

Wofford College Annual Security and Fire Report

CLERY ACT

CRIME * EMERGENCY * FIRE

For students, employees and guests of Wofford College

September 2016

Published by Wofford College on the college website to comply with Title II of Public Law 101-542 Student Right to Know Act-Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1998 known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Section 486(e) of Public Law: 105-244 (H.R. 6).

Wofford College 2016 Annual Security and Fire Safety Report

Table of Contents

Introduction to Annual Security and Fire Safety Reporting Requirements and the Jeanne Clery Act	3
Wofford College Campus Safety Arrest Authority and Relationships with other Agencies	3
Campus Safety Services	4
Emergency Call Boxes	6
Building Access Policy	6
Crime/Emergency Reporting	6
Campus Security Authorities	7
Confidential Reporting Procedures	7
Weapons on Campus	8
Missing Residential Student	8
Alcohol and Drug Policy	11
Sexual Assault/Misconduct Policy	12
Sexual Assault Education Programs	21
Sex Offender Registry	22
Hate Crimes	22
Discrimination and Harassment	22
Campus Emergency Notification	24
Emergency Response	24
Campus Crime Log	25
Campus Three Year Crime Statistics	25
Annual Fire Safety Report	29
Fire Drills	30
Prohibited Items	30
Fire Evacuation Areas	31
Fire Reporting Procedures	32
Three Year Fire Log	32
Plans for Improvement	32

Wofford College 2016 Annual Security and Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act, part of the Student Right-to-Know and Campus Security Act, was passed in 1990. Since then, it has been amended no less than four times and requires all institutions of higher education that receive federal funding to produce an annual times security report. This report will be available to all current and prospective students, visitors, and employees. As required by the Act, Wofford maintains and presents for public display crime statistics for the past three calendar years for the campus, immediately adjacent public property and college property maintained away from the main campus location. These statistics can be found in this document as well as on the Wofford College website at <http://www.wofford.edu/campussafety/reports/>. The Annual Security and Fire Safety Report will be prepared prior to 1 October and will be posted to the college website through the Campus Safety web page. The report will be made available to the entire campus community and prospective students and employees. The report is available in a printed format and may be requested from the Director of Campus Safety at 864-597-4351.

Campus crime, arrests and referral statistics used by this report include those reported to the Wofford College Campus Safety Department, designated Campus Security Authorities (including but not limited to directors, student organization advisors, athletic coaches, and Student Affairs staff, to include the director of the Wellness Center (when not acting in the role as a professional counselor), the Assistant Dean of Students for Student Involvement, the Director of Diversity and Inclusion, the Director of Student Activities, Resident Advisors/Directors) as well as local law enforcement agencies. These crime statistics may also include incidents that have occurred on public or private property adjacent to the campus as reported by local law enforcement.

Wofford College, established in 1854, is an independent liberal arts college located in Spartanburg, S.C. The college community historically has enjoyed a low crime rate as compared to the surrounding city area. The campus, like those in every part of the country, is not totally immune from crime and social problems facing modern urban areas. The Campus Safety Department is charged with keeping the campus safe and works diligently to encourage community members to be safety conscious and develop security and property protection habits.

Arrest Authority and Relationship with Other Agencies

Wofford College Campus Safety Officers have the authority and power to arrest persons violating South Carolina law and enforce Spartanburg City ordinances on Wofford's campus and on college-owned, non-campus property. Wofford College operating under the college premise security license # 1021 as issued by the State Law Enforcement Division (SLED), employs both sworn, commissioned state constables and premise security officers to patrol and maintain good order on campus. Premise Security officers are certified by SLED and complete a standardized security officer basic course. The sworn, commissioned officers are certified law enforcement officers that have been through training and certification at the SC Criminal Justice Academy and are state constables. All of our officers wear Wofford College Campus Safety uniforms and are armed and have the power of arrest on campus. All officers operate under the department's policy and procedures manual and other requirements set by the college.

Campus Safety staff members work closely with local law enforcement agencies, in particular, the City of Spartanburg Police Department, the Spartanburg County Sheriff's Office, and SLED. In addition, the department works closely with the security and public safety departments of the county's six other colleges and universities and shares information and intelligence readily. On occasion, the department has worked with law enforcement agencies outside of the county and state and has worked with the Federal Bureau of Investigation. The department has a sitting member of the Seventh Judicial Circuit Alcohol and Drug Abuse Task Force. The City of Spartanburg Police Department and the Spartanburg County Sheriff's Office provide crime statistics for inclusion into the Annual Security and Fire Safety Report. In addition, Spartanburg Public Safety provides individual incident reports electronically shortly

Wofford College 2016 Annual Security and Fire Safety Report

after their officers respond to an incident on or in close proximity to the campus. The Campus Safety Department has signed an agreement with the Spartanburg County Sheriff's Office and the Spartanburg Police Department which allows the department to share and receive criminal information and reports from and with the municipalities and jurisdictions in the county through the Spillman Technologies reports management suite. The department has a signed agreement with the sheriff's office for the use of NCIC reports. By state law, SLED provides assistance with investigations when asked by the department. In cases of sexual assault and any death on campus, the college is mandated to report to SLED, which provides investigators. In addition, the County Communications Department works closely with Wofford Campus Safety and has conducted several training classes for the department. County Communications notifies Wofford Campus Safety any time there is an event on or in proximity of campus that will affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning. The Spartanburg County Sheriff's Office works closely with Campus Safety and provides drug testing and investigative support to the college. When Wofford College students are involved in an off-campus offense, Campus Safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement. Campus Safety Officers have direct radio communication with the Spartanburg Police Department officers and will respond to an incident involving any Wofford Student. The Campus Safety Dispatch center, as well as individual officers has direct radio communication with County Communications in order to facilitate rapid emergency dispatch of fire, EMS and other law enforcement support personnel.

Campus Safety Services

Wofford College Campus Safety Department provides services 24 hour a day, seven days each week. Officers patrol campus grounds, buildings, and parking lots. Officers also provide vehicle registration, on campus escort and lock-out services to students and employees. The department is also responsible for making identification cards for students and employees as well as maintaining the building access control system for college buildings with electronic door locks on campus. Campus Safety also maintains and operates the emergency communication mass notification system and tests it regularly. A dispatch center augments and supports officer actions seven days per week. Although not 24-hour coverage, the dispatch center provides critical coverage and support during key hours each day. Dispatch services include video camera monitoring and rapid communications support with the Spartanburg City Police and Fire Departments and the Spartanburg County 911 center. The center also acts as a warning center for the campus.

Crime Prevention/Safety Services

Campus Safety conducts safety programs for students during the FYI Orientation Programs. FYI Orientation Programs for new students are conducted in June, July, August and February each year. Topics covered include personal safety, property protection and campus alcohol and drug policies. Officers work with Residence Life staff and conduct crime prevention presentations during residence hall meetings and programs as well as contribute information for the Residence Life newsletter and college paper. Campus Safety directs fire safety and prevention classes for Resident Directors and Resident Assistants each year, and Campus Safety executes fire safety and evacuation training for residents during the first 10 days of the semester. Officers also conduct evacuation drills of academic buildings as well as administrative buildings on campus. Campus Safety Officers organize other programs for resident students and campus organizations to include bike safety, vehicle maintenance, personal safety presentations, and sexual assault awareness programs throughout the year. In 2015, Campus Safety conducted an educational program by placing crime prevention-related newsletters in restrooms and laundry facilities on campus. In addition, officers took part in facility safety tours that focused on working with the student-led Campus Union Facility Affairs Committee and other concerned students and Physical Plant staff in identifying areas of concern, especially areas with poor lighting. Risk mitigation

Wofford College 2016 Annual Security and Fire Safety Report

actions to identified areas of concern were quickly taken in most cases. Campus Safety provides escorts for employees and students and are available 24 hours a day for this service. Typical crime prevention services and programming include:

- **Operation Identification:** Operation Property ID program is presented during all orientation programs and is on the Campus Safety website. Campus Safety encourages all students to log in (forms are provided on the website) valuable and pilferable items that they bring to campus. These forms can be stored at Campus Safety and retained the students for identification in case items are stolen. Engravers are also available in the office to mark property.
- **Alcohol Awareness:** Campus Safety partners with Residence Life to sponsor alcohol awareness programs that include those focusing on effects of alcohol impairment and related laws and a controlled drinking exercise. Other programs sponsored by the Wellness Center, Greek Life and the Wofford Activities Council are also conducted throughout the year. All first year students have a module in their first year seminar that covers the college alcohol and drug policy and bystander intervention.
- **Personal Safety:** Safety tips are provided for students during orientation programs and in Residence Life programming in conjunction with Campus Safety. Emergency phones are located throughout campus as well and these are explained in new student orientation presentations. Campus Safety provides safety escorts for any student or employee on campus 24-hours a day, seven days a week.
- **Workplace Violence Prevention:** Campus Safety provides training on workplace violence on the Campus Safety website for all students and employees.
- **Domestic/Dating Violence:** Various programs and conducted on campus for employees and students on the topics in conjunction with the 7th Judicial Circuit Rape Crisis office, the Wellness Center, college Title IX office and Campus Safety. Campus Safety and Residence Life also provide a written campaign as well.
- **Sexual Assault Prevention:** Campus Safety provides publications as part of the Residence Life newsletter campaign as well as conducts residence halls or the general campus community programming in conjunction with Safe Homes Rape Crisis. Campus Safety also partners with the first year student seminar programming to sponsor a nationally recognized sexual assault prevention program known as “Only with Consent”. Each first year student participates in these engaging workshops.
- **Freshmen, Transfer and Parent Orientation:** The Director of Campus Safety educates students and their parents on security programs, services, the card key access system, emergency notification, campus parking policies, vehicle registration, and property theft protection and identification..
- **Escorts from Parking Lots and to and from Buildings:** Campus Safety officers provide escort services for students and employees to ensure that they reach their destination safely. Escorts may be requested by calling 864-597-4350.

