UNIVERSITY OF SOUTH CAROLINA
SACS

University of
South Carolina

South Carolina's Flagship University   Institutional Assessment and Compliance   ·   Principles of Accreditation

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Comprehensive Standard: 3.11.2

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Judgment of Compliance: Compliant

Responses:

Columbia | Lancaster | Salkehatchie | Sumter | Union

Columbia Campus

The University of South Carolina supports a comprehensive effort to provide a healthy, safe, and secure environment for all members of the campus community. This is accomplished through a nationally-recognized campus law enforcement organization that protects and serves the Carolina Community, and a comprehensive health and safety program that provides analysis, training, consulting, auditing, and other regulatory services for the campus.

The Division of Law Enforcement and Safety is a full function police department and has a long standing tradition of excellence in providing quality services to the campus. In 1996 the Division was the first college or university in South Carolina to be accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Division was re-accredited in 1999 and 2003, and in 2006 the Division received flagship recognition.

The Division of Law Enforcement and Safety is divided into three sections: Field Services, Administration, and Investigations. Field Services is responsible for all uniformed patrol which can be seen throughout the University campus. The Investigations Unit follows through with cases that need further examination. The Administration section coordinates the necessary support activities that allow the Division to provide a safe and enjoyable campus environment.

Field Services provides the traditional police duties such as vehicle, bicycle, motorcycle, and foot patrol, and responds to criminal incidents, burglar / fire alarms, and all other types of emergencies and calls for service on a 24/7/365 basis. In 2006 the Division revitalized the Campus Safety Officer program. This Unit is comprised of non-sworn University students who serve as additional eyes and ears for the Uniform Patrol on campus.

The Administrative operations of the Division leverage and empower the rest of the Division to deliver the highest quality service to the community. The Division places a great deal of emphasis on training by providing pre-service, in-service, and advanced training for the officers and civilian employees. In addition to traditional training classes and the field training program, this unit also produces regular training bulletins to ensure that the officers are aware of the latest developments in law enforcement and reminded of the basic skills and knowledge needed to protect the campus community.

The Investigations Unit works diligently to maintain a safe and secure academic environment in which its students, faculty, and staff can succeed. This unit conducts traditional investigations, forensic analysis, and technical (alarm/video) operations in an effort to solve crimes and prevent repeat offenses.

The Division of Law Enforcement and Safety has established close ties with the community, and is proud that violent crime on the campus is a rare occurrence. The Division provides the community a fulltime Crime Prevention and Community Relations Officer whose overall focus is to educate members of the University in the areas of prevention, reduction, and awareness of criminal activity. The Division also offers a number of programs and training presentations to educate the campus population about preventing crime. Through these frequent interactions, students, faculty, staff, and visitors regularly meet the University of South Carolina Police in a positive environment. This interaction between the community and the Division lets the public know that the campus police department is proactive in creating an environment that is safe and secure.

In addition to providing the community with safety and security precautionary information, the Division also maintains an up-to-date and informative Crime Alert and crime mapping information service online. There are six areas of particular concern and emphasis regarding crime prevention: preparation for and response to an active shooter incident, what to do in an emergency, identity theft, parking lot and garage safety, prevention of property crime (theft), and residence hall safety. In 2009, a campus-wide Emergency Notification System was installed that provides text alerts to students, faculty, and staff in the event of a campus emergency.

For the past several years, the Division of Law Enforcement and Safety has been coordinating the activities of the University Emergency Management Team (University Emergency Management Plan, page 2). This team is composed of the senior University officials, and the directors of all operational areas associated with emergency preparedness and management. Several times a year, the entire team meets to discuss and review the institution's progress in developing, enhancing, and implementing emergency management plans, and the executive group (senior officials) meets to manage the process and guide the activities of the team. Throughout the year, the Division provides training, meets with partner units, and assists with the development of emergency response and preparedness plans.

The mission of the Department of Environmental Health and Safety (EHS) is to provide health and safety services to the University community through technical support, information and training programs, consulting services, and periodic auditing of health and safety practices and regulatory compliance. EHS employees work in a coordinated effort to address and help resolve environmental health and safety issues for the University community. Areas of employee expertise include: OSHA safety, chemical safety, radiation safety, biosafety, industrial hygiene, fire safety, hazardous waste management, environmental quality, and risk management.

To effectively manage environmental health and safety risks, EHS developed and implemented an overall Environmental and Occupational Safety Management System (EMS) utilizing guidelines contained within the ISO 14001 and OHSAS 18001 standards.   ISO 14001 is a standard that helps organizations minimize their environmental impact and comply with applicable laws, regulations, and other environmentally oriented requirements. The standard also ensures continuous improvement of the University's overall environmental program. In August, 2002, EHS became certified to the ISO 14001 standard and was the second academic health & safety program in the US to achieve this distinction. The OHSAS 18001 standard is an occupational health and safety assessment series for health and safety management systems. It is intended to help organizations control occupational health and safety risks and was developed in response to widespread demand for a recognized standard against which to be certified and assessed. In April 2007, EHS became one of the first US colleges to attain certification to OHSAS 18001 for its occupational health and safety program.

Through use of the established Environmental and Occupational Safety Management System, EHS monitors all aspects of campus environmental health and safety, publishes guidance documents related to these issues, and provides training and educational materials to the University community.

The EHS website lists policies and provides guidance to the University community related to the safe conduct of research and non-research activities at the University. Specific manuals of interest may include, but are not limited to:

Biological Safety Manual: Sets biological safety policies for the University of South Carolina and contains information, regulations and procedures to provide for the safety of personnel and the environment from biologically hazardous materials.

Chemical Hygiene Plan: Contains requirements and procedures specific to the use of hazardous chemicals at the University of South Carolina. These procedures apply to and are binding on all persons who receive, possess, use or dispose of hazardous chemical materials on the University of South Carolina campus.

Radiological Safety Manual: This manual sets radiation safety policies for the University of South Carolina, and contains only regulations and procedures specific to the use of radioactive materials and radiation-producing devices at the University.

Fire Safety Manual: This manual has been developed by the Campus Fire Safety Marshal to communicate University fire safety policy. The document describes fire inspection, life safety inspection and training programs offered to the University community.

Safety Profiling and Inspection Program Manual: The Safety Program Profiling system was designed to assist EHS and individual departments in determining the OSHA related safety requirements that apply to specific University operations.

Environmental Protection Agency (EPA) Compliance Manual: In conjunction with the EPA, the University of South Carolina has developed and implemented a self-audit inspection & corrective action program to evaluate and maintain environmental compliance throughout the University system.

Hazardous Waste Management: This manual describes procedures specific to the disposal of hazardous materials at the University of South Carolina. These regulations and procedures apply to all persons who receive, possess, use or dispose of hazardous chemical materials on the University of South Carolina campus. The Hazardous Waste Management team is responsible for properly processing hazardous wastes for disposal through an external contractor in accordance with Federal and State regulations.

To further ensure the health and safety of the campus, the University of South Carolina has established various committees to offer guidance and direction to the EHS department throughout the implementation and maintenance of the overall health and safety program. These committees include:

The Health and Safety Oversight Committee (HSOC): The HSOC acts as an oversight committee to the Radiation Safety Committee, the Institutional Biosafety Committee and the EHS department by reviewing, supporting, and amending health and safety policies. The committee also reviews specific health and safety complaints, request EHS investigations, assists in making new policy recommendations, reviews training programs and assist in providing support to EHS staff in meeting regulatory requirements.

Radiation Safety Committee (RSC): The RSC oversees the University's radiation safety program, grants authorization to principal investigators and other senior staff members who plan to work with radioactive materials, reviews incidents involving radioactive materials, sets policies for the use of sources of radiation and gives general supervision to the implementation of those policies.

Institutional Biosafety Committee (IBC): Through its reviews, the IBC seeks to ensure that activities involving biohazardous materials are in compliance with applicable university policies and external regulations, and that appropriate work practices, safety equipment, and laboratory facilities are utilized for the protection of personnel, the general public, and the environment.

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Lancaster Campus

Law Enforcement and Security

USC Lancaster is committed to providing a healthy and safe environment for students, faculty, staff and visitors. The campus historically has a very low crime rate.

USC Lancaster follows guidelines established in USC Policies & Procedures regarding safety plans. Campus safety and security decisions are made by the Dean with recommendations from chief administrators and the Campus Safety Committee, which is charged with "identification and discussion of campus safety concerns, recommends programs, activities, and actions to eliminate or minimize problems and concerns, refers proposals to appropriate departments, coordinates with Campus Safety and Maintenance officials to identify and prevent hazards."

Guidance and support is received from USC Columbia on all Law Enforcement and Security issues.

Crime prevention and awareness is the key to maintaining personal safety and security in any environment. Law Enforcement services are provided by the Lancaster City Police Department with support from the Lancaster County Sheriff's Department. An officer is present on campus during selected academic periods and is available 24 hours a day.

The Office of Law Enforcement and Security is established and attached to the Business Office. At present it is primarily a planning, organizing and coordinating function. This directorate will expand as both funds and needs arise.

Emergency Notification

The primary emergency notification system is the Carolina Alert System, which provides messaging by email, text, and telephone in emergency situations. Planning is in place to initiate a system which will give faculty, staff, and students emergency services via computer access. Students are briefed on services available during freshmen orientation and have access thru the University Web Site. Weather alert radios are in operation in every building of campus. Severe weather shelter areas are clearly posted in every building.

Health and Safety

The University administration makes every effort to ensure a healthy, safe, and secure environment for all members of the campus community. USC Lancaster follows USC Columbia campus guidelines in regards to safety plans and receives guidance and support from Columbia on all health and safety issues. The campus is routinely audited by USC Environmental Health & Safety Office to ensure that USC Lancaster is meeting all health and safety regulations. All safety plans and procedures are documented in the campus safety manual. Safety self-audits and employee training are conducted regularly, and results are recorded in the campus safety manual.

Emergency Operations

The USC Lancaster Emergency Operations Plan (EOP) is designed to promote the protection of lives and property through effective deployment of university and campus community resources. Whenever an emergency situation affecting the campus reaches proportions that cannot be handled by routine measures, the Dean or designated official may declare a state of emergency. This document serves as the coordinated response for all incidents that may occur on or in near proximity to the USC Lancaster campus. In order to protect the usefulness of the EOP, it is not available for public consumption as release of details would compromise its effectiveness. However, the Emergency Response Guide is posted on the USCL website.

Campus Emergency Response Team (CERT)

USC Lancaster is unique among the USC campuses in that it has established a trained and equipped emergency response team. The 17-member team was trained by local first responders using the curriculum of the nation-wide Community Emergency Response Team (CERT) program. Represented on the team are faculty, administration, and staff. They are trained in disaster psychology, light search and rescue, small fire suppression, mass casualty medical response, shelter operations, incident command, and similar topics. They are equipped with basic tools they would need in an emergency.

Lock-down Capability

USC Lancaster has installed thumb-latch deadbolt locks on all classroom doors. This provides the capability to lock down the campus should the need arise.

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Salkehatchie Campus

The University of South Carolina Salkehatchie is committed to providing an environment that promotes the health, safety, and security of faculty, staff, and students. Enhancing the well-being of our campus "family" greatly contributes to the achievement of our institution's mission, goals, and objectives.

The campus safety plan is designed to promote the protection of lives and property through effective use of university and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Dean or her designee may declare a state of emergency. There are two general types of emergencies that may result in the implementation of our safety plan: 1) large-scale disorder, and 2) natural/man-made disaster. Since an emergency may be sudden and without warning, our procedures are designed to be flexible in order to accommodate situations of any magnitude.

Campus administration for health, safety, and security functions is designated to the Director of Human Resources, Maintenance, and Security. The campus has two (2) main security officers, one for the day shift and one for the evening shift. We have dedicated phone lines for emergency contacts on both campuses. Safety "tips" and contact information are posted in strategic places on campus. USC Salkehatchie follows the directives of the Environmental, Health, and Safety Office based on the flagship campus in Columbia.

The campus grounds and facilities are monitored annually for health and safety compliance by state EHS, fire, and security personnel.

USC Salkehatchie ensures campus safety through routine reviews and constant surveillance by our security staff. The Carolina ALERT system has also been implemented to ensure prompt notification to faculty, staff, and students of any emergency situation. Students are prompted to register for the system on the VIP registration system when they sign on to register for classes. By entering their cell phone number, e-mail or home telephone number (their choice), they are registered for the system, which will automatically send them a message of any crisis on campus from inclement weather to gas leaks or other causes for campus evacuation or class cancellation. In addition, USC Salkehatchie maintenance staff are equipped with cell phones at all times the campus is open, and the numbers are posted in all classrooms as well as distributed through *Salk Talk* (the weekly campus newsletter).

The Student Right-to-Know Handbook outlines the procedures for any student to use to report any crime or suspicion of crime on campus. The curriculum for University 101, a course offered to every new student and taken by 75% of all full-time students, includes instruction on campus safety and security measures and reporting structures. The Salkehatchie Student Handbook includes a list of key people to contact with any questions in a Who to Ask? Section as well as a listing of key administrators on campus with all contact information and an explanation of the ALERT system as well as encouragement to contact any of these administrators at any time with issues or concerns.

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Sumter Campus

The University of South Carolina Sumter is committed to providing an environment that promotes the health, safety, and security of faculty, staff, and students. Enhancing the well-being of our campus "family" greatly contributes to the achievement of our institution's mission, goals, and objectives.

Campus administration for health, safety, and security functions are designated to the Associate Dean of Administrative and Financial Services. The campus safety plan, contained in our emergency response manual, is designed to promote the protection of lives and property through effective use of university and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Dean or her designee may declare a state of emergency. There are two general types of emergencies that may result in the implementation of our safety plan: 1) large-scale disorder, and 2) natural/man-made disaster. Since an emergency may be sudden and without warning, our procedures are designed to be flexible in order to accommodate situations of any magnitude.

The campus has dedicated phone lines for emergency contacts on both campuses. Safety "tips" and contact information are posted in strategic places on campus. USC Sumter follows the directives of the Environmental, Health, and Safety Office based on the flagship campus in Columbia.

The campus grounds and facilities are monitored annually for health and safety compliance by state EHS, fire, and security personnel.

USC Sumter ensures campus safety through routine reviews and constant surveillance by our security staff. The Carolina ALERT system has also been implemented to ensure prompt notification to faculty, staff, and students of any emergency situation. Students are prompted to register for the system on the VIP registration system when they sign on to register for classes. By entering their cell phone number, e-mail or home telephone number (their choice), they are registered for the system, which will automatically send them a message of any crisis on campus from inclement weather to gas leaks or other causes for campus evacuation or class cancellation.

The Student Right-to-Know Handbook outlines the procedures for any student to use to report any crime or suspicion of crime on campus. The curriculum for University 101, a course offered to every new student and taken by 75% of all full-time students, includes instruction on campus safety and security measures and reporting structures. The USC Sumter Student Handbook includes a list of key people to contact with any questions in a Who to Ask? Section, as well as a listing of key administrators on campus with all contact information and an explanation of the ALERT system as well as encouragement to contact any of these administrators at any time with issues or concerns.

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Union Campus

USC Union follows Columbia campus guidelines in regards to safety plans and receives guidance and support from Columbia on all Health & Safety issues. All safety plans are documented in the campus safety manual. The campus is routinely audited by USC Health & Safety to ensure that USC Union is meeting all health & safety regulations. Responsibility for compliance is shared between the Campus Dean, the Business Manager, the HR Director, and the Facilities/Maintenance Director. Self-audits are conducted regularly, and results are recorded in the USC Union Health & Safety Log.

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Supporting Documentation:

Description	Source
Overall Campus Safety	
Division of Law Enforcement and Safety - Columbia	http://www.les.sc.edu/director/index.asp
Field Services	http://www.les.sc.edu/fieldservices/index.asp
Administrative Operations	http://www.les.sc.edu/administration/index.asp
Investigative Unit	http://www.les.sc.edu/Investigations/index.asp
USC Policies and Procedures - Law Enforcement and Safety	http://www.sc.edu/policies/policiesbydivision.php#LESA
Lancaster Law Enforcement and Security	http://usclancaster.sc.edu/security/index.html
Campus Safety Training Presentation	http://www.sc.edu/univ101/instructors/presentations/campus_safety.html
Annual Security Report	http://www.les.sc.edu/annualsecurityreport/index.asp
Union Safety Log	http://uscunion.sc.edu/about/inst_repts.html
Blueprint for Service Excellence	http://www.les.sc.edu/director/Blueprint.asp
Campus Safety Plan - Salkehatchie	http://uscsalkehatchie.sc.edu/SACS/EmergencyGuidelines.doc
Campus Safety Plan - Sumter	http://www.uscsumter.edu/emergency.shtml
Crime Prevention and Programs	
National Crime Prevention Council	http://www.ncpc.org/
Crime Prevention and Community Relations	http://www.les.sc.edu/CPCR/index.asp
Crime Alert	http://www.les.sc.edu/crimealerts/index.asp
Crime Mapping	http://www.les.sc.edu/crimemaps/index.asp
Lancaster City Police Department	http://lancasterpolicesc.us/
Lancaster Crime Rate	http://ope.ed.gov/security/InstList.aspx
Regional Campuses - Student Right-to-Know	http://saeu.sc.edu/students/docs/StRK09-10.pdf
Student Handbooks	
Salkehatchie	http://uscsalkehatchie.sc.edu/SACS/StudentHandbook.pdf
Sumter	http://www.uscsumter.edu/students/Handbook.pdf
Emergency Preparedness and Alerts	
University Emergency Plan	http://www.sc.edu/carolinaalert/documents/EmergencyManagement.pdf
Emergency Preparedness - Columbia	http://www.sc.edu/emergency/
Lancaster	http://usclancaster.sc.edu/facilities/EmergencyResponseGuide.pdf
Emergency Notification System	http://www.sc.edu/carolinaalert/carolinaalert.shtml
Emergency Management Team	http://www.sc.edu/carolinaalert/management.shtml
Community Emergency Response Team	http://www.citizencorps.gov/cert/about.shtm
Health and Safety	
Department of Environmental Health and Safety	http://ehs.sc.edu/
Organizational Chart	http://ehs.sc.edu/Forms/EHS-ROL-001.pdf
Environmental and Occupational Safety Management System - ISO 14001/OHSAS 18001 standards	http://ehs.sc.edu/EMS.htm
Safety Manuals	
Safety Profiling and Inspection	http://ehs.sc.edu/Guides/intro.htm
EPA Compliance	http://ehs.sc.edu/Environmental.htm
Biological Safety	http://ehs.sc.edu/BioSafety.htm
Chemical Hygiene	http://ehs.sc.edu/LabSafety.htm
Radiological Safety	http://ehs.sc.edu/Radiation.htm
Fire Safety	http://ehs.sc.edu/FireSafety.htm
Hazardous Waste	http://ehs.sc.edu/HazWaste.htm
Safety Committees	
Health and Safety Oversight	http://ipr.sc.edu/pdf/SpecAdvComm0910.pdf#HSOC

| Radiation Safety | http://ipr.sc.edu/pdf/SpecAdvComm0910.pdf#RSC |
| Institutional Biosafety | http://ipr.sc.edu/pdf/SpecAdvComm0910.pdf#IBC |

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