

13.8

Institutional Environment

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

Judgment

Compliant Non-Compliant Not Applicable

Narrative

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, regardless of location (Columbia campus, regional Palmetto College campuses, or off-campus sites) or mode of delivery of its courses and programs. This is accomplished through a nationally-recognized campus health, safety, and law enforcement organization that serves the Carolina Community.

The Division of Law Enforcement and Safety (DLES) is a university department consisting of the University of South Carolina Police Department, Environmental Health and Safety, and Enterprise Risk Management and Insurance. An Associate Vice President oversees the Division of Law Enforcement and Safety. The Division and Law Enforcement and Safety is a direct report to the university's Senior Vice President for Administration who, in turn, reports directly to the president of the university.

The Division of Law Enforcement and Safety's Police Department is nationally accredited by the [Commission on Accreditation for Law Enforcement Agencies \(CALEA\)](#). The university Police Department consists of over 100 employees, including 86 sworn law enforcement officers. University police officers are certified by the South Carolina Criminal Justice Academy and hold law enforcement commissions through the South Carolina Law Enforcement Division. University officers have statewide jurisdiction and undergo approximately 60 hours of training per year in areas such as use of force, firearms, de-escalation, cultural awareness, mental health, active shooter, and constitutional policing.

The university Police Department is composed of an Operations Bureau, Support Services Bureau, Administration Bureau, and an Office of Compliance and Professional Standards. The Operations Bureau performs primary law enforcement functions on the Columbia campus to include responding to requests for assistance, responding to alarms throughout the Columbia campus, and proactive patrol of university property. It operates on a full-time basis throughout the calendar year.

The university Police Department works closely with local law enforcement agencies, particularly the Richland County Sheriff's Office and the City of Columbia Police Department. The university Police Department maintains concurrent jurisdiction of campus properties with both entities but serves as the primary law enforcement response to university-owned property. Additionally, the university Police Department partners with local law enforcement to share crime trend analysis and provide mutual support for operations involving the university community.

The Support Services Bureau consists of the Police Department's Telecommunications Unit, Investigations Unit, and the Technical Operations and Physical Security unit. The Telecommunications Unit operates the university's dispatch and 9-1-1 center. The Telecommunications Unit also monitors the Rave Guardian Safety App, a phone-based personal safety application that allows university community members to securely reach out to the Police Department and others they select to notify of emergency or security-related concerns. It also allows the Police Department to communicate with all users. The app is provided free to all members of the university community.

The Investigations Unit oversees longer term criminal investigations arising from criminal incidents occurring on university property to include sexual assaults. Per state law all higher education institutions in South Carolina must notify the South Carolina Law Enforcement Division, the state's primary investigative agency, of sexual assaults or deaths occurring on campus. The Technical Operations and Physical Security unit installs and maintains all alarm and video monitoring systems.

The Administration Bureau is comprised of an Administration Department and an Emergency Management Department. The Bureau's team performs back-office support operations in addition to responsibilities related to emergency management. The Emergency Management is responsible for ensuring security plans are implemented for university-related functions as well as continuity of operations.

The Division of Law Enforcement and Safety (DLES) is led by Associate Vice President and Chief of Police Chris Wuchenich. The duties associated with this position are described in a [position description](#). The Division includes departments of Law Enforcement, Enterprise Risk Management and Insurance, and Environmental Health and Safety as illustrated on the [Division](#)

[Organization Chart](#). The Law Enforcement Department includes staff with FEMA IS-00200.c certifications for Basic Incident Command System for Initial Response, [Alethia Hummel](#), Introduction to Incident Command System ICS-100, [Kristopher Weissmann](#) and [Marchetta Williams](#).

DLES manages keyed and electronic access to buildings responding to after-hours call events for access from authorized university staff. Examples of event reports for officer responses can be viewed in [example 1](#), [example 2](#) and [example 3](#) and an [example key service report](#).

DLES manages security design in facilities. As an example, the department recently created a [Security Plan](#) for the ROTC facility and negotiated [shared responsibility](#) for the [expense](#). Interior cameras and exterior site cameras and [emergency call boxes](#) are planned and installed in conjunction with Facilities. [Routine assessments](#) evaluate performance and make repairs as needed.