The Campus Safety office is the only office open seven days a week, 24-hours a day. The officers receive calls for maintenance when the college is closed. They register these requests into the online facility maintenance request system. Staff and students frequently call during the workweek as well with maintenance issues. Campus Safety registers these maintenance requests through the Physical Plant’s automated maintenance work order system (School Dude) or, in the case of emergencies, safety/security issues or other urgent-need situations, officers call the Physical Plant on-duty staff or on-call worker directly. Campus Safety responds directly to emergency maintenance issues when required, especially when the maintenance issue affects security or safety.

Emergency Call Boxes

Wofford College Campus Safety maintains a system of emergency call boxes throughout campus. These are located in and around high-use parking lots and along sidewalks. These boxes are mounted on tall,

Wofford College 2016 Annual Security and Fire Safety Report

blue metal pedestals with blue lights on the top. To make an emergency call directly to Campus Safety, one must push the button on the face of the phone. Some call boxes will announce the location so one will not have to wait until the announcement is complete to speak. After pushing the button, one may either wait until the phone announces the location (if so configured) or speak directly to the phone face when Campus Safety answers. Most residence halls also have emergency call boxes mounted at main entrances. Greene Hall and the Michael S. Brown Village Center have emergency call boxes on every hall. Houses in the Greek Villages also have emergency call boxes. To activate these, one must simply push the on button and dial the four digit campus phone number (4911 for Campus Safety). When the call is completed, one must push the off button to terminate the call. For Greene Hall phones, simply push the single button to contact Campus Safety.

Wofford College Building Access Policy

Wofford College maintains an open campus. As such, the public (including but not limited to students, visitors, alumni, and parents) can and do come on to college property throughout the day and night. Residence halls and apartments are secured 24 hours a day through a campus key card security system. Campus Safety issues each student an ID card that serves as a key card to access his or her residence hall. The card also opens Roger Milliken Science Center, the first floor of the Michael S. Brown Village Center and the Richardson Athletic Building on weeknights and on weekends. During business hours, the college buildings (except residence facilities) are open to students, guests, parents, contractors, and employees. During non-business hours access to college facilities is gained through employee-issued keys or by Campus Safety personnel (with prior approval). During academic holidays residence halls are locked by deactivating student key card systems.

Crime or Emergency Reporting

Students and employees are encouraged to report all crimes, emergencies and safety issues to the Campus Safety Department in a timely manner. To report an emergency or crime, one can call 864-597-4350 or 864-597-4911 in the event of an active criminal/emergency incident. Officers will answer that number 24 hours a day and will respond to the caller. Students may also report issues and concerns to those employees listed below as Campus Security Authorities as well. Key phone numbers to report emergencies are:

1. Campus Safety	864-597-4911
2. The Dean of Students:	864-597-4044
3. The Wellness Center:	864-597-4370
4. Assistant Dean of Students for Residence Life:	864-597-4068
5. Assistant Dean of Students for Student Involvement:	864-597-4048
6. Director of Student Activities:	864-597-5107
7. Title IX Coordinator (Sexual Misconduct/Harassment)	864-597-4230
8. Title IX Deputy Coordinator	864-597-4048

Campus Security Authorities

Wofford is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority’ or CSA.

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student

Wofford College 2016 Annual Security and Fire Safety Report

discipline, and campus judicial proceedings.” Officials at Wofford include the Dean of Students who has overall responsibility for student discipline and all student programming, the Assistant Dean of Students who oversees student housing, the Assistant Dean of Student for Student Involvement who oversees student co-curricular activities and has significant responsibility for Greek Life, the Athletic Director, team coaches, and faculty advisors to student organizations who have significant responsibility for student and campus activities.

The criminal offenses for which these officials are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc. The Director of Campus Safety conducted Campus Security Authority training for Resident Assistants and Directors on 18 August, 2015, the Athletic Department on 25 August and faculty and staff serving as advisors to student organizations at the annual faculty opening session on 27 August. In addition, the director notified all identified CSAs for the 2015 school year identifying them as CSAs and their duties and responsibility to report appropriate campus crime data in January and again in May, 2016.

Confidential Reporting Procedures

Victims of crime sometime do not want to pursue action through either the college judicial, local or state legal system. The college encourages victims to consider making a confidential report in cases where the victim does not want to pursue action so that incident can be dealt with and or documented. With the victim’s permission the Director of Campus Safety can file a report on the incident without revealing the identity of the victim. With such information, the college can maintain an accurate record of the number of incidents involving students and other members of the college community and, quickly notify the campus of an immediate danger or threat. The information also allows campus officials to identify patterns of crime on or near the campus. These reports are counted and disclosed in the annual crime statistics for the college. If a victim or witness desires to make a confidential report, they may do so through Campus Safety or any other Campus Security Authority on campus. Any Campus Security Authority can be reached by dialing 864-597-4000 and asking for the official by name or position. These officials include, but are not limited to, any member of the President’s staff, Provost and his staff, any professor, instructor, coach, athletic trainer, the Wellness Center employee, and any Student Affairs staff member. The college chaplain, when acting as a Pastoral Counselor, or employees of the Wellness Center who are licensed counselors and serving in that capacity, are not considered Campus Security Officials and are not required to report crimes for inclusion into the Annual Security and Fire Safety Report. These counselors are encouraged if, and when they think appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis. When a student or employee informs one of these Campus Security Officials about a crime or emergency situation, the official will notify Campus Safety immediately. If the complainant is a client of the Wellness Center or Sports Medicine, the official will make the report detailed enough but limited to preclude any HIPA violation. If there is a life threatening situation or one that potentially involves the loss of sight or limb unless an immediate, fully disclosed report is made, the official will notify Campus Safety immediately. Students may also disclose a crime or situation anonymously through our Silent Witness reporting system. This system, located at <http://www.wofford.edu/campusSafety/form.aspx?ekfrm=4204>, goes directly to the Director of Campus Safety and is completely anonymous. The Silent Witness form is easy to use, quickly delivered and can be responded 24 hours a day.

Weapons on Campus

The possession and/or use of firearms, weapons and other propelling devices, as well as explosives such as fireworks, ammunition or chemicals that are explosive in nature, are prohibited on campus.

Wofford College 2016 Annual Security and Fire Safety Report

Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the Code of Student Rights and Responsibilities and college policy. All weapons are strictly prohibited in students' rooms and elsewhere on campus. Firearms are permitted for official use by the Department of Military Science and the college Rifle Team.

Weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives (with blades three inches or more in length and all switchblades), box cutters, darts and bows and arrows.

Note: Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.

Missing Residential Student Policy

Wofford College establishes the following policies and procedures regarding the reporting, investigation, and required emergency notification when a residential student is determined to be missing in compliance with the Higher Education Opportunity Act of 2008 (20 U.S.C. § 1092; 34 C.F.R. 668.46(h)).

Missing Student Procedure:

Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed thoughts of self-harm or may be in a life threatening situation.

A. Designation of emergency contact information

All residential students (currently enrolled students residing in on-campus housing) including students age 18 and above and emancipated minors (emancipated minors are those students under the age of 18 who have been legally granted adult status) have the option at any time of their choosing, to, to designate an individual to be contacted by the college within 24 hours after the student is determined to be missing. The Student tab of the myWofford secure access website houses the Banner self-service section where students may change their emergency contact information any time they choose. The name of this contact person will be confidential and may be different than the designated emergency contact students initially listed when they applied for enrollment. This contact person information is accessible only to authorized campus officials, and it will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. The designation will remain in effect until changed or revoked by the student. All students over the age of 18 or emancipated minors will be given the opportunity to list an emergency contact to be notified in the event that the student is determined to be missing each and every time that the student registers for classes.

