to the local city police department.

CAMPUS LOCK-UP PROCEDURE

Security personnel secure and lock all buildings at various times when buildings are not in use or at established curfew and lock-up times established by the Academic V.P. & Dean's office, Student Life office and Maintenance. After buildings are secured for the night, security personnel conduct routine door checks of all campus facilities, including residence halls. Regular patrols are made around and in buildings and around campus during the night.

CAMPUS SECURITY

The SWU Security personnel report to the office of Student Life. Security personnel have authority to enforce all campus regulations and are required to report all violations. Additionally, Security personnel have the authority to arrest but will refer all situations in which crimes are alleged to the Central Police Department. Security officers are required to report immediately any violations of local, state or federal laws to the Central Police Department as well as the Student Life office. Southern Wesleyan University is committed to cooperate with law enforcement personnel in the investigation of alleged criminal activities. Security personnel are required to file a nightly report to the office of Student Life. Security personnel should be given the same respect due any university employee or law enforcement officer.

OFF-CAMPUS SECURITY

Southern Wesleyan University does not sponsor off-campus housing and does not recognize off-campus student organizations. SWU discourages living off-campus and is not responsible for students who choose to live off-campus.

SECURITY & CRIME PREVENTION PROGRAMS

Security at SWU is a community effort which means that each person must take an active part in reporting criminal actions, emergencies or unsafe conditions.

The Southern Wesleyan University Annual Security Report and Annual Fire Safety Report is updated annually and distributed to all employees, students, prospective students and employees via email, and is available to anyone who requests such information. Sometimes security problems warrant special memos to appropriate personnel or campus discussion in chapels, residence hall meetings or open forums. These reports are also posted on the University website at <http://www.swu.edu/life-at-swu/student-life/>.

Because of Southern Wesleyan's commitment to the Christian lifestyle, respect, protection and compassion toward all men and women is emphasized in academic and extracurricular experiences throughout the year.

Security concerns are included in discussions during orientation, residence hall meetings and assemblies. Special seminars are offered by student life, residence hall and health services personnel on security issues considered most relevant to students. Individual counseling is available for victims of violence, abuse or other breaches of safety. Each supervisor is responsible for including relevant security information in each employee's orientation session.

Security procedures and emergency telephone numbers are highlighted periodically in the campus newsletter during the time classes are in session.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Southern Wesleyan University is committed to communicating to the campus community, without delay, any critical information pertaining to the immediate safety and security of the campus constituents so long as that notification does not exacerbate the situation. SWU has adopted an emergency notification strategy that employs several methods to communicate to the campus community. The SWU ALERT Notification System is a text messaging system that community members may choose to receive critical information via a text message to their cell phone. The texting system is optional and constituents must register for this service by texting "swualert" to 67076. Additionally, critical messages can be sent to the campus via email as well as through a system that sends a message to every computer that is logged into the University's network. Critical messages will be disseminated to the larger community via the University's website, www.swu.edu. Follow-up messages regarding the situation will be sent utilizing the aforementioned methods. The notification system will be tested annually.

Any campus constituent who has knowledge of a situation which may affect the safety and security of the campus should notify Campus Security (864-508-0107) or the Student Life office (864-644-5140). The Student Life office will determine the nature of the situation and determine whether campus notification is warranted. If campus notification is warranted and notification will not compromise efforts to handle the situation, the Student Life office will determine the content of the notification and will initiate the notification process. The vice president for student life, the associate vice president for student life, the associate vice president for spiritual life, the director of residence life, the student life administrative assistant, and the director of information technology can initiate the process.

If a situation occurs which requires that a building or the campus must be evacuated, specific areas have been designated in the University's Safety and Security Plan which is located on pages 53-62 of the 2012-2013 *Student Handbook* posted on *My Campus* and on the University website at <http://www.swu.edu/life-at-swu/student-life/student-handbook/>. All campus constituents should review the Safety and Security Plan so they know the locations of the campus emergency shelter areas (pages 59-60). In the event that the campus must be evacuated, campus constituents should move to the emergency shelter areas and await specific instructions from the Emergency Response Team.

