

Wofford College Annual Security and Fire Report

CLERY ACT

CRIME * EMERGENCY * FIRE

For students, employees and guests of Wofford College

September 2017

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).

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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.

The Annual Security and Fire Safety Report will be prepared prior to Oct. 1 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 advisers, athletics 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 leadership development, the director of student activities and resident advisers/directors) as well as local law enforcement agencies. These crime statistics also may 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 Goodall Environmental Studies Center, controlled and operated by the Wofford Department of Environment Studies in Glendale, S.C., is considered under the Student Right-to-Know and Campus Security Act to be a separate campus with courses taught there that lead to an environmental studies degree, a program director and its own budget. The center is eight miles from campus. Students taking classes at the Goodall Environmental Studies Center are there for several hours a week with their other classes taught on Wofford's campus. All students are provided the same emergency, crime prevention, sexual assault and other programs and training. No students reside at the Goodall Environmental Studies Center. 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 Wofford Campus Safety Department is charged with keeping the campus safe and diligently works to encourage community members to be safety conscious and to develop security and property protection habits. Officers of the Spartanburg County Sheriff's Office respond to incidents at the Glendale location.

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 to enforce Spartanburg City and County ordinances on Wofford's campus and on college-owned, non-campus property, including the Goodall Environmental Studies Center property. Wofford College, operating under the college premise security license # 1021 as issued by the South Carolina 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 Wofford's officers wear Wofford College Campus Safety Department 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.

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The department also employs an emergency dispatch unit that assists officers with calls from the campus and by maintaining communications with the Spartanburg County Communications 9-1-1 Department.

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, the Spartanburg Police Department provides individual incident reports electronically shortly 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 that 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 college has a memorandum of agreement with the Spartanburg County Sheriff's Office for investigative support to include NCIC reports and forensics services of the crime lab. 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 and support. In addition, the Spartanburg County Communications 9-1-1 Department works closely with the Wofford Campus Safety Department and has conducted several training classes for the department. The County Communications Department notifies Wofford Campus Safety any time there is an event on or in proximity to the campus that may affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning. 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 when asked by that agency. The Campus Safety Dispatch Center and individual officers have direct radio communication with the Spartanburg County 9-1-1 Communications Department 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 also is 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. 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 it does not provide 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 Communications 9-1-1 Department. The center also acts as a warning center for the campus.

Crime Prevention/Safety Services

Campus Safety conducts safety information programs for students during the summer FYI Orientation Programs for all incoming students. FYI Orientation Programs for new students are conducted twice each

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summer for incoming first-year students and their parents and in August and February each year for transfer students. 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. Officers take part annually in facility safety tours that focus on working with the student-led Campus Union Facility Affairs Committee and other concerned students and employees to include Physical Plant staff in identifying areas of concern, especially areas with poor lighting. Risk mitigation actions to identified areas of concern are taken quickly, in most cases within a week. 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 Property Identification:** The Operation Property Identification program is presented during all orientation programs and is on the Campus Safety website. Campus Safety encourages all students to log in valuable items and those that could be stolen that they bring to campus; forms are provided on the website. These forms can be stored at Campus Safety and retained the students for identification in case items are stolen. Engravers also are 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 also are 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 Residence Life programs 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/Active Shooter Training:** Campus Safety provides training on workplace violence on the Campus Safety website for all students and employees.
- **Domestic/Dating Violence:** Various programs are conducted on campus for employees and students on the topics of domestic or dating violence 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.
- **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 collaboration with Safe Homes Rape Crisis. Campus Safety partners with the first-year student seminar programming to sponsor a nationally recognized sexual assault prevention program known as “Only with Consent.” All first-year students participate in this workshop.
- **First-Year, 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 destinations safely. Escorts may be requested by calling 864-597-4350 or 864-597-4911.

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The Campus Safety Department is the only office open seven days a week, 24 hours a day. Its officers 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

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, 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 Stewart H. Johnson Greek Village 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, one can simply push the single button to contact Campus Safety.

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. ID cards also open the Roger Milliken Science Center, the first floor of the Michael S. Brown Village Center and the Richardson Physical Activities Building on weeknights and on weekends. During business hours, the college buildings (except residence halls) 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 also may report issues and concerns to those employees listed below as Campus Security Authorities. Key phone numbers to report emergencies are:

1. Campus Safety	864-597-4911
2. Dean of Students	864-597-4044
3. Wellness Center	864-597-4370
4. Associate 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

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| 7. Title IX Coordinator (sexual misconduct/harassment) | 864-597-4047 |
| 8. Title IX Deputy Coordinators | 864-597-4048/4066 |

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 a “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 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 for residence life, who oversees student housing; the associate dean of student for student involvement, who oversees student co-curricular activities and has significant responsibility for Greek Life; the athletics director, team coaches and faculty advisers 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 Aug. 23, 2016, and the Athletics Department on Aug. 1, 2016. In addition, the director notified all identified CSAs for the 2016 academic year, notifying them of their status as CSAs and of their duties and responsibility to report appropriate campus crime data in May 2016 and July 2017.

Confidential Reporting Procedures

Victims of crime sometimes do not want to pursue action through either the college judicial system or local or state legal systems. 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 can notify quickly 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; the provost and his staff; any professor, instructor, coach or athletics trainer; any 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 Authorities and are not required to report crimes for inclusion into the Annual Security and Fire Safety Report. If and when they think it is appropriate, these counselors are encouraged 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 Authority 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 as detailed as possible, but limited to preclude any HIPAA

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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 also may disclose a crime or situation anonymously through the college Silent Witness reporting system, available on the Campus Safety website. The system sends information 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 to 24 hours a day.

Weapons on Campus

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

A 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. The official policy of the college is that no weapons, other than those officially used by Campus Safety, ROTC or the rifle team are permitted on campus, even in cases allowed by S.C. law in the possession of concealed weapons permit holders. *Note: Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.*

Missing Residential Student Policy

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 it may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability. Individuals also will 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 suicidal thoughts or may be in a life-threatening situation.

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 will be given an opportunity to confidentially identify and designate one or more individuals to be contacted by the college within 24 hours after the student is determined to be missing. Emancipated minors are those students under the age of 18 who legally have been granted adult status. The contact person may be anyone, including, but not limited to, the person the student otherwise has identified as an emergency contact. Students may register and update this contact information at any time. The contact person information will be registered confidentially, accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation. The designation will remain in effect until changed or revoked by the student.

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Students over the age of 18 and those under the age of 18 but otherwise emancipated may designate their missing student contact person by going to the Student tab on the myWofford page and selecting the Personal Information tab and selecting missing student contact. Students may make changes to their missing student contact information at any time.

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 no more than 24 hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

Missing Student Procedure

- a. Any individual at Wofford who has information that a residential student may be a missing person must notify the Campus Safety Department immediately at 864-597-4911. Any missing student report must be referred immediately to the Campus Safety Department.
- b. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, the student's acquaintances, college personnel and official college information sources.
- c. Campus Safety will notify the dean of students, the Residence Life staff 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 the director of Campus Safety will notify the confidential contact person previously identified by the student and the custodial parent/guardian (for students under the age of 18 and not emancipated) and inform him/her that the student is believed to be missing.
- f. Regardless of whether the student has identified a missing person contact person, is over the age of 18, or is an emancipated minor, Campus Safety also will notify local law enforcement agencies to report the student as a missing person no later than 24 hours after determining the student to be missing.

Responsibilities

- a. Campus Safety will:

Begin an immediate investigation that includes gathering the following information:

 - A physical description of the missing person, including the clothes the person was believed to have been wearing.
 - The student's cellular telephone number, if known.
 - The location where the student may be, with whom the student may be and a description of any vehicle registered to the student.
 - Information about the physical and emotional well-being of the student.
 - A class schedule and when the student last attended class.
 - The last time the student used his/her ID card.
 - Data from the campus surveillance camera system.

Attempt to contact the student and others that may know the missing student's whereabouts by the following:

- Calling the student's cell phone.
- Emailing and/or texting the student.
- Entering the student's residence hall room.

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- Interviewing roommates, hall mates and other friends.
 - Notifying external law enforcement agencies, including SLED (if appropriate) no later than 24 hours after the student is deemed missing.
- b. Dean of Students will:
- 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 (if the 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.
- c. Director of Residence Life will:
- Assist in the attempt to locate the student by making frequent checks of the student's room.
 - Utilizing resident assistants to inquire of their residents about the possible locations of the student or possible reasons for the disappearance.
- d. Registrar will:
- Ensure that the mechanism for students over the age of 18 or emancipated minors exists to list and identify confidential missing person contact person 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 on the Student Life page of the Wofford website. 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 composed of faculty, Student Affairs staff, students, parents and trustees. The last revision was approved by the Board of Trustees on May 13, 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 Forrester Center as necessary or in accordance with sanctions imposed by the college administrative court system. Violators of alcohol and drug laws typically are referred to the student administrative court system, although serious 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

Responsible and caring members of the Wofford College community recognize that the college is situated in a state and a community that has specific laws and ordinances regarding 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 provided 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

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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 regulated in accordance with local, state and federal laws.

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, which can be found on the Student Life page of the Wofford website. In addition, college staff, including resident assistants and other members of Residence Life and the Wellness Center staffs 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 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 2016 newsletters and conducted an alcohol program with the Residence Life staff on April 1, 2016.

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 p.m., Monday through Friday), you are encouraged to contact one of the following individuals:

Title IX Coordinator: Amanda Estabrook

Title IX and ADA Coordinator
Campus Life Building, Second Floor
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4047
Email: estabrookar@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
Email: hammettmk@wofford.edu

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Title IX Deputy Coordinator: Demario Watts

Assistant Dean for Diversity and Leadership Development/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 of the Sexual Assault/Misconduct policy in the Student Life section of the Wofford website.

ARTICLE I. INTRODUCTION

Section 1.01 Notice of Nondiscrimination.

Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

Wofford College believes that all members of the college community 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 assistance.”** In addition, the U.S. 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 Amanda Estabrook, Title IX and ADA Coordinator, whose office is located on the second floor of the Campus Life Building, 429 North Church Street, Spartanburg, SC 29303. Estabrook may be contacted by phone at 864-597-4047 or by email at estabrookar@wofford.edu.

Inquiries concerning nondiscrimination on the basis of a student’s disability may be referred to Wofford College’s Director of Counseling and Accessibility Services Perry Henson. Henson’s office is located on the second floor of the Wellness Center, 429 North Church Street, Spartanburg, SC 29303. 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. Bigger’s office is located in the Campus Life Building, 429 North Church Street, Spartanburg, SC 29303. Bigger may be contacted by phone at 864-597-4040 or by email at biggerrh@wofford.edu.

Concerns about nondiscrimination also may be reported using the Bias Incident Report form found on myWofford. Questions or inquiries concerning the application of Title IX also may be referred to the U.S. Department of Education’s Office of Civil Rights (OCR) at the following:

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Office for Civil Rights
U.S. Department of Health and Human Services
400 Maryland Avenue, S.W.
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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’s informal or formal resolution processes 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 sexual 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 of the Sexual Assault/Misconduct Policy on Wofford’s website), 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.

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,

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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.

Definitions of terms used in this policy are available in Exhibit B of the Sexual Assault/Misconduct Policy on Wofford's website.

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. 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 address all allegations of sexual misconduct properly, this policy uses the term "material sexual misconduct," as defined in Exhibit B of the Sexual Assault/Misconduct Policy on Wofford's website, 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.
- 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.

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.

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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 p.m.). All other requests for accommodations must be made to Human Resources Office (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 (known as "strictly confidential resources"). The following is contact information for these individuals:

(i) Wellness Center (864-597-4370 or ext. 4371)

(ii) Chaplain (864-597-4050 or ext. 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; for example, in a case in which the alleged sexual misconduct involves a minor or occurs under conditions involving imminent physical harm).

"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. *See the definition of "responsible employee" and a list of the college's "responsible employees" in Exhibit B in the Sexual Assault/Misconduct Policy on the Wofford website.*

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For purposes of clarity, please understand that many of the college employees who are not “strictly confidential resources” are “responsible employees.” 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).

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 generally will 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:

- The information not be shared with other “responsible employees,” with the respondent or with others, even as appropriate and necessary to address the allegations,
- The college not investigate the information, or
- 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).

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(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 likely will 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 despite 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 also will 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 also may consider broader remedial action (such as increased monitoring, supervision or security at locations where the reported sexual violence occurred, increased education and prevention efforts, including to targeted population groups and climate assessments).

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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 of the Sexual Assault/Misconduct Policy on Wofford's website.

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, Amanda Estrabrook (Title IX and ADA Coordinator), (available by phone from 8:30 a.m. to 5 p.m., Monday and Tuesday at 864-597-4047 or by email Monday through Friday at estrabrookar@wofford.edu and located in the Campus Life Building, second floor).
- (c) The Office of Student Affairs, from 8:30 a.m. to 5 p.m. Monday through Friday (available by phone at 864-597-4040 and located in the Campus Life Building, second floor).