If a student *under* the age of 18 and not emancipated is determined to be missing, the college is required by Federal Law to notify a custodial parent or guardian within 24 hours after the student is determined to be missing in addition to any additional contact person so designated by the student.

Wofford College 2016 Annual Security and Fire Safety Report

B. Missing Student Procedure

- a. Any individual at Wofford who has information that a residential student may be a missing person must notify the Wofford College Campus Safety Office immediately at 864-597-4911 or 864-597-4350.
- b. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, from the student's acquaintances and from college personnel and official college information sources.
- c. Campus Safety will notify the Dean of Students, the Residence Life Office and the Wellness Center to aid in the search and location of the student.
- d. A person shall be determined to be missing if:
 - (i) Search efforts are unsuccessful in locating the student in a reasonable amount of time; or
 - (ii) It is apparent immediately that the student is a missing person (e.g. witnessed abduction); or
 - (iii) It has been determined that the student has been missing for more than 24 hours.
- e. No later than 24 hours after determining that a student is missing, the Dean of Students or his/her designee or Campus Safety will notify the confidential contact previously identified by the student and the custodial parent/guardian (for students under the age of 18 and not emancipated) and advise that the student is believed to be missing. Not later than 24 hours after determining the student to be missing, Campus Safety will also notify other law enforcement agencies to report the student as a missing person.

Responsibilities:

A. Campus Safety

- Begin an immediate investigation that includes the gathering the following information:
 - A physical description of the missing person, including the clothes that were last worn
 - Student's cell phone number (if known)
 - Location: Where the student was last seen, with whom the student was last seen and a vehicle description, if applicable
 - Information about the physical and emotional wellbeing of the student
 - Academic schedule: Date and description of last class attended
 - Last time the student used his/her ID card
 - Utilizing the surveillance camera system to determine when the student may have left campus and with whom
- Attempt to contact the student and or others that might know the missing student's whereabouts by the following means:
 - Calling the student's mobile phone
 - E-mailing and/or texting the student
 - Entering into the student's residence hall room
 - Talking to roommates, hall mates, and other friends
- Notify local, external law enforcement agencies, to include the State Law Enforcement Division (if deemed necessary) no later than 24-hours after the student is deemed missing.

B. Dean of Students

- Notify the President and other appropriate members of the college staff
- Notify the confidential contact previously identified by the student and the custodial parent/guardian (for students under the age of 18 and not emancipated) and advise that the student is believed to be missing. Maintain contact with the contact person/custodial guardian or parent throughout the investigation.

Wofford College 2016 Annual Security and Fire Safety Report

- Maintain contact with the student's emergency contact person/parent or guardian.
- C. Residence Life Office
- Assist in the attempt to locate the student by:
- Making frequent checks of the missing student's room
 - Utilizing resident assistants to inquire of their residents about possible locations of the student or possible reasons for the disappearance
- D. Registrar's Office
- Ensure that the mechanism for students over the age of 18 or emancipated minors exists in order to list and identify confidential contact personnel information
 - Provide class schedule information for the missing student in order to assist in the investigation

Drug and Alcohol Policy

The college, concerned about substance abuse by students on campus, has implemented a detailed substance abuse policy that is centered on enforcement of state and federal laws, personal responsibility and substance abuse education. The college's alcohol and drug policy is available to every current and prospective student and their parents online at <http://www.wofford.edu/uploadedfiles/studentlife/Alcohol%20Policy.pdf>. Additional information about the policy and substance programs is available by calling 864-597-4370. The policy is reviewed and updated every two years by a committee made up of faculty, Student Affairs staff, students, parents, and trustees. The last revision was approved by the Board of Trustees on 13 May 2014. The policy, and its programs, education, sanctions, and publications ensure that the college is in compliance with The Federal Drug Free Schools and Communities Acts Amendments of 1989. The Director of the Wellness Center, responsible for on campus substance abuse education, refers students to the Spartanburg Alcohol and Drug Abuse Commission as necessary or in accordance with sanctions imposed by the college Administrative Court System. Violators of alcohol and drug laws are typically referred to the student Administrative Court system although serious violation violations of the drug law will be referred to the 7th Judicial Circuit Solicitor's Office to be disposed of through the South Carolina Criminal Justice System.

Alcohol and Drugs on Campus

Part of being a responsible and caring member of the Wofford College community is to recognize that the college is situated in a state and a community that has specific laws and ordinances prohibiting the sale, possession, and consumption of alcohol and controlled substances. As responsible citizens, it is the official policy of the college to uphold these laws and assist local and state law enforcement agencies. The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified in accordance with South Carolina law. Students and guests 21 years or older may possess and consume alcoholic beverages only in designated areas of the campus.

Possession, sale, or use of narcotic, mind-altering, other illicit drugs except for one's own prescription by a licensed physician is prohibited by Wofford College, local ordinances, state, and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by Wofford College and state statutes. The sharing or distribution of prescription drugs is prohibited by Wofford College. Possession with the intent to sell or distribute illegal drugs will be determined in accordance with local, state, and federal laws.

Wofford College 2016 Annual Security and Fire Safety Report

Alcohol and Drug Abuse Education

Students referred for alcohol and drug abuse offenses will be required to undergo substance abuse education programs in accordance with the college Alcohol and Drug Policy located at <https://www.wofford.edu/uploadedFiles/studentLife/Alcohol%20Policy.pdf>. In addition, college staff including RAs and other members of Residence Life and the Wellness Center conduct regular alcohol and drug abuse education programs throughout the year. The Assistant Dean of Students for Student Involvement conducts a risk management session for the officers of the Greek-letter organizations and conducts alcohol and drug education programs for the leadership and ensures the organizations conduct additional alcohol and drug abuse education programs throughout the academic year for their members. Alcohol and drug abuse education programs are conducted for first year students as part of their orientation program and also as a component of their first year wellness classes known as First Year Interface. In addition, Campus Safety conducts alcohol and drug abuse education programs throughout the year as well as utilizes the Residence Life newsletters to conduct educational campaigns. Campus Safety contributed articles in the October and November newsletters and conducted an alcohol program with the Residence Life staff on April 1.

Sexual Assault/Misconduct Policy

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT:

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. **Assistance can be obtained 24 hours a day, seven days a week from WOFFORD COLLEGE CAMPUS SAFETY (864-597-4911)** or from a Student Affairs staff member on call. Campus Safety can contact the staff member on call. During business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), you are also strongly encouraged to contact one of the following individuals:

Title IX Coordinator: Melissa Nichols

Title IX and ADA Coordinator
Wellness Center, 2nd Floor
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4375
Email: nicholsmm@wofford.edu

Title IX Deputy Coordinator: Carole Lister

Director of Human Resources/Title IX Deputy Coordinator
Snyder House
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4230
Email: listercb@wofford.edu

Title IX Deputy Coordinator: Matthew Hammett

Assistant Dean for Student Involvement/Title IX Deputy Coordinator
Office # 15, Campus Life Building
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4048

Wofford College 2016 Annual Security and Fire Safety Report

Email: hammettmk@wofford.edu

Title IX Deputy Coordinator: Demario Watts

Assistant Director of Residence Life/Title IX Deputy Coordinator
Campus Life Building, Second Floor
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4066
Email: wattsdl@wofford.edu

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see Exhibit A attached to this policy.

ARTICLE I. INTRODUCTION

Section 1.01 Notice of Nondiscrimination.

Wofford College does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Wofford College believes that all members of the college community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college will not tolerate sexual misconduct. Further, as a recipient of federal funds, Wofford College complies with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq. and its implementing regulations, 34 C.F.R., Part 106) that prohibit discrimination on the basis of sex, in federally assisted education programs and activities: **“no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid”** In addition, the Supreme Court, Congress, and federal executive department and agencies, including the Department of Education, have recognized that sexual harassment can constitute discrimination which is prohibited by Title IX. The following individuals have been designated to handle inquiries regarding Wofford College’s nondiscrimination policies. Inquiries concerning nondiscrimination on the basis of sex may be referred to Wofford College’s Title IX Coordinator (or to the U.S. Department of Education’s Office for Civil Rights (District of Columbia Office)). Wofford College’s Title IX Coordinator is Melissa Nichols, Title IX and ADA Coordinator, whose office is located on the second floor of the Wellness Center, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Nichols may be contacted by phone at 864-597-4375 or by email at nicholsmm@wofford.edu.

Inquiries concerning nondiscrimination on the basis of a student’s disability may be referred to Wofford College’s Accessibility Services Director, Perry Henson. Ms. Henson’s office is located on the 2nd floor of the Wellness Center, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Henson may be contacted by phone at 864-597-4373 or by email at hensonpv@wofford.edu.

All other inquiries concerning nondiscrimination not addressed in this Policy may be referred to Wofford College’s Vice President for Student Affairs, Roberta Bigger. Dean Bigger’s office is located in the Campus Life Building, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Bigger may be contacted by phone at 864-597-4040 or by email at biggerh@wofford.edu.