DLES coordinates the Mass Notification System through numerous communication mediums. As examples, see the attached [Rave Alert Sample 1](#), [Carolina Alert Sample 1](#), [Carolina Alert Sample 2](#), and [Carolina Alert Sample 3](#) and can be presented in reports. Crime Bulletins, [example 1](#), [example 2](#), are issued after a criminal event.

An annual [Security and Fire Safety Report](#) publishes information related to criminal activity, security, and fire safety.

Emergency Management Team (EMT)

The Division of Law Enforcement and Safety coordinates the activities of the university Emergency Management Team (EMT) which follows [UNIV 3.00 University Policy](#).

The EMT purpose statement is: *The university's Emergency Management Team (EMT) provides leadership, preparation and coordination for the unfortunate occurrence that may disrupt the daily operations of the university. Continued planning and training are critical in protecting life, property and the safety of our community.*

EMT membership requirement: The EMT is comprised of eight Command and General staff positions which are filled by senior individuals from the university who typically hold positions of Associate Vice President or Director. The support positions who report to the Command and General staff are filled by individuals who hold positions on campus that relate specifically to their role on the EMT and represent all operational areas associated with emergency preparedness and management.

Several times a year, the entire EMT 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 university conducts Emergency Management Team meetings several times a year where members are trained and updated on emergency procedures. The Division of Law Enforcement and Safety conducts training available to all campus personnel on safety procedures, which includes active shooter and Carolina Alert (campus mass communication system). The EMT shall provide an annual report to the Enterprise Risk Management Oversight Committee. This report shall include: notable areas of success and best practices, critical areas of risk or needs for improvement (facilities, training, resources, and personnel), and specifically identify the top three to five institutional risks associated with emergency management related incidents and activities.

Emergency Operations Plan (EOP)

The University of South Carolina has an [Emergency Operations Plan-2019](#) (EOP) and draft [Emergency Operations Plan-2020](#), that are designed to provide responders with a framework and guidance to assist in protection of life, safety, and property. The EOP is designed as an "all-hazards" document meant to be flexible and can be activated as the situation necessitates. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the university. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery. The EOP is reviewed annually and tested a couple times a year by workshops, tabletop exercises, or real-world events.

The Emergency Notification System (ENS) is guided by the [Emergency Notification Plan-2019](#) and draft [Emergency Notification Plan-2020](#) and [EM 1.00 University Policy](#).

Emergency notification and emergency operations planning have been activated for several incidents across campus. The university has faced a few natural disasters (hurricanes, floods, severe weather) where the communications system was used to notify campus of closures, class cancellations, or weather warnings that required campus personnel to seek shelter. The system has also been used to identify public safety incidents (hazardous materials, accidents, fires) that require personnel to

avoid an area of campus until the incident has been mitigated.

The regional Palmetto College campuses are responsible for implementing their own EOP and ENS but are supported by the University of South Carolina Columbia campus. The university recently added a position of Emergency Management Coordinator at the regional Palmetto College campuses to ensure these procedures are created and implemented appropriately.

Department of Enterprise Risk Management (ERM)

The university has established a robust Enterprise Risk Management (ERM) structure which includes representation of key risk owners and subject matter experts in the process of risk identification, assessment, control and monitoring. This process provides detailed information about high priority risk areas and yields Quarterly and [Annual Reports](#) which are distributed to senior leadership to assist them in their decision making responsibilities. The university is required by law to purchase property insurance coverage (building and contents, automobile, data processing, inland marine, ocean marine, and aircraft/drone) through the SC Insurance Reserve Fund (IRF). Building values and coverage levels are determined by appraisals conducted by the IRF. The university has implemented a comprehensive ERM and Insurance program which incorporates the fundamentals of risk identification, risk assessment, risk treatment, risk monitoring and risk review. Currently, the Columbia campus has established an ERM process using the guidance of International Standards Organization (ISO) 31000-2018 "Risk Management - Principals and Guidelines". ISO provides principles, framework, and process for managing any form of risk in a systematic, transparent and credible manner. The ERM and Insurance program is committed to: preventing adverse claim experience through training, education, and inspection; advising and assisting university managers in identifying potential risks and losses; advising and assisting university managers in implementing controls to mitigate risks; and monitoring established risk controls and treatment. The university mitigates the financial consequences of physical, human, and financial loss by purchasing insurance through the State Budget and Control Board Office of the Insurance Reserve Fund (IRF). As needed, the IRF policies are supplemented by the purchase of policies through the private insurance market. Several sections of the South Carolina Code of Laws authorize and require the State Budget and Control Board, through the IRF, to provide insurance to governmental entities. These statutes in turn require most state entities to purchase insurance through the IRF. The ERM is subject to audits producing [reports](#) to verify conformance of the Columbia campus departments to the Office of Risk Management's ERM program.

