

# PROCEDURE

Number: 9.8.1.1  
Related Policy: 9.8.1  
Title: Campus Safety  
Responsibility: Vice President of Finance and Administration and  
Vice President for Student Affairs

Original Approval Date: 09-24-2014  
Last Cabinet Review: 09-26-2018  
Last Revision: 09-26-2018

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President

Horry-Georgetown Technical College (HGTC) is committed to providing a safe and secure environment for all members of the college community. The Vice President of Finance and Administration shall be primarily responsible for accomplishment of this objective, but may work with other divisions within the College to ensure attainment of this goal. The College will employ a Public Safety Department to provide services or assistance, within guidelines established by the College and pursuant to state and federal regulations, to maintain a safe and secure environment for faculty, staff, students and the general community. The College will also establish programs, procedures, rules, regulations and guidelines designed to provide a safe and secure environment, and to ensure compliance with state, federal and other requirements.

## I. Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the College President or the Emergency Management Team, constitutes an ongoing or continuing threat, a “timely warning” notification will be issued. The warning may be issued to students, faculty, and staff through the college email system, text messaging, social media, and/or the VoIP telephone system known as “Campus Safety Alert”.

Depending on the particular circumstances, a notice may be posted on the public website and/or the College intranet, WaveNet. A copy of the notice may also be posted in each building on the affected campus(es). Anyone with information warranting a timely warning should report the circumstances to:

### Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 7806	Cell #1: (843) 251-6111 Cell #2: (843) 516-0147
When PS cannot be reached	Ext. 9-911	911

In addition, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Grand Strand Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 2115	Cell #1: (843) 251-9405 Cell #2: (843) 421-1760
When PS cannot be reached	Ext. 9-911	911

In addition, individuals should know the locations of the Emergency Call Boxes and use them in the event of an emergency.

Georgetown Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 1405/1406	Cell #1: (843) 446-1869
When PS cannot be reached	Ext. 9-911	911

**II. Emergency Notification**

This procedure is to advise how Horry-Georgetown Technical College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on HGTC property. It is provided to you to communicate the procedure for an emergency response and/or evacuation.

Should you become aware of an emergency or other dangerous situation, you should report it immediately as follows:

Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
HGTC Public Safety (PS)	Ext. 7806	Cell #1: (843) 251-6111 Cell #2: (843) 421-1760
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Public Safety will respond to the scene and determine the kind, severity, and appropriate response to the situation. If an immediate threat to health or safety exists, Public Safety will respond accordingly and will initiate communication with the Emergency Management Team, which will communicate with the College community to provide information. Here are those notification steps:

- Determine which community segment(s) will receive the notification
- Determine the content of the notification
- Initiate the notification

The Emergency Management Team, guided by the provisions of the Safety and Emergency Response Manual is responsible for initiating the emergency notification. The notification will be instituted without delay but taking into account their professional judgment if the notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Each event will be evaluated to determine the notification method. They may include:

- Email
- Text Messaging
- Social Media
- Campus Safety Alert (VoIP phone system notification)

- Live Paging (VoIP phone system notification)

The College will routinely test its emergency response systems throughout the year.

### III. Reporting the Annual Disclosure of Crime Statistics

The Horry-Georgetown Technical College Department of Student Affairs prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act (VAWA). The full text of this report can be located online at [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow). This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses. Campus crime, arrest and referral statistics include those reported to Public Safety and local law enforcement agencies per Clery Act procedures. Each year, notification is distributed to all applicants, enrolled students, faculty, and staff providing the web address to access this report. Printed copies will be made available upon request from the Office of Student Affairs.

### IV. Reporting of Criminal Offenses

HGTC encourages anyone who is the victim of or witness to any crime to promptly report the incident to Public Safety. Report crimes as follows:

#### Conway Campus:

	<u>Calling from on-campus</u>	<u>Calling from off-campus/cell</u>
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HGTC seeks to maintain confidentiality of student records and other records, when required. However, crime reports are considered public records under State law and are subject to release and Freedom of Information Act requests.

**V. Crime Log**

A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting Public Safety. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known.

**VI. Security and Access**

During business hours, the College will be open to students, employees, contractors, guests, and invitees. During non-business hours, there is no access to College facilities, except as previously approved by contractual agreement or express College permission. Coastal Carolina University (CCU) Public Safety Dispatch is available 24 hours at (843) 349-2177. The College has no residential facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Local media outlets will be notified and other notification made pursuant to the guidelines of the *Safety and Emergency Response Manual*.

**VII. Campus Police Authority and Jurisdiction**

HGTC is partnered through a contractual agreement with CCU to provide Public Safety, including licensed law enforcement officers and security officers, across all three campuses. Police officers are sworn and certified officers with comprehensive arrest powers in the state of South Carolina. These officers have graduated from the South Carolina Criminal Justice Academy and are tasked with law enforcement activities including patrolling campus and monitoring activity, responding to calls for service and investigating criminal activity. Within their jurisdiction, which includes all College-owned, leased or controlled property as well as the adjacent streets and sidewalks, Public Safety officers have the authority to enforce all applicable federal laws, state laws, county and city ordinances, and College regulations. These law enforcement powers are granted to the officers who are appointed by the Governor and commissioned by the South Carolina Law Enforcement Division (SLED) as state constables under Title 23, Chapter 1, Article 60, Code of Laws of South Carolina, 1976, as amended. Public Safety officers work closely with the Conway, Myrtle Beach and Georgetown police

departments, the Horry County and Georgetown County Police Department, and the local contingent of the State Law Enforcement Division to handle any incidents that occur off campus. The Department of Public Safety and the College ensure that safety and security policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the student body.

### **VIII. Security Awareness and Crime Prevention**

During orientation, and through special programs and events, students and employees are informed of services offered by Public Safety. Flyers are posted in all classrooms providing safety tips and the Public Safety website provides additional crime prevention suggestions. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also presented to students and employees through security alert posters, emergency response plans, training sessions and email notices.

While the college makes considerable effort to ensure the safety and security of all students, employees and visitors, an individual should take precautions to protect himself/herself. In addition, Public Safety is available to speak to concerned students or other groups upon request. Safety information is also distributed via WaveNet announcements, email, and during all new student orientation sessions.

#### **Campus Safety Tips**

- A. Walk with friends (especially at night). There is safety in numbers!
- B. Don't carry large amounts of cash.
- C. Don't leave your belongings (books, coat, and purse) unattended.
- D. Keep your car doors locked.
- E. Have your keys in hand, as you leave the building and check the back seat before getting into your car.
- F. Park in well-lighted areas.
- G. Lock valuables in your trunk. Valuable items in plain view in your car encourage theft and vandalism.
- H. Be aware and concerned about the use and abuse of alcohol and other drugs. Sexual abuse, date rape and other violent acts occur more often when people are under the influence of alcohol and drugs. (HGTC complies fully with the Drug Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws)
- I. Always seek effective, nonviolent ways to resolve disagreements.

## **IX. Off-Campus Criminal Activity**

Public Safety maintains a cooperative relationship with all law enforcement agencies with jurisdiction for all areas adjacent to our campuses. Should Public Safety become aware of activity that may impact the College, the incident may be investigated and/or, when appropriate, the campus community notified. The College has no residential facilities or off-campus student organizations.

## **X. Illegal Drugs and Alcohol**

HGTC enforces a zero-tolerance practice concerning the possession, sale or use of illegal drugs and alcohol by any individual participating in on campus student events and at off-campus College-sponsored student events.

Policy 9.3.3, Alcohol and Drugs, affirms the College's commitment to enforce discipline for any student violation and to cooperate fully with law enforcement in the detection, prevention and punishment of individuals who violate laws governing illegal drug and/or alcohol use.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by HGTC's Public Safety Department. Violators are subject to College disciplinary action and criminal prosecution.

The possession, sale and/or furnishing of alcohol is governed by state and local laws. It is unlawful to sell, furnish, or provide alcohol to anyone under 21 years of age. Only under certain circumstances is the consumption of alcohol permitted, as outlined in Policy 4.1.11, *Alcohol Use by External Groups*.

View more information about alcohol and drug effects and abuse prevention at [www.hgtc.edu/righttoknow](http://www.hgtc.edu/righttoknow).

## **XI. Drug or Alcohol Abuse Education Programs**

The HGTC Office of Student Engagement provides educational programming pertaining to drug and alcohol use through guest speakers and lecture series, among other means. The College offers an employee assistance program for covered individuals affected by drug or alcohol abuse. Please see the Human Resources Department for details.

## **XII. Skateboarding, Skating and Bicycling**

Horry-Georgetown Technical College (HGTC) recognizes that students use a variety of means of transportation on campus. Although personal choice of transportation is important, HGTC is obligated to consider the safety and well-being of the campus community, our visitors, and College property. To balance our concern for community safety and the ability to use various means of transportation, the College is providing the following guidelines regarding the use of bicycles, skates, skateboards, hover boards and similar equipment on campus.

All individuals using bicycles, skates, skateboards, hover boards and similar vehicles are expected to use the equipment in a manner which is appropriate, considerate of others, and respectful of College property. Individuals who use the equipment recklessly or without care of others and College property will be confronted, documented, and addressed through the College's Student Code of Conduct.

Individuals are prohibited from cycling, skating or skateboarding on steps, railings, benches, loading docks, disability ramps, parking curbs, raised surfaces, and at building entrances. The use of bicycles, skates, skateboards, and hover boards inside of campus buildings is strictly prohibited. Bicycles should be stored in bicycle racks and are not allowed in College buildings. Skateboards must be picked up and carried when inside campus buildings. Skates must be removed before entering campus buildings.

The College's goal is to ensure campuses are maintained as a safe and inviting environment for everyone. Reckless behavior which endangers individuals and property should not be undertaken. It should be noted that the use of the various transportation items above, in themselves, involves an assumption of personal risk. Under South Carolina Law, persons who use such items are personally liable for their own actions.

### **XIII. Enforcement**

Individuals who use bicycles, skateboards, skates or hover boards may be subject to disciplinary action for failure to stop at the scene of an accident in which they have been involved that result in property damage and/or injury. Should an accident occur, identification must be presented to the other party and the accident reported to the Campus Public Safety Office.

The College will seek restitution if HGTC property is damaged or destroyed. Public Safety officers are authorized to take possession of transportation equipment from users who act without caution or do not comply with these guidelines. Students who violate this procedure may be referred to the Office of Student Services for disciplinary action in accordance with the College's Student Code of Conduct.