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 also may 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" and a list of the college's "responsible employees" in Exhibit B of the Sexual Assault/Misconduct Policy on Wofford's website.* 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).

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Individuals who are not “responsible employees” are not subject to the same requirement (and in some instances, such as is 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 also may file anonymous reports by completing a Silent Witness Form on the Campus Safety website.

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): <i>(See the definition of “responsible employee” and a list of the college’s “responsible employees” in Exhibit B of the Sexual Assault/Misconduct Policy on Wofford’s website.)</i>	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

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	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 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. <i>*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.</i>
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 the information is reported is not <i>obligated</i> to report allegations of sexual misconduct to the Title IX coordinator (and conversely, is not <i>obligated</i> to maintain the information shared in confidence). <i>For this reason, if a reporting party wishes 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 wishes 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.</i>

Sexual Assault Education Programs

Campus Safety, in conjunction with other departments on campus, conducted several sexual assault awareness and education programs for employees and students throughout 2016. 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 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 is below.

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The college offered the following primary prevention and awareness programs for all incoming students in 2016:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Haven/EverFi online training mandatory for first-year students.	July-August	Online	Sexual Assault/Dating Violence/Bystander Intervention
First-Year Seminar	Sept. 21- Oct. 2	Classrooms throughout campus	Bystander Intervention/Sexual Assault Prevention
“Only with Consent” workshop mandatory for all first-year students; open to campus	Oct. 17-10	Greek Village Multi-cultural House	Sexual Assault/Relationship Violence Prevention
Haven/EverFi Follow-up for all first-year students	Oct. 15	Online	Same as above plus survey

The college offered the following primary prevention and awareness programs for all new employees in 2016:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
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 2016:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
“Just One Night” theater performance followed by a panel discussion	March 28	Tony White Theater	Sexual Assault and Date Rape
Lunch and Learn with Marcel Anderson	April 14	Burwell Building	Surviving Sexual Assault
Sexual Assault Awareness Panel	April 14	Leonard Auditorium	Sexual Assault/Relationship Violence Prevention
Denim Day	April 27	Throughout campus	Sexual Assault Awareness
Rape Crisis Panel with “Hunting Ground Screening”	April 28	McMillan Theater	Domestic/Dating Violence/Stalking
Athletics Department sponsored programming	Oct. 11	Team Meeting Room	Sexual Assault Awareness and Bystander Intervention

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The college offered the following programs for employees in 2016:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Campus Safety Training for Campus Safety Staff: New SC statutes by Safe Homes Rape Crisis	April 19	Anna Todd Wofford Center	Sexual Assault, Domestic/Dating Violence and Stalking
Haven/EverFi online training mandatory for employees	November-January	Online	Sexual Assault, Domestic/Dating Violence, and stalking

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 also can be located at <http://scor.sled.sc.gov/ConditionsOfUse.aspx>. The site lists the addresses of registered sex offenders and provides pictures of the offenders. To determine whether any offenders are registered within proximity of the campus, one can enter 429 North Church Street, Spartanburg, SC 29303 and hit search. Students who live off campus and want to determine whether any sex offenders live near their address may 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 toward 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, offenses reportable under the Clery Act, 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 that 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 in the annual report. Students, faculty and employees may report any bias-related incident through the Bias Incident Report Form located on the Wofford closed-access myWofford site under the Campus 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 College 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.

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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 or 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 believes he/she is in immediate danger, that student should call Campus Safety at once at 864-597-4911 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 Campus Safety officers and by local law enforcement officers.

Campus Emergency Notification

In the event that an immediate threat is confirmed by college officials, Wofford immediately will notify the campus community concerning the dangerous situation in order to account for the safety of the campus community providing the alert will not interfere or compromise assistance and aid to a victim or victims or impact the college's ability to contain, mitigate or respond to the emergency. Either Campus Safety, News Services or Student Affairs (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, Spartanburg 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 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 and likely will include directions and specific notifications for different parts of the campus, depending on the nature of the threat. While the protocol of a thorough but brief analysis and collaboration among 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.

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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 emergency notification system that includes text and email messaging.
- Campus-wide outdoor notification system that includes both voice and tone sirens.
- Social media sites such as Facebook and Twitter.