Department of Environmental Health and Safety (EHS)

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 current [Certification of Registration](#) is valid until February of 2021. The department is subject to audits which produce [Corrective Actions Report](#) for compliance with ISO 45001. An audit related to surveillance and hazardous waste is [attached](#).

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.

The office of Fire Safety and the university Fire Marshall resides in the Department of Environmental Health and Safety. This office conducts building inspections, verifies building code compliance, and coordinates requirements for sprinkler and fire alarm systems. The Fire Marshall reviews buildings while in design for guidance for university standards which in some cases exceed the building code for mass notification. An annual [Security and Fire Safety Report](#) publishes information related to fire safety.

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 Manual: 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 the applicable university policies of the [Biological Safety Manual](#) 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.

Regional Palmetto College Campuses

The regional Palmetto College campuses are a part of the University of South Carolina. The College consists of four campuses throughout the state that offer associate's and bachelor's degrees and provide graduates the opportunity to start their education wherever they are. The four campuses are: 1) University of South Carolina Lancaster; 2) University of South Carolina Salkehatchie; 3) University of South Carolina Sumter; and 4) University of South Carolina Union.

The Division of Law Enforcement and Safety provides safety and security support for the regional Palmetto College campuses. In particular, the university Police Department is responsible for establishing and maintaining security cameras on all of the regional Palmetto College campuses. Additionally, the university Police Department has one law enforcement officer assigned to the regional Palmetto College campuses to assist in developing emergency management, active shooter, and law enforcement programs tailored to each campus.

Lancaster Campus

Law Enforcement and Security

The University of South Carolina Lancaster campus is committed to providing a healthy and safe environment for students, faculty, staff and visitors. 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.

The University of South Carolina Lancaster Office of Law Enforcement and Safety is a component of the campus' Business Office. It is primarily a planning, organizing, and coordinating function with day-to-day law enforcement services are provided by the City of Lancaster Police Department with support from the Lancaster County Sheriff's Department.

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 through the university website. Weather alert radios are in operation in every building of campus. Severe weather shelter areas are clearly posted in every building.

Health and Safety

University administration makes every effort to ensure a healthy, safe, and secure environment for all members of the campus community. The Lancaster campus follows the University of South Carolina Columbia campus guidelines regarding safety plans and receives guidance and support from Columbia on all health and safety issues. The campus is routinely audited by the University of South Carolina Environmental Health & Safety Office to ensure that the Lancaster campus 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 University of South Carolina 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 University of South Carolina 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 University of South Carolina Lancaster website.

Campus Emergency Response Team (CERT)

The University of South Carolina Lancaster campus has established a trained and equipped emergency response team. The 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

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

Salkehatchie Campus

The University of South Carolina Salkehatchie campus 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 [Emergency Operation 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 Finance, Facilities and Safety. The campus works with local law enforcement agencies to provide day-to-day security of campus along with state

certified private security guards. The campus has dedicated phone lines for emergency contacts on both campuses. Safety “tips” and contact information are posted in strategic places on campus. The University of South Carolina Salkehatchie campus 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.

The Salkehatchie campus participates in the Carolina ALERT system 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, the University of South Carolina Salkehatchie maintenance staff are always equipped with cell phones the campus is open, and the numbers are posted in all classrooms as well as distributed through *Salk Talk* (the weekly campus newsletter).

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.

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 [Emergency Operation 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.

The campus has dedicated phone lines for emergency contacts. Safety “tips” and contact information are posted in strategic places on campus. The University of South Carolina Sumter campus 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.

The University of South Carolina Sumter ensures campus safety through routine reviews. 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 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 University of South Carolina 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.

Union Campus

The University of South Carolina Union campus follows Columbia campus guidelines regarding safety plans and receives guidance and support from the Columbia campus on all Health & Safety issues. All safety plans are documented in the [Emergency Operation Manual](#). The campus is routinely audited by the University of South Carolina Health & Safety to ensure that the Union campus is meeting all health & safety regulations. Responsibility for compliance is the Director of Campus Health and Safety/Security.

Sources

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