Wofford College 2016 Annual Security and Fire Safety Report

Concerns about nondiscrimination may also be reported using the Bias Incident Report form: <https://connect.wofford.edu/mywofford/campusLife/biasIncident.aspx>. Questions or inquiries concerning the application of Title IX may also be referred to the United States Department of Education's Office of Civil Rights (OCR) at the following:

Office for Civil Rights
U.S. Department of Health and Human Services
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1475
202-453-6020
Fax: 202-453-6021
ocr.dc@ed.gov

Section 1.02 Background and Community Expectations.

Sexual misconduct and sexual harassment are all forms of discrimination and are referred to generally as "sexual misconduct" in this policy. This policy has been developed to reaffirm these principles and to define community expectations, outline Wofford College's response to reports of sexual misconduct, provide recourse for individuals whose rights have been violated, and provide a mechanism for determining when those rights and expectations have been violated.

Wofford College strongly urges all members of the campus community to play a role in discouraging, responding to, and preventing sexual misconduct that is prohibited by this policy. Wofford College encourages the community to speak up when an incident occurs and to report sexual misconduct. Further, any individual who feels that he or she has been subjected to prohibited conduct under this policy is encouraged to seek assistance and resolution. This policy provides a variety of ways in which an individual may proceed in cases of unlawful discrimination, sexual harassment, sexual misconduct, and retaliation, so that each individual may choose an avenue for reporting appropriate to his or her particular situation, whether that be internally through Wofford College informal or formal resolution or externally through law enforcement or criminal or civil processes.

The college is committed to providing programs, activities, and an educational and work environment free from sex discrimination and to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct Complaints. In furtherance of these commitments, this policy sets forth available resources (Exhibit A), describes prohibited conduct (Article II), and establishes procedures for responding to Complaints of Sexual Misconduct (Articles III-VIII). The college will make this policy and information about recognizing and preventing Sexual Misconduct readily available to all members of the college community. The college is committed to eliminating Sexual Misconduct, preventing its recurrence, and addressing its effects.

Section 1.03 Applicability of This Policy.

This policy applies to any allegation of Sexual Misconduct made by or against a student or an employee of the college or a third party, regardless of the sex, sexual orientation, sexual identity, gender, or gender identity of any party and wherever the alleged Sexual Misconduct occurred, if the conduct giving rise to the Complaint is related to the college's academic, educational, athletic, or extracurricular programs or activities. There is no geographical limitation to invoking this policy.

In the case of allegations of Sexual Misconduct, unless otherwise stated, this policy supersedes and applies in lieu of all other procedures and policies set forth in other college documents.

Wofford College 2016 Annual Security and Fire Safety Report

Section 1.04 Period of Limitations.

A Complaint of Sexual Misconduct may be filed at any time, regardless of the length of time between the alleged Sexual Misconduct and the decision to file the Complaint. However, the college strongly encourages individuals to file Complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a Complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent is employed by the college or enrolled as a student at the time.

Section 1.05 Definitions Applicable to This Policy.

Capitalized terms used in this policy have the meanings given to them in Exhibit B.

ARTICLE II. STATEMENTS OF POLICY

Section 2.01 Prohibition on Sexual Misconduct.

This policy is designed to protect the rights and needs of alleged victims and Respondents. Creating a safe environment is the responsibility of all members of the college community.

The college prohibits Sexual Misconduct. The college strongly encourages prompt reporting of all types of Sexual Misconduct and is committed to fostering a community that promotes timely and fair resolution of Sexual Misconduct cases. To that end, the college has defined Sexual Misconduct broadly to include any unwelcome conduct of a sexual nature, and the college will properly address all allegations of Sexual Misconduct. Sexual misconduct can be committed by men or women and it can occur between individuals of the same sex or different sex. Wofford College is committed to fostering a campus environment that promotes prompt and effective resolution of sexual misconduct cases. The college's procedures are designed to protect the rights, needs and privacy of the person reporting an alleged sexual misconduct ("Complainant"), the rights of those accused of sexual misconduct ("Respondent") and of the campus community as a whole. However, not all unwelcome conduct of a sexual nature rises to the level of warranting adjudication and/or discipline pursuant to this policy. Although the college will properly address all allegations of Sexual Misconduct, this policy uses the term "Material Sexual Misconduct," as defined in Exhibit B, to identify those acts of Sexual Misconduct that do warrant adjudication under, and discipline pursuant to, this policy.

Section 2.02 Prohibition on Retaliation.

Retaliation against any person for filing, supporting, or providing information in good faith in connection with a Complaint of Sexual Misconduct is strictly prohibited. Violations of this prohibition will be addressed through this policy and/or other college disciplinary procedures, as deemed appropriate in the college's discretion. Any person who feels that he or she has been subjected to Retaliation should make a report to the Assigned Title IX Deputy Coordinator or to the Title IX Coordinator.

Section 2.03 Prohibition on Providing False Information or Interfering with an Investigation.

Any individual who knowingly files a false Complaint under this policy or who interferes with an investigation may be subject to disciplinary action. Interference with an investigation may include, but is not limited to:

- Attempting to coerce, compel or prevent an individual from providing testimony or relevant information;
- Removing, destroying or altering documentation relevant to the investigation; or
- Providing false or misleading information to college officials who are involved in the investigation and resolution of a Complaint, or encouraging others to do so.
-

Wofford College 2016 Annual Security and Fire Safety Report

Section 2.04 Related Misconduct.

The Hearing Board may hear allegations of and impose sanctions for alleged misconduct that is related to the Sexual Misconduct at issue, even if such related misconduct is not, when standing alone, governed by this policy.

Amnesty

The college considers the reporting and adjudication of Sexual Misconduct cases on campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to alleged victims, Third-Party Reporters, and those assisting victims of Sexual Misconduct from punitive sanctioning for illegal use of drugs and/or alcohol.

Section 2.06 Individuals with Disabilities.

The college will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. Student requests for accommodations must be made to **Accessibility Services** (located on the second floor of the Wellness Center and available from 8:30 a.m. until 5:00 p.m.). All other requests for accommodations must be made to Human Resources (located in Snyder House).

ARTICLE III. CONFIDENTIALITY

Section 3.01 Confidentiality in Reporting and Disclosure.

The college encourages anyone who has experienced Sexual Misconduct to talk to someone about what happened, both so that they can get the support they need and so that the college can respond appropriately. The college wants individuals to be aware of the various reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they be subjected to Sexual Misconduct.

(a) Mental health professionals, pastoral counselors and health services professionals. Mental health professionals and pastoral counselors who provide mental health counsel to members of the Wofford college community, registered nurses, nurse practitioners and off-campus rape crisis resources are not required to report any information about an incident to the college or the Title IX Coordinator without a Complainant's permission. Individuals may discuss alleged Sexual Misconduct in strict confidence with these individuals ("Strictly Confidential Resources"). The following is contact information for these individuals:

- Wellness Center (864-597-4370 or 4371),
- Chaplain (864-597-4050 or 4051)

This means that Personally Identifiable Information shared with Strictly Confidential Resources is not part of students' or employees' college records and will not be reported to other college personnel (including the Title IX Coordinator), to the Respondent, or to others (unless the disclosing individual gives his or her consent to the disclosure or the law requires it (as may be the case with alleged Sexual Misconduct involving a minor or under conditions involving imminent physical harm, for example)). Strictly Confidential Resources will assist the Complainant in receiving necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A Complainant who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident fully investigated.

Strictly Confidential Resources are not Responsible Employees, and therefore, are not required to (and will not, absent direction from the disclosing individual to do so) report incidents of alleged Sexual Misconduct to the Title IX Coordinator. For purposes of clarity, please understand that many of the college employees who are not Strictly Confidential Resources are Responsible Employees.

Wofford College 2016 Annual Security and Fire Safety Report

Communications made to Responsible Employees (and others) are not entitled to the same confidentiality protections as those made to Strictly Confidential Resources. Please note that people who serve more than one role at the college (e.g. chaplain and faculty member) will be a highly confidential resource when serving in the role designated as confidential (e.g. chaplain) but will be a Responsible Employee when serving in a role designated as a Responsible Employee role (e.g. faculty member).

(b) The Title IX Coordinator and Responsible Employees. When a Complainant tells a Responsible Employee about an incident of Sexual Misconduct, the Complainant has the right to expect the college to take appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A disclosure to the Title IX Coordinator or a Responsible Employee constitutes a report to the college and obligates the college to investigate the incident and take appropriate steps to address the allegations, which may include disclosures as contemplated by Section 3.02(a). *See the definition of “Responsible Employee” in Exhibit B for a list of the College’s Responsible Employees.*

A Responsible Employee must report all relevant details about the alleged sexual misconduct shared by the Complainant to the Title IX Coordinator or a Title IX Deputy Coordinator, and the college will need to determine what happened—including the names of the Complainant and the alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

Section 3.02 Confidentiality in the Investigation and Resolution Processes.