Enrollment into the college emergency notification system

All students and employees with a college email address automatically are registered into the electronic emergency notification system; the current system is Rave Mobile Alert. Cellular phone numbers of entering students also are enrolled into the system, if they are known. All employees of the college who 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 in the system. Students, faculty and staff may change their information by logging into the system through myWofford. 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/update procedures are located on the Campus Safety website. In addition, reminders about emergency alert sign-up/update are on every Wofford Daily Announcement publication, issued Monday through Friday during the academic year, except for campus holidays.

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 notification system by text and email 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 at 864-597-4911. The decision to issue a timely warning will be made 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 to the entire campus and will include an educational or prevention component. Timely warnings are issued for the following events reportable under the Clery Act when they are determined to pose a threat to the campus community:

- Arson
- Robbery
- Burglary
- Aggravated assault
- Criminal homicide/negligent/non-negligent manslaughter
- Motor vehicle theft
- Sex offenses
- Hate crimes
- Domestic/dating violence
- Stalking

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Weapons offenses
Alcohol and drug offenses

Alcohol and drug offenses generally are not considered a threat to the campus community unless specific actions intentionally used to harm students or others can be determined.

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 tabletop 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 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 2016, conducted severe weather drills on March 9 (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. Campus Safety conducted active shooter training for the Emergency Preparedness Committee followed by an active shooter tabletop exercise on June 17 and a campus-wide active shooter drill on Dec. 6. Fire drills for residence halls are conducted at least once during the academic semester – during the first 10 days of the semester and usually again during most semesters – and during summer school. Administrative and academic buildings were tested in September. Emergency mass notification was tested regularly throughout the semester. Campus Safety exercised the Rave electronic emergency 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. Officers test both the outdoor warning system and the Rave electronic emergency notification system at least three times a semester, usually on the first Saturday of the month to coincide with testing by Spartanburg County.

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. A three-year crime synopsis is located on the following pages that represent offenses that have occurred on the Wofford Campus and at the college's Goodall Environmental Studies Center in Glendale. Data also is 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 Spartanburg Memorial Auditorium parking lot leased for college use is reported as on-campus property as is the former Calvary Baptist Church building and parking 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 Studies Center in Glendale is considered a separate campus for crime reporting because courses taught there count toward a degree. The center has its own budget and program

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director (although not always on-site and maintains an office on campus). Offenses occurring in the adjacent post office lot of Goodall Center will be recorded as offenses occurring on public property as will those occurring on the 111-437 block of Glendale Avenue, 341 Broadway Street and Emma Cudd Road adjacent to the Glendale dam.

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's Fork Creek that is used by the Department of Environmental Studies. This also is considered to be non-campus property.

Three-Year Campus Crime Report

Federal law requires 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 the main campus are reported as "on campus." This also includes the leased parking lot spaces at the Spartanburg Memorial Auditorium, Calvary Baptist Church building and parking lot on Osage Street, Terrier Plaza located at 544 North Church Street and the leased adjunct faculty housing at Magnolia Lofts, located at 249 Magnolia Street, 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, the Village and the Michael S. Brown Village Center, except the first floor, which has no housing. Crimes occurring on "public property" are those crimes occurring on public property that is within the campus, such as on city streets (Evins to Osage Street, McDowell and Charlevoix Streets and Cumming Street from McDowell to Pinewood Place and East Cleveland loop at the end of Memorial Drive) 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 Spartanburg Memorial Auditorium lot, both sidewalks and road surface of North Church Street from the Spartanburg Memorial Auditorium entrance on Church Street to Evins Street, Pearl Street from Edgewood Street to 214 East Pearl and the Liberty Trail public park between Pearl Street and Cumming Street from the leased Calvary Baptist Church parking lot to Pearl Street and Pearl Street only from North Church Street to the Village fence at Osage Street. 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 golf facility on Lake Forest Drive and the easement on Lake Forest used by the Department of Environmental Studies are listed as occurring on "non-campus" property. Crimes committed in locations that are used frequently, such as hotels used by a sports team or a group of students annually or locations where students are housed for more than two days (such as on Interim trips in January) also are recorded as occurring on non-campus property.