SEXUAL OFFENSES

Wellness Week workshops, RA training, staff training, announcement of area programs, annual assembly, and a variety of small group seminars include information about acquaintance rape, rape and other sex offenses. A detailed discussion of sexual harassment is included in the *Student Handbook*. (A complete copy of the *Student Handbook* is located on the SWU Web site.) In addition, brochures and posters are available that publicize information about these issues periodically during the year.

If a sex offense occurs, one may contact any student life office staff member or residence hall administrator, campus security, the local police or the Pickens County Rape Crisis Council for assistance. Counseling, information and support for sex offense victims is available through the student life offices and residence halls. If desired, Southern Wesleyan personnel will assist a victim in notifying authorities. Key staff members are trained to respond appropriately in referral and protection of the victim and possible evidence. Off-campus services are available by contacting Pickens County Rape Crisis Council. The university student life and academic offices will assist a victim in any reasonably available way to address emotional and physical needs, including changing academic and residential situations.

Sex offense cases will be handled according to the SWU disciplinary procedure with appropriate attention to the unique needs such a case requires. Any victim will be fully informed of the final outcome of the institutional disciplinary proceeding in a sex offense case. Institutional discipline may include any of the disciplinary penalties outlined in the *Student Handbook* including expulsion, and other measures appropriate depending on the case being considered.

SEX OFFENDERS REGISTRY

The South Carolina Law Enforcement Division Sex Registry can be found online at <http://www.icrimewatch.net/index.php?AgencyID=54575&disc=>. This link provides a search for offenders within a certain radius of the address you enter.

ALCOHOL AND DRUG USE POLICY

Students and employees of Southern Wesleyan University are expected to refrain from possession, use; or distribution of alcohol, illegal drugs or tobacco unless prescribed by a licensed physician. The university supports state laws with respect to alcohol and drug violations and reserves the right to report all violations of such to local authorities. This standard

is expected regardless of age of the employee or student. This expectation is clearly stated in both the handbook for employees and the handbook for students and implies total abstinence as an indication of one's responsibility to God, to others, to self and to the university. For more information, refer to one of the above mentioned handbooks.

WEAPONS

Unless authorized, no fireworks or firearms are to be in possession or discharged on campus property at any time. Weapons are not permitted in the residence halls.

MISSING STUDENT POLICY AND PROCEDURE

If an individual becomes aware that a residential student (student who lives on campus) has been missing for 24 hours, the individual should report that missing student to the office of Student Life, Security, or the Resident Director for the residence hall in which the student resides.

Southern Wesleyan University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating SWU students living in Southern Wesleyan owned on-campus housing who, based on the facts and circumstances known to Southern Wesleyan, the University has determined to be missing.

- At the beginning of each academic year, Southern Wesleyan will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:
 - Resident students are given the option to identify an individual to be contacted by SWU not later than 24 hours after the time the student has been determined to be missing. Students register this confidential contact information while checking into the residence hall. This confidential information will be filed in the Office of Student Life.
 - If the student is under 18 years of age, and not an emancipated individual, Southern Wesleyan is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
 - SWU will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
 - If Southern Wesleyan Security has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, SWU will initiate the emergency contact procedures in accordance with the student's designation.
- The University will adhere to the following notification procedure for a missing student who resides in on-campus housing:
 - Once the University receives a missing student report via the Student Life Office, University Security, Office of Residence Life or other source, the following offices will be notified:
 - Southern Wesleyan Security

- Vice President for Student Life
- Director of Residence Life
- Registrar
- President
- Any official missing person report relating to this student shall be referred immediately to Security.
- If University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Southern Wesleyan will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
- Upon notification from any entity that any student may be missing, SWU may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
 - Through the Residence Life Office, the Resident Assistant may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
 - Security may search on campus public locations to find the student (library, cafeteria, etc.).
 - Security may issue an ID picture to assist in identifying the missing student.
 - The Student Life Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
 - Student Life or academic departments may be contacted to seek information on last sighting or other contact information.
 - The Student Life Office may contact faculty about class attendance or the chaplain's office about chapel attendance.
 - The Student Life office may check the post office for any mailbox activity.
 - Security may access card access logs to determine last use of the ID card and track the card for future uses.
 - Security may access vehicle registration information for vehicle location and distribution to authorities.
 - IT may be asked to look up email logs for last login and use of the SWU email system.
 - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

CRIME STATISTICS

For more information on the Campus Crime Report, visit the SWU Web site. Go to **Student Life Home** and click on **Campus Safety**. <http://www.swu.edu/life-at-swu/student-life/campus-safety/> The links for the Annual Security Report for the Central campus and the regional learning centers are located at the top of the page.

Crime statistics printed on next page.

Clery Report Central Campus, 2012

Criminal Offenses – On Campus		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	5	5
h.	Motor vehicle theft	0	1	0
i.	Arson (include only fires that are investigated . .	0	0	0

Criminal Offenses – On Campus Residence Halls		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	4	1
h.	Motor vehicle theft	0	0	0
i.	Arson (include only fires that are investigated . .	0	0	0

Criminal Offenses – Public Property		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	1	0
i.	Arson (include only fires that are investigated . .	0	0	0

Hate Crimes – On Campus		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson (include only fires that are investigated . .	0	0	0
j.	Simple assault	0	0	0
k.	Larceny – theft	0	0	0
l.	Intimidation	0	0	0
m.	Destruction/damage/Vandalism of property	0	0	0

Hate Crimes On-Campus Residence Halls		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0

Hate Crimes On-Campus Residence Halls (continued)		'10	'11	'12
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson (include only fires that are investigated . .	0	0	0
j.	Simple assault	0	0	0
k.	Larceny – theft	0	0	0
l.	Intimidation	0	0	0
m.	Destruction/damage/Vandalism of property	0	0	0

Hate Crimes Public Property		'10	'11	'12
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses – Non-forcible			
	Incest	0	0	0
	Statutory rape	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson (include only fires that are investigated . .	0	0	0
j.	Simple assault	0	0	0
k.	Larceny – theft	0	0	0
l.	Intimidation	0	0	0
m.	Destruction/damage/Vandalism of property	0	0	0

Arrests – On Campus		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Arrests – On Campus Residence Halls		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Arrests – Public Property		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals–On Campus		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	1	1	0
c.	Liquor law violations	5	4	0

Disciplinary Actions-Residence Halls		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	5	4	0

Disciplinary Actions/Judicial Referrals–Public Property		'10	'11	'12
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

SOUTHERN WESLEYAN UNIVERSITY ANNUAL FIRE SAFETY REPORT

For Calendar Year 2012

OVERVIEW

The Higher Education Opportunity Act of 2008 (PL 110-315) requires that all institutions of higher education provide an annual fire safety report outlining the safety practices, policies and fire incident statistics. The following public disclosure report provides information on the on-campus residences of Southern Wesleyan University located in Central, SC.

SWU is committed to providing a safe living environment for the students who reside in campus housing. Fire suppression equipment, such as fire extinguishers, smoke detectors, sprinkler system, etc., is inspected monthly by our maintenance staff and annually by an external agency. All residence halls and apartments conduct at least one fire drill each semester. The records of these inspections and the fire drills are kept on file in the Physical Plant.

FIRE STATISTICS AND FIRE SAFETY

During the past three years, there have been no fires in the residence halls, therefore, there was no property damage. The fire statistics for the residence halls at Southern Wesleyan University are below:

Facility	2010			2011			2012		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Childs Hall	0	0	0	0	0	0	0	0	0
Stuart-Bennett	0	0	0	0	0	0	0	0	0
Mullinax Hall	0	0	0	0	0	0	0	0	0
North Apartments	0	0	0	0	0	0	0	0	0
South Apartments	0	0	0	0	0	0	0	0	0

Each of the residence facilities conducted two fire drills during the calendar year 2012. The fire safety systems for each residential facility are described below:

- Childs Hall has smoke detectors with Edwards pull stations. The hall is equipped with ABC fire extinguishers.
- Stuart-Bennett Hall has smoke detectors with Edwards Custom 6500 pull stations. The control panel assists in locating the pull station that has been pulled. The hall is equipped with ABC fire extinguishers.

- Mullinax Hall is equipped with a Faraday MPC 6000 fire alarm system with pull stations that are monitored 24/7 by AMC Monitoring. The hall is completely sprinkled. The hall is equipped with smoke detectors and fire extinguishers.
- The North and South Apartments are equipped with smoke detectors and fire extinguishers. A pull station is located outside of the apartments.

The University is committed to continue to upgrade its fire safety equipment as residence halls are built or renovated.

POLICIES RELATED TO FIRE SAFETY IN THE RESIDENCE HALLS

In an effort to provide a safer environment in the residence hall, certain restrictions are in place to reduce the likelihood of fires. Students are limited to one extension cord (up to eight feet in length) and one power strip (4-outlet maximum, with built-in breakers). The following are not permitted:

- Smoking: SWU is a smoke-free campus. Smoking is not permitted by students, employees or guests on campus.
- Fireworks
- Hot plates
- Candles (Decorative candles with brand new, never-been-burned wicks are permitted.)
- Incense
- Flammable devices (any device that produces an open flame)
- Compact refrigerators drawing more than 2 amps
- Microwave ovens over 1 cubic foot
- Cooking appliances (toasters, frying pans, sandwich grills, waffle irons, George Foreman-type grills)
- Space heaters

Fire warning devices and safety equipment are to be used only in the case of emergency. The intentional sounding of an alarm (outside of an emergency situation) or tampering with emergency equipment is considered a criminal offense and the person(s) responsible will be treated accordingly. A minimum charge of \$250 and criminal charges will be imposed for tampering with fire, smoke, or safety equipment. In cases where the person(s) involved is (are) not identified after investigation, the floor/hall where the misuse occurred will be assessed a minimum of the restoration fee.

The Physical Plant personnel are trained in how to respond to fires that may exist anywhere on the University campus. Additionally, the Physical Plant personnel are trained to inspect and recognize hazardous conditions and take appropriate action before such conditions result in a fire. The Resident Life staff receives basic training each fall regarding the procedures that are to be followed in the event of a fire in the residence hall. The RA's conduct monthly health and safety inspections in all on-campus housing to determine if there are any situations which could create a hazardous situation. The *Student Handbook* contains specific information about fire safety for students, faculty and staff.

The University is in the Central town limits and is covered by the Central Fire Department. The Central Fire Department occasionally works in conjunction with the Clemson Fire Department.

If you discover a fire:

1. Pull the nearest fire alarm.
2. Call 911 (or 9-911 if using a campus phone) to report the fire. Give the exact location of the fire.
3. Immediately notify one of the following:
 - An RD or RA
 - Campus Security (cell 864-508-0107)
 - Student Life Office – 644-5141
 - Campus Switchboard – “0” from a campus phone (864-644-5000)
 - Director of the Physical Plant – 644-5662
 - Vice President for Student Life – 644-5142 (cell 864-650-7609)
 - Director of Residence Life – 644-5143
 - Vice President for Finance – 644-5020
4. Follow the evacuation procedure described below.

FIRE EVACUATION

The sounding of a fire alarm should always be taken seriously and occupants should evacuate the residence according to the appropriate procedures and follow the evacuation map that is posted on each floor.

If you hear the fire alarm:

1. Remain calm, but treat the alarm as a life-threatening situation.
2. Quickly check your room/apartments for roommates.
3. Take only the necessary clothing for the weather.
4. Do not attempt to salvage any personal belongings.
5. Touch the door from the bottom to the top. If the door is hot, do not exit the room/apartment. Go to a window and call for help.
6. If the door is not hot, exit the room/apartment as quickly as possible.
 - Close all windows inside the room/apartment.
 - Close the exterior door, but leave it unlocked.
7. Gather with other residents outside of the residence hall.
 - Apartment residents gather on the tennis courts.
 - Childs residents gather on the lawn between Folger and the Campus Life Center.
 - Mullinax residents gather in the front parking lot.
 - Stuart-Bennett residents gather at the following locations:
 - 1st and 2nd floor – air condition behind the library.
 - 3rd floor – front corner of the library.
 - 4th floor – behind the gazebo.
 - 5th floor – front of the administration building.

8. Keep off of driveways and roads to make way for emergency vehicles.
9. Inform the Resident Director or the Resident Assistants of unaccounted-for students.
10. Be prepared to assist the RD or the RA's in seeking help, making emergency calls, or completing other necessary tasks.
11. Do not re-enter the building until directed to do so by University personnel or the chief fire-fighting official.
12. Students refusing to evacuate the residence hall will be subject to disciplinary action.