(a) Sharing of Information (Applicable to All Complaints). The college will respect and will make every feasible effort to avoid the inappropriate disclosure of the information shared by and the identities of the parties involved in Sexual Misconduct matters.

Information regarding alleged Sexual Misconduct will generally be disclosed by college personnel during the investigation and resolution processes only as follows:

(i) College personnel will (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws. For example:

1) Under conditions of potential imminent harm to the community, the college may be required by federal law to inform the community of the occurrence of the alleged incident(s) of Sexual Misconduct. Any such warning would not include information that identifies the Complainant.

2) Information regarding the alleged Sexual Misconduct may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

3) The college may be required by state law to inform the South Carolina State Law Enforcement Division of the occurrence of the alleged incident(s) of Sexual Misconduct.

(ii) College personnel may report alleged Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue (e.g. incidents involving minors).

(iii) College administrators will share information regarding alleged Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Misconduct, and address the effects of the Sexual Misconduct.

(b) Requests for Confidentiality. If information regarding alleged Sexual Misconduct is shared with the Title IX Coordinator and/or a Responsible Employee, but the Complainant desires that

- the information not be shared with other Responsible Employees, with the Respondent, or with others, even as appropriate and necessary to address the allegations,
- that the college not investigate the information, or
- that no disciplinary action be taken, the Complainant must request that the college treat such information as confidential. This request must be made to the Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, to the Title IX Coordinator).

Wofford College 2016 Annual Security and Fire Safety Report

(i) Evaluation of the Request. The college takes requests for confidentiality seriously; however, granting such requests may limit the college's ability to investigate and take reasonable action in response to a Complaint. The Title IX Coordinator will evaluate the request for confidentiality in the context of the college's commitment to provide a reasonably safe and non-discriminatory environment and will determine whether such request will be granted. In order to make such a determination, the Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, the Title IX Coordinator) may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh requests for confidentiality against the following factors, among others:

- 1) the seriousness of the alleged Sexual Misconduct (including, but not limited to, whether the Sexual Misconduct was perpetrated with a weapon);
- 2) the increased risk that the alleged perpetrator will commit additional acts of Sexual Misconduct, such as (A) whether there have been other reports or complaints against the alleged perpetrator, (B) whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of Sexual Misconduct or a history of violence, (C) whether the alleged perpetrator threatened further Sexual Misconduct or threatened violence against the victim or others, or (D) whether the Sexual Misconduct was committed by multiple perpetrators;
- 3) whether the information reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group or person;
- 4) the Respondent's right to receive information about the allegations if the information is maintained by the college as an Education Record;
- 5) whether the victim is a minor; and
- 6) whether the college possesses other means to obtain relevant evidence of the Sexual Misconduct (e.g., security cameras or security personnel, physical evidence).

The presence of one or more of these factors may lead the college to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the college will likely honor the request for confidentiality.

(ii) Determination as to Whether Request Can Be Granted. The Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, the Title IX Coordinator) will inform the person requesting confidentiality whether the college intends to honor the request or whether the college intends to pursue investigation and/or resolution in spite of the request.

If the college determines that it cannot maintain confidentiality, it will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for addressing the allegations. The college will also take ongoing steps to protect the Complainant from Retaliation or harm and work with the Complainant to create a safety plan, if warranted, and assist the Complainant in accessing other services and interim measures (see Section 6.02(a)).

If the college honors the request for confidentiality, the college's ability to investigate and take reasonable action in response to an allegation of Sexual Misconduct may be limited. A Respondent is entitled to know the name of the Complainant and information regarding the nature of the allegations in order to defend against the allegations; thus, the college may not be able both to adjudicate the Complaint and to maintain confidentiality during that process.

Even when the college determines to abide by a request for confidentiality (and even if such request limits the college's ability to take disciplinary action against the Respondent):

- 1) To the extent practicable and appropriate, the college will take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence. For instance, the college may take appropriate interim measures to ensure an individual's safety even in the absence of a college proceeding. The college may also consider broader remedial action (such as increased monitoring, supervision, or security at locations where reported sexual violence occurred, increased education and prevention efforts, including to targeted population groups, and climate assessments).

Wofford College 2016 Annual Security and Fire Safety Report

2) Information regarding the alleged Sexual Misconduct may be included in college records, as necessary and appropriate.

3) College personnel will (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws and may take the steps outlined in Section 3.02(a)(i).

Please note that the college cannot control disclosure by third parties.

ARTICLE IV. HOW AND WHERE TO REPORT ALLEGED SEXUAL MISCONDUCT

For information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see Exhibit A attached to this policy.

Because Sexual Misconduct may in some instances constitute both a violation of college policy and criminal activity, and because the college processes are not a substitute for instituting legal action, the college encourages individuals to report alleged Sexual Misconduct promptly to college officials and to law enforcement authorities, where appropriate. Individuals have the option not to report alleged Sexual Misconduct to campus officials or to law enforcement authorities. The college respects the individual's decision in regards to reporting; however, subject to the confidentiality provisions outlined in Article III of this policy, if information about Sexual Misconduct comes to the attention of the college, the college

(1) will start an investigation even in the absence of a filed Complaint and/or

(2) may notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Section 4.01 Reporting to Local Law Enforcement.

Individuals may file a complaint directly with local law enforcement agencies by dialing 911.

Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

(a) Wofford College Campus Safety, 24 hours a day, seven days a week (available by phone at 864-597-4911 and located in Andrews Field House),

(b) the college's Title IX Coordinator, Melissa Nichols (Title IX and ADA Coordinator), (available by phone from 8:30 a.m. to 5:00 p.m., Monday and Tuesday at 864-597-4375 or by email Monday through Friday at nicholsmm@wofford.edu and located in the Wellness Center), or

(c) the Division of Student Affairs, from 8:30 a.m. to 5:00 p.m. Monday through Friday (available by phone at 864-597-4040 and located in the Campus Life Building).

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement officer without requesting an investigation under this policy. Individuals who make a criminal complaint may also choose to pursue a college Complaint simultaneously.

Section 4.02 Reporting to the College.

If you wish for information regarding Sexual Misconduct to be investigated and addressed pursuant to this policy, you must disclose such information to the **Title IX Coordinator** or to a **Responsible Employee**. See the definition of "Responsible Employee" in Exhibit B for a list of the college's Responsible Employees. These individuals are REQUIRED to report and address allegations of Sexual Misconduct (or relay the allegations to the Title IX Coordinator (or, if the Title IX Coordinator is implicated in the allegations, to a Title IX Deputy Coordinator) to do so). Individuals who are not Responsible Employees are not subject to the same requirement (and in some instances, such as is

Wofford College 2016 Annual Security and Fire Safety Report

generally the case with Strictly Confidential Resources, are prohibited from reporting alleged Sexual Misconduct to others absent an express directive from the alleged victim to do so).

Individuals may report information regarding Sexual Misconduct on their own behalf (i.e., as Complainants) OR on behalf of the Complainant (i.e., as Third-party Reporters). If the Title IX Coordinator is the Respondent or is otherwise at issue in a Complaint, or if an individual is otherwise uncomfortable making a Complaint to the Title IX Coordinator, he or she may report alleged Sexual Misconduct to a Title IX Deputy Coordinator or any other Responsible Employee.

No member of the college community may discourage an individual from reporting alleged incidents of Sexual Misconduct. With the exception of certain research-based disclosures described in the following paragraph, a Responsible Employee with any knowledge (including firsthand observation) about a known or suspected incident of Sexual Misconduct must report the incident to the Title IX Coordinator (or, if the Title IX Coordinator is implicated in the allegations, a Title IX Deputy Coordinator). No employee is authorized to investigate or resolve Complaints without the approval and involvement of the Title IX Coordinator or an Assigned Title IX Deputy Coordinator.

Disclosures of incidents of alleged Sexual Misconduct made by an individual during such individual's participation as a subject in an Institutional Review Board–approved human subjects research protocol (an "Approved Research Project") will not be considered notice to the college of Sexual Misconduct for purposes of triggering its obligation to investigate the incident at issue. (More specifically, a Responsible Employee whose knowledge of a known or suspected incident of Sexual Misconduct is gained as a result of conducting an Approved Research Protocol is not required to report the incident to the Title IX Coordinator.) Institutional Review Boards may, in appropriate cases, require researchers to provide information to all subjects of a study about the subjects' Title IX rights and about available college and community resources and support services with regard to Sexual Misconduct. Individuals may also file **anonymous reports** by completing a Silent Witness Form at <http://www.wofford.edu/campusSafety/form.aspx?ekfrm=4204>.

Individuals who choose to file anonymous reports are advised that it may be very difficult for the college to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

Reporting to the College:

What Happens After A Person Reports?

If someone reports directly to the **Title IX Coordinator**:

The Title IX Coordinator will initiate the investigation and resolution process (unless the person requests confidentiality pursuant to Section 3.02(b), in which case the information will be held in confidence unless the Title IX Coordinator determines that, due to the college's commitment to provide a reasonably safe and non-discriminatory environment, the request cannot be granted).

If someone reports to a **Responsible Employee** (including a **Title IX Deputy Coordinator**):

(See the definition of Responsible Employee in Exhibit B for a list of all of the college's Responsible Employees)

The Responsible Employee will forward the information to the Title IX Coordinator, who will initiate the investigation and resolution process (unless the person requests confidentiality pursuant to Section 3.02(b) in which case the information will be held in confidence unless the Title IX Coordinator determines that, due to the college's commitment to provide a reasonably safe and non-discriminatory environment, the request cannot be granted).

Wofford College 2016 Annual Security and Fire Safety Report

If someone confides in a **Counselor, registered nurse, nurse practitioner** or the **chaplain**:

The information provided will remain strictly confidential and will not* be reported to the Title IX Coordinator (or anyone else) for investigation and resolution.

**Remember that in unusual circumstances, information someone shares with the counselors, registered nurses, nurse practitioners or chaplain (such as situations involving imminent harm to the community or situations involving abuse of a minor) may be disclosed without that person's consent.*

If a person reports to someone else (**i.e. someone other than the Title IX Coordinator, a Responsible Employee, a counselor, registered nurse, nurse practitioner or the chaplain**):

The individual may or may not report details regarding the information provided to the Title IX Coordinator. This is because the individual to whom you reported is not *obligated* to report allegations of Sexual Misconduct to the Title IX Coordinator (and conversely, is not *obligated* to maintain the information you shared in confidence).

For this reason, if a reporting party would like the information to be addressed by Wofford College, they should direct it to a Title IX Coordinator or a Responsible Employee. Conversely, if the reporting party would like the information they share to be maintained in strict confidence, they should share it with a counselor, registered nurse, nurse practitioner or with the college chaplain.

Sexual Assault Education Programs

Campus Safety, in conjunction with other departments on campus, conducts several sexual assault awareness and education programs for employees and students throughout 2015. For instance, all first-year students completed one phase of the EverFi online sexual assault and dating prevention course prior to beginning the first semester and the second, follow-up phase mid-way through the fall semester. Employees also completed an employee version of the EverFi course. In addition, each first-year student attended a mandatory sexual assault prevention workshop known as Only with Consent that was presented by a nationally known team as part of the first-year student seminar program. The team presented an intense program on sexual assault, stalking and dating violence prevention and awareness. In addition, the college opened up an iteration of Only With Consent for the entire campus community, to include faculty and staff. A list of other sexual assault awareness programs and offerings are listed below.

The college offered the following primary prevention and awareness programs for all incoming students in 2015:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Haven/Everfi	July-28 August	Online	Sexual Assault/Dating Violence/Bystander Intervention
First-Year Seminar	Sep 21- Oct 2	Classrooms all over campus	Bystander intervention/Sexual

Wofford College 2016 Annual Security and Fire Safety Report

			Assault Prevention
Only With Consent workshop	September 28-Oct 10	Leonard Auditorium	Sexual Assault/Relationship Violence prevention
Haven/Everfi Follow-up	October 15	Online	Same as above plus survey

The college offered the following primary prevention and awareness programs for all new employees in 2015:

Haven/Everfi for employees	Upon hiring and orientation	Online	Sexual Assault/Misconduct Awareness
----------------------------	-----------------------------	--------	-------------------------------------

The college offered the following programs for the entire campus community in 2015.

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Don't Take Advantage of Me	1 April	Leonard Auditorium	Sexual Assault/Relationship Violence Prevention
Self-Defense for Ladies	1 April	Richardson Fitness Center	Self-Defense/Sexual Assault Prevention
Only With Consent for entire campus	30 April	Leonard Auditorium	Sexual Assault/Relationship Violence Prevention
Rape Crisis Panel	13 October	McMillan Theater	Domestic/Dating Violence

Sex Offender Registry

In accordance with the Federal Crime and Safety Reporting Act, Wofford College provides the website of South Carolina sex offenders on the Campus Safety website. Sex offender information can also be located at <http://scor.sled.sc.gov/ConditionsOfUse.aspx>. The site lists the address of registered sex offenders and provides a picture of the offender. To determine if any offenders are registered within proximity of the campus, enter 429 North Church Street Spartanburg, SC 29303 and hit search. Students who live off campus and want to determine if any sex offenders live near your address, type that complete address in and hit search.

Hate Crimes

Wofford College is committed to providing a safe environment for the students, faculty, staff and visitors. Violent or harassing behavior based on a bias towards a person or group's race, religion, ethnicity, national origin, gender sexual orientation, or disability will not be tolerated. Such behavior includes, but is not limited to, Clery reportable offenses such as homicide, negligent/non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. It also includes crimes such as larceny, vandalism, intimidation, and simple assault based on a victim's ethnic or social background or group. Failure to follow this policy is grounds for sanctions which may include suspension or expulsion. Hate Crimes are reportable through the Campus Security Act and statistics will be maintained and recorded as part of the college Annual Security and Fire Safety Report. Local law enforcement agencies have agreed to provide reports of hate crime incidents in which they respond that are on reportable public property, on campus or on reportable non-campus property for inclusion into the annual report. Students, faculty and employees may report any bias-related incident through the Bias Incident Report Form that is located on the Wofford closed-access myWofford site under the Campus

Wofford College 2016 Annual Security and Fire Safety Report

Life tab under the forms section. Anyone with information concerning a bias-related incident is encouraged to report the incident. The report can be completely confidential.

Discrimination and Harassment

Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. Discriminatory harassment is defined as unwelcome behaviors or persistent inappropriate comments that question, pester and/or harass others for information about an individual, and/or verbally or in a threatening manner bully, torment, heckle or persecute an individual in such a way as to create a disruption to the academic/campus community where:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, education or membership in a student organization.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, academic decisions affecting the individual or membership in a student organization.
3. Such conduct has the effect of substantially interfering with an individual's professional or academic performance or of creating an intimidating, hostile, degrading employment or educational environment.

Harassment does not refer to behavior acceptable to or consented to by both parties or to the normal exchange of ideas within the academic environment, nor is it intended to discourage the introduction of unpopular or controversial relevant ideas in the classroom.

Each complaint will be investigated and the resulting action will be determined up to and including suspension and/or expulsion for students and discharge for faculty/staff consistent with current college policies and procedures. If a complainant knowingly and willfully makes a false accusation, he/she will be subject to appropriate disciplinary action.

Telephone Harassment

Use of the telephone to threaten, harass, intimidate or coerce another person is a violation of federal and state law and Wofford College policy and will not be tolerated. Telephone harassment is defined as an offense with the intent to harass, annoy, alarm, abuse, torment or embarrass by telephone. It is a communication that is obscene or threatening. Students placing such calls will be subject to criminal sanctions such as fines or imprisonment, and to sanctions as listed in the Code of Student Rights and Responsibilities.

Reporting Telephone Harassment

Telephone harassment is a serious issue. If a student receives harassing phone calls and believe he/she is in immediate danger, that student should call Campus Safety at once at extension 4911 and contact the dean of students or the director of residence life. They will begin proceedings to attempt to determine the identity of the harasser. Investigations will be conducted by college Campus Safety officers and by local law enforcement officers.

Emergency Notification to the Campus Community

In the event that an immediate threat is confirmed by college officials, Wofford will immediately notify the campus community concerning the dangerous situation in order to account of the safety of the campus community providing the alert will interfere or compromise assistance and aid to a victim(s), impact the college's ability to contain, mitigate or respond to the emergency. Either Campus Safety, News Services, or Student Affairs (or one other or all) will confirm the nature and immediacy/severity of the threat and the appropriateness of the emergency communication by communicating with news sources, other institutions, County Emergency Management and local law enforcement agencies. In most cases and if time permits, the Director of Campus Safety will coordinate with the Director of News Services in order

Wofford College 2016 Annual Security and Fire Safety Report

to draft the message. The Vice President for Student Affairs will alert the Provost and the President. Both the Director of News Services and the Director of Campus Safety are authorized to release an emergency notification concerning an immediate threat to all or part of the campus. The alert will be distributed to the entire campus but will likely (depending on the nature of the threat) include directions and specific notifications for different parts of the campus. Even though the protocol of a thorough but brief analysis and collaboration between the Vice President of Student Affairs, the Director of News Services, the Director of Campus Safety (and the Director of the Wellness Center if appropriate) is standard, any one of the group can initiate the emergency warning based on the severity and immediacy of the impending event. Simultaneously, the Director of Campus Safety will inform department staff to immediately begin to make emergency preparations for the event.

The warning will include, but is not limited to the following:

- Type of crime/incident

- Location of the incident

- Available suspect information

The campus may be notified by one or more of the following methods:

- Electronic communications that include text and email messaging

- Campus-wide outdoor notification system that includes both voice and tone sirens

- Social media sights such as Facebook or Twitter.

Enrollment into the College Electronic Alert System

All students and employees with a college email address are registered into the electronic emergency alert system. Cellular phone numbers of entering students are also enrolled into the system. All employees of the college that have a college-owned phone or tablet are required to enter the cellular phone number into the system. Students and parents are informed at orientation of the importance of ensuring that their cell phone information is correct into the system. During each monthly test of the system, an email explains that, in the event that the student or employee did not receive a text alert test, he or she must check with Campus Safety to correctly ensure the cellular phone information is correctly entered into the system. The emergency alert sign-up procedures are located on the Campus Safety website at <http://www.wofford.edu/campusSafety/>. In addition, reminders about emergency alert sign-up are on every Wofford Daily Announcement publication.

Timely Warnings

Whenever there is an incident on campus or off campus in proximity to the college that would constitute an ongoing or continuing threat, the college will issue a warning to the campus community in a timely manner. The warning will be issued either through the campus emergency communication text and email system or through the campus-wide email distribution system. Any member of the campus community with knowledge of a threat that would warrant a Timely Warning or Emergency Alert will notify Campus Safety immediately. The decision to issue a Timely Warning will be decided on a case by case basis in compliance with the Jeanne Clery Act and considering all available facts and upon determining whether the crime or threat is considered a serious or continuing threat to the campus community. These warnings will be made for the entire campus and will include an educational or prevention component.

Wofford College 2016 Annual Security and Fire Safety Report

Timely Warnings are issued for the following Clery reportable events when they are determined to pose a threat to the campus community. These include:

- Arson
- Robbery
- Burglary
- Aggravated Assault
- Criminal Homicide/Negligent/non-Negligent Manslaughter
- Motor Vehicle Theft
- Sex Offenses

Emergency Response and Evacuation Testing

The college conducts at least one response and or evacuation drill per year. Such drills may include but are not limited to Shelter in Place drills, Mass Evacuation Exercises and Table Top Exercises with college and local responders, or tornado drills. Campus Safety will coordinate these exercises and drills and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether or not the exercise or drill was announced. When possible, Campus Safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. Campus Safety will record the event on the Campus Safety website. The college, based on severe weather and emergencies throughout the country in 2015 conducted severe weather drills on 10 March (part of a state-wide drill and exercise). In addition, fire and evacuation drills were conducted for the entire campus several times during the year. Fire drills for residence halls are conducted at least once (during the first ten days of the semester and usually again during most semester and during summer school. Emergency mass notification was tested regularly throughout the semester. Campus Safety exercised the Rave electronic notification system monthly, usually in conjunction with the outdoor siren system (when there was no danger of unduly alarming the community during periods of possible dangerous weather that had not yet either developed or come into the community proximity area or where an on-campus or community outdoor event would otherwise be too disrupted by the siren system. Campus Safety officers also trained with the City of Spartanburg Fire Department on on-campus emergency response procedures. The fire department and the city fire marshal's office conducted training for the department.

Campus Crime Log

The Director of Campus Safety maintains a daily campus crime log that records all crimes reported to Campus Safety. This log contains the incident location, date of occurrence, date report was made, incident report number, disposition or action taken on the case, and description of the incident for each crime reported. The Director of Campus Safety maintains a copy of the crime log for public inspection at the Campus safety office. In addition, the crime log is posted on the Campus Safety website at <http://www.wofford.edu/campusSafety/>. A three year crime synopsis is located on the following pages that represent offenses that have occurred on the main Wofford Campus and the Goodall Environmental Center in Glendale. Data is also provided for offenses that have occurred on public property in the immediate vicinity of Wofford owned or leased property. For purposes of the report, the section of the Memorial Auditorium parking lot leased for college use is reported as on-campus property as is the former Calvary Baptist Church building and lot that is leased to the college. As such, any offenses reported on an adjacent sidewalk, the public road adjacent to the property and the sidewalk beyond on the other side of the public street will be reported as offenses occurring on public property as long as there is no fence that prohibits access to the public property. Any offenses occurring on adjacent property that is private will not be included in the reporting statistics. The Goodall Environmental Center in Glendale is considered non-campus property. Since there is no assigned administrator of the center, it is not considered to be a separate campus. Offenses occurring in the adjacent post office lot of Goodall Center

Wofford College 2016 Annual Security and Fire Safety Report

will be recorded as offenses occurring on public property. Wofford College also uses, by written agreement, property on the 100 block of Lake Forest Drive in the county that includes the golf practice facility and the banks and streambed of Lawson Fork Creek that is used by the Environmental Science Department. This is also considered to be non-campus property.

Three-Year Campus Crime Report

Public law and the federal government require the college to maintain and publish a three-year crime log listing certain crimes. Crimes are reported based on location. For Wofford, all crimes occurring on the geographical limits of main campus are reported as “on campus”. This also includes the leased lot spaces at the Memorial Auditorium and Calvary Baptist Church building and lot because of the contiguous proximity to campus, there is a standard of use and because the college leases these areas. Any crime occurring in “residential facilities” are those in the residence halls, Village and the Michael S. Brown Village Center (except first floor which has no housing). Crimes occurring on “public property” are those crimes occurring on public property that is within the campus (Cumming Street from McDowell to Wood Streets) and any public property that borders and is accessible from campus. This includes Memorial Drive from East Cleveland Street to the area just beyond the leased parking area in the Memorial Auditorium lot, both sidewalks and road surface of North Church Street from the Church Street Memorial Auditorium entrance to Evins Street and from the leased Calvary Baptist Church lot to Pearl Street and Pearl Street only from North Church Street to the Village fence at Osage Street. Public property also includes Twitty Street, parts of East Cleveland and Charlevoix Streets. Public property is not counted in public areas bordering the campus that is enclosed by a fence with a gate that is not usually opened. Crimes occurring at the Goodall Environmental Center, the golf facility on Lake Forest Drive and the easement on Lake Forest used by the Environmental Studies Department are listed as occurring on “non-campus” property.

Three Year Crime Report (Includes reported offenses occurring from 1 Jan-31 Dec of each year)

Offense (Reported by hierarchy identified by the federal government)	Year	On Campus	Non-Campus	Public Property	Residential Facilities	Total
Murder/Non Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Offense	Year	On Campus	Non-Campus	Public Property	Residential Facilities	Total
Sex Offenses	2015	6	0	0	0	6*
	Rape	2014	5	0	0	5

Wofford College 2016 Annual Security and Fire Safety Report

	2013	2	0	0	2	2
Sex Offenses	2015	0	0	0	0	0
Fondling	2014	1	0	0	1	1
	2013	0	0	0	0	0
Sex Offenses	2015	0	0	0	0	0
Incest	2014	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses	2015	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	1	0	0	0	1
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	1	0	0	1	1
Burglary	2015	3	0	0	2	3
	2014	4	0	0	1	4
	2013	4	0	0	3	4
Motor Vehicle Theft	2015	1	0	0	0	1
	2014	2	0	0	0	2
	2013	0	0	0	0	0
Offense (Not Reported by hierarchy)	Year	On-Campus	Non-Campus	Public Property	Residential Facilities	Total
Liquor Law Arrests	2015	2	0	0	0	2

Wofford College 2016 Annual Security and Fire Safety Report

	2014	0	0	1	0	1
	2013	3	0	1	0	4
Drug Law Arrests	2015	2	0	0	2	2
	2014	3	0	1	0	4
	2013	6	0	0	0	6
Weapons Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2015	252	0	0	217	252
	2014	122	0	0	110	122
	2013	154	0	0	109	154
Drug Law Violations Referred for Disciplinary Action	2015	19	0	0	17	19
	2014	21	0	4	18	25
	2013	5	0	0	5	5
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Residential Facilities	Total
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0

Wofford College 2016 Annual Security and Fire Safety Report

	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	2	0	0	1	2
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	1	0	0	0	1
	2013	0	0	0	0	0

** Six Sexual Assaults reported for 2015 on campus with four being confidentially reported to professional counselors, one reported to campus law enforcement and one to local police.*

HATE CRIME REPORTING: (DO NOT INCLUDE IN THE CHART ABOVE)

Hate crimes include any of the crimes listed above and any incidents of Larceny/Theft, Simple Assault, Intimidation, or Destruction of Property that were motivated by bias.

There was one bias-type incident reported in 2015 involving vandalism (inappropriate items left on a student's doorknob based on sexual identity).

Annual Fire Safety Report

The Annual Fire Report will be completed at the same time as the Annual Security Fire Safety Report. The report will contain statistics on fires on campus and in any residence halls and the cause of each, any deaths or injuries caused by fire and any property damage that resulted from a fire. The report will outline fire evacuation procedures for each residence facility, policies on contraband items that could cause fires, fire safety equipment on campus and residence halls, policies on fire safety training, fire reporting procedures, and plans for future improvements in fire safety. The report also includes a fire log that records record each fire, the time and date it occurred, and the nature of the fire.

2015 Fire Statistics

There were no fires in residence facilities in 2013. There were no other incidents on any other buildings on campus.

Fire Safety Equipment and Systems on Campus

Residence Hall Fire Safety Systems Status

- Marsh: Detectors are battery operated- they do not activate alarm. No Sprinklers; evacuees must pull alarm if alarm not sounding if fire/smoke present.
- Greene: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Carlisle: Hard-wired, station monitored detectors throughout in hallways, not in rooms; no sprinklers. Room detectors are battery operated, non-monitored detectors.
- Shipp: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.

Wofford College 2016 Annual Security and Fire Safety Report

- DuPre: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Wightman: Detectors are hard-wired in hallways. Battery operated detectors in rooms (except in designated handicap rooms) do not go to alarms; fully sprinkled.
- Lesesne: Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled.
- Village: Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled. Each unit has smoke and heat detectors.
- Michael S. Brown Village Center: Same as the Village.

Admin/Educational Buildings

- Andrews Field House: Detectors/Alarms monitored; no sprinklers.
- Black Science Annex: Alarms not tied to detectors or monitored; no sprinklers: evacuees must pull alarm at sign of fire/smoke.
- Burwell: Alarms tied to detectors and monitored; no sprinklers.
- Cumming Street Building: Alarms tied to detectors and monitored; no sprinklers.
- Campus Life: Detectors tied to alarms and are monitored; no sprinklers.
- Daniel Building: No detectors; must pull alarm
- DuPre Administration: Alarm not monitored, building has no sprinklers.
- Gibbs Stadium: Alarms monitored; no sprinklers.
- Goodall Environmental Center: Alarms monitored; no sprinklers.
- Main Building: Alarms monitored and has sprinklers
- Milliken Science Hall: Alarms monitored and has sprinklers on west side addition.
- Olin Building: Alarms monitored with sprinklers.
- Papadopoulos/Hugh Black Buildings: Alarms not monitored; no sprinklers.
- Richardson: Alarms monitored; sprinklers only in weight room.
- Sandor Teszler Library: Alarm not monitored. Building not sprinkled.
- Snyder House: Alarms not tied to detectors or monitored, no sprinklers; evacuees must pull alarm at sign of fire/smoke.
- Joe E. Taylor Center: Alarms monitored with sprinklers.

Note: All buildings have fire extinguishers in addition to alarms and or sprinkler systems.

Fire Drills

Campus Safety conducts fire drills within ten days of the start of each semester for each residence facility. Fire drills are observed and monitored by Campus Safety officers and Residence Life staff. Each drill concludes with an after action review conducted by the officer and other staff present. At least one fire drill per semester will be conducted at night. Campus Safety also conducts fire drills during the year for administrative and classroom buildings during business hours. All fire drills are recorded on a fire drill log. Campus Safety conducted fire drills on each residence hall and apartment building a total of three times in 2015, including during summer school. Campus Safety also conducted fire drills for nine academic and administrative buildings during the year.

Institutional Policies on Prohibited Items

The college outlines specific rules for materials and items that are considered dangerous or that could cause fires. The current policy is located in the Wofford College Student Handbook, located at <http://www.wofford.edu/uploadedfiles/studentlife/Student%20Handbook.pdf> on the college website. In addition, incoming students and their parents are presented a list of prohibited items during the Residence Life/Campus Safety presentation at orientation. The Student Handbook includes the following rules:

Wofford College 2016 Annual Security and Fire Safety Report

Open Flames:

No open flames, such as candles, oil lamps, or incense are allowed in residence hall rooms. If observed, members of the Residence Life, Student Affairs, or Campus Safety staff will confiscate these items. Students found in violation of this policy will be fined \$20 plus \$5 per item and will be subject to disciplinary actions.

Prohibited Appliances:

The following appliances have been deemed a fire hazard and are not allowed in the residence halls: hot plates, Bunsen burners, toasters, toaster ovens, George Foreman grills, and halogen lamps. Additionally, microwave/toaster combination appliances are not permitted. Any student found in possession of these items will be subject to disciplinary action, and the items will be confiscated.

Procedures for Residence Facility Evacuation

Every Resident Advisor (RA) and Director (RD) completed Fire Safety training that was conducted by Campus Safety before students arrive on campus in August. This training, conducted during RA/RD orientation and training in August, 2013, consisted of evacuation assembly areas, primary and alternate routes and exits, fire safety equipment and systems for each residence facility, and hands-on extinguisher deployment training. When students arrive on campus, RAs conduct evacuation procedures and route training for residents of their halls. Every resident is given a copy of both fire and severe weather evacuation locations. Campus Safety conducts fire drills for each facility within the first 10 days of students' arrival. RAs and RDs take a very active role in the drills and use these as training events and assist in conducting the after action review at the end of the drill. These evacuation areas are:

BUILDING	SAFE LOCATION
1. Carlisle Hall	Lawn at west end of Daniel Building vicinity of Sigma Nu House (Fraternity House 7)
2. DuPre Hall	Lawn of mall
3. Greene Hall	Lawn on south side of Daniel Building
4. Lesesne Hall	Lawn beside Olin Building (stay away from curb and FDC at east end of bldg.).
5. Marsh Hall	Lawn in front of Greene Hall (to right of central sidewalk)
6. M.S. Brown Village Center	Lawn vicinity of House 110
7. Shipp Hall	Mall area (do not go to parking lots or paved roads)
8. Village Units 110-140; 210&220	Central lawn area vicinity the trees (stay away from hydrants vicinity 170 and Osage St.
9. Village Units 150-170	Lawn between Houses 150 and 390
10. Village Units 230-250	Parking lot away from fire

Wofford College 2016 Annual Security and Fire Safety Report

11. Village Units 270 & 280	Lawn in front of House 310
12. Village 300 Series Units	Gravel lot behind units
13. Wightman Hall	Level grassy area between Pavilion and Papadopoulos Bldg. (stay away from hydrant at Butler Circle and FDA on front of dorm)

In the event of a fire, persons must pull an alarm if alarm has not yet sounded and get out the nearest exit. People should never attempt to use an elevator. If in a class, students and their professor should move directly to the assembly area. The faculty member will get accountability. Students and staff must try to stay out of parking lots because that is a likely place for emergency vehicles to gather. Persons should never assemble near a hydrant or fire department connection (FDC). Persons should never gather along curbs or fire lanes. These will be used by the emergency vehicles and crews. Despite that some of the assembly areas seem a long distance from the residence halls, the assembly areas are clear of hydrants and FDCs.

In addition to fire drills, Campus Safety also conducted a tornado drill on 1 March in conjunction with county and state drills. Wofford exercised its siren-driven outdoor mass notification system as well as the college's text and email notification tools.

Reporting Fires on Campus

Students, faculty and staff should report fires, alarms or annunciator horn activation immediately to Campus Safety at 864-597-4911. Notification of Campus Safety ensures that officer can immediately respond, often before the alarm monitoring company can call the office (always after local fire departments are called and dispatched). In addition to Campus Safety, anyone observing an actual fire on campus could also call 911 but always with a follow-up call to Campus Safety. If a fire is seen but no alarms are present, persons should attempt to activate a pull station if they can get to one safely.

Fire Log

Campus Safety will maintain a fire log similar to the daily crime log. This log will be available for review in the Campus Safety office or, in printed form by request by calling 864-597-4352. The log will contain:

- The nature of the fire
- The date and time of the fire
- Location of the fire

Fires - On-campus Student Housing Facilities Three Year Report

Residence Hall Facility	Number of Fires		
	2013	2014	2015
M.S. Brown Village Center	0	0	0
Carlisle Hall	0	0	0
DuPre Hall	0	0	0
Greene Hall	0	0	0
Lesesne hall	0	0	0
Marsh Hall	0	0	0
Shipp Hall	0	0	0

Wofford College 2016 Annual Security and Fire Safety Report

The Village	0	0	0
Wightman Hall	0	0	0

Plans for Improvement

Officers are working with the Physical Plant and the city Fire Marshal's office to ensure appropriate access for emergency responders on Evins Street and the Village in particular. Officers will work to eliminate parking on Evins Street and fire lanes and will tow offenders. The department will send appropriate officers to scheduled fire safety and systems training as available. Campus Safety will work to conduct fire drills every semester for administrative and academic buildings instead of drills once per year. Campus Safety staff will volunteer to visit department meetings at least annually and conduct fire safety training for each staff. The Emergency Preparedness Committee is working to implement a Building Captain and Floor Warden program to ensure that each building on campus has appropriately trained personnel to assist during emergencies, particularly during evacuations.