- Wofford College Parcels
- Out Parcels
- Leased Parcels
- Borders Public Property
- Nonaccessible to Public

Wofford College Property
 September 26, 2017



Wofford College Glendale Property

September 26, 2017

- Wofford College Parcels
- Out Parcels
- Borders Public Property

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

Geographical Location					
Offense	Year	On Campus Property	On Campus Student Housing	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Rape	2016	1	1	0	0
	2015	6	0	0	0
	2014	5	5	0	0
Fondling	2016	2	1	0	0
	2015	0	0	0	0
	2014	1	1	0	0
Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	1	1	0	0
	2015	1	0	0	0
	2014	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Burglary	2016	4	3	0	0
	2015	3	2	0	0
	2014	4	1	0	0
Motor Vehicle Theft	2016	3	0	0	1
	2015	1	0	0	0
	2014	2	0	0	0
Arson	2016	1	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Unfounded Crimes	2016	0			
	2015	0			
	2014	1			

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Offense	Year	Goodall Environmental Studies Center
Murder/Non-Negligent Manslaughter	2016	0
	2015	0
	2014	0
Manslaughter by Negligence	2016	0
	2015	0
	2014	0
Rape	2016	0
	2015	0
	2014	0
Fondling	2016	0
	2015	0
	2014	0
Incest	2016	0
	2015	0
	2014	0
Statutory Rape	2016	0
	2015	0
	2014	0
Robbery	2016	0
	2015	0
	2014	0
Aggravated Assault	2016	0
	2015	0
	2014	0
Burglary	2016	0
	2015	0
	2014	0
Motor Vehicle Theft	2016	0
	2015	0
	2014	0
Arson	2016	0
	2015	0
	2014	0
Unfounded Crimes	2016	0
	2015	0
	2014	0

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Violence Against Women Act Violations

Geographical Location					
Offense	Year	On Campus Property	On Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Dating Violence	2016	1	0	0	0
	2015	0	0	0	0
	2014	2	1	0	0
Stalking	2016	1	1	0	0
	2015	0	0	0	0
	2014	1	0	0	0

Offense	Year	Goodall Environmental Studies Center
Domestic Violence	2016	0
	2015	0
	2014	0
Dating Violence	2016	0
	2015	0
	2014	0
Stalking	2016	0
	2015	0
	2014	1

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Arrests and Disciplinary Referrals

Offense	Geographical Location				
	Year	On Campus Property	On Campus Student Housing	Non-Campus	Public Property
Arrest: Weapons: Carrying/Possessing	2016	1	1	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Disciplinary Referrals: Weapons: Carrying/Possessing	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0	2
	2015	2	2	0	0
	2014	3	0	0	1
Disciplinary Referrals: Drug Abuse Violations	2016	13	8	2	0
	2015	19	17	0	0
	2014	21	18	0	4
Arrests: Liquor Law Violations	2016	0	0	0	0
	2015	2	0	0	0
	2014	0	0	0	1
Disciplinary Referrals: Liquor Law Violations	2016	171	128	0	0
	2015	233	186	0	0
	2014	144	115	0	3

Offense	Year	Goodall Environmental Studies Center
Arrest: Weapons: Carrying/Possessing	2016	0
	2015	0
	2014	0
Disciplinary Referrals: Weapons: Carrying/Possessing	2016	0
	2015	0
	2014	0
Arrests: Drug Abuse Violations	2016	0
	2015	0
	2014	0
Disciplinary Referrals: Drug Abuse Violations	2016	0
	2015	0
	2014	0
Arrests: Liquor Law Violations	2016	0
	2015	0
	2014	0
Disciplinary Referrals: Liquor Law Violations	2016	0
	2015	0
	2014	0

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HATE CRIME REPORTING: 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.

Hate Crimes Offense	Year	On Campus Property	On Campus Student Housing	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Fondling	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Burglary	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Arson	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Simple Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Larceny/Theft	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Intimidation	2016	0	0	0	0
	2015	1 (Gender)	1 (Gender)	0	0
	2014	0	0	0	0

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Vandalism	2016	1 (Race)	1 (Race)	0	0
	2015	0	0	0	0
	2014	0	0	0	0

Hate Crimes Offense	Year	Goodall Environmental Studies Center			
Murder/Non-Negligent Manslaughter	2016	0			
	2015	0			
	2014	0			
Manslaughter by Negligence	2016	0			
	2015	0			
	2014	0			
Rape	2016	0			
	2015	0			
	2014	0			
Fondling	2016	0			
	2015	0			
	2014	0			
Incest	2016	0			
	2015	0			
	2014	0			
Statutory Rape	2016	0			
	2015	0			
	2014	0			
Robbery	2016	0			
	2015	0			
	2014	0			
Aggravated Assault	2016	0			
	2015	0			
	2014	0			
Burglary	2016	0			
	2015	0			
	2014	0			
Motor Vehicle Theft	2016	0			
	2015	0			
	2014	0			
Arson	2016	0			
	2015	0			
	2014	0			
Simple Assault	2016	0			
	2015	0			
	2014	0			
Larceny/Theft	2016	0			
	2015	0			
	2014	0			

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Intimidation	2016	0
	2015	0
	2014	0
Vandalism	2016	0
	2015	0
	2014	0

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 in 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 each fire, the time and date it occurred, and the nature of the fire.

2016 Fire Statistics

There was one fire in residence facilities in 2016 involving a shorted electrical outlet. A student's property was damaged slightly and the outlet quickly repaired. 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 an 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: Hardwired, 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.
- DuPre: Hardwired detectors tied to monitoring station throughout the building. The building has sprinklers throughout.
- Wightman: Detectors are hardwired in hallways. Battery-operated detectors in rooms (except in designated handicap rooms); do not go to alarms. Building is fully sprinkled.
- Lesesne: Detectors hardwired and 100 percent tied to monitored alarms. The building is fully sprinkled.
- Village: Detectors hardwired and 100 percent tied to monitored alarms. The buildings are fully sprinkled. Each unit has smoke and heat detectors.
- Michael S. Brown Village Center: Same as the Village.

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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; no sprinklers.
- Gibbs Stadium: Alarms monitored; no sprinklers.
- Goodall Environmental Studies Center: Alarms monitored; no sprinklers.
- Main Building: Alarms monitored and has sprinklers
- Roger Milliken Science Center: 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 Physical Activities Building: Alarms monitored; sprinklers only in weight room.
- Sandor Teszler Library: Alarm not monitored; no sprinklers.
- Snyder House: Alarms not tied to detectors or monitored; no sprinklers; evacuees must pull alarm at sign of fire/smoke.
- Joe E. Taylor Athletic 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 10 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 is 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 two times in 2016, 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 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:

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:

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The following appliances have been deemed fire hazards 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 one of these items will be subject to disciplinary action, and the item(s) will be confiscated.

Procedures for Residence Facility Evacuation

Every resident adviser (RA) and resident 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 2016, 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. Campus Safety teamed up with the Spartanburg City Fire Marshal's Office to conduct this 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 between Daniel and Milliken
2. DuPre Hall	Lawn of mall behind Main Building
3. Greene Hall	Lawn in front of building on south side of Daniel Building
4. Lesesne Hall	Lawn beside Olin Building (stay away from curb and FDC at east end of building)
5. Marsh Hall	Lawn in front of Greene Hall (to right of central sidewalk)
6. Michael S. Brown Village Center	Lawn in vicinity of House 110
7. Shipp Hall	Mall area behind Main (do not go to parking lots or paved roads)
8. Village Units 110-140; 210&220	Central lawn area in vicinity the trees (stay away from hydrants vicinity 170 and Osage Street)
9. Village Units 150-170	Same as above
10. Village Units 230-250	Grass between 150/390 in vicinity emergency pole
11. Village Units 270 & 280	Lawn in front of House 310
12. Village 300 Series Units	Gravel lot behind units; stay away from fire lanes
13. Wightman Hall	Level grassy area between Pavilion and Papadopoulos Building (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 the alarm has not yet sounded and get out through 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 account for his/her students. 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.

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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 March 1 in conjunction with county and state drills. Wofford exercised its siren-driven outdoor mass notification system as well as the college's emergency notification system with text and email notification.

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 officers can immediately respond, often before the alarm monitoring company can call the office; this always occurs after local fire departments are called and dispatched. In addition to Campus Safety, anyone observing an actual fire on campus also could 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:

- Nature of the fire
- Date and time of the fire
- Location of the fire

On-Campus Student Housing Facilities Three-Year Fire Report

Residence Hall Facility	Number of Fires		
	2014	2015	2016
Michael 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	1
Shipp Hall	0	0	0
The Village	0	0	0
Wightman Hall	0	0	0

Plans for Improvement

Campus Safety officers are working with the staff of the Physical Plant and the Spartanburg City Fire Marshal's Office to ensure appropriate access for emergency responders on Evins Street, particularly the Village. 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 has

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developed and implemented 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.