



# SAFETY AND SECURITY IN THE RESIDENCE HALLS

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DEPARTMENTS OF RESIDENTIAL LIFE & HOUSING

## **Department of Residential Life and Housing Mission Statement**

The Department of Residential Life and Housing is committed to providing safe, secured, well maintained, comfortable, attractive, and functional residential facilities where students grow, experience the richness of a living and learning environment while enhancing spiritually, culturally, academically, religiously, and socially. Residential Life and Housing plays a major role in Voorhees College's mission.

Residential Life and Housing is a branch and representative of the Division of Student Affairs. Our staff is dedicated to building a strong community and enhancing the Spiritual, Cultural, Academic, Religious, and Social growth of the residents by fostering an atmosphere that instills responsibility, respect, religion, lifelong learning and mutual cooperation. The proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development can be gained and retained at Voorhees College through the campus living experiences.

## **Housing Safety and Security Policies and Procedures**

### **Who is the Housing Staff?**

The Housing staff consists of Residence Coordinators (RC), Assistant Residence Coordinator (ARC), and Resident Assistants (RA)

### **Who should a student complete their check-in or check-out procedures with?**

Any student that wishes to check-in or check-out of a residence hall should do so through the residence hall coordinator(s) or the office of Residential Life and Housing.

### **What is the check-in procedure for the students?**

#### **CHECKING INTO the RESIDENCE HALLS**

- Each student must check-in at their assigned residence hall check-in station; assigned residence hall will be given during the open semester registration
- Each student will need to complete the information in the sign-in folder given to them at the residence hall check in station before receiving a room key/code
- Folders will have the room inventory/key/code form, fire/theft insurance information, personal data form, activity questionnaire, and other pertinent forms; **ALL FORMS MUST BE SIGNED**
- Students must use the **front entrance only** when returning to the residence halls during registration

## What is the check out procedures for students?

### CHECKING OUT of the RESIDENCE HALLS

- **Students must sign** the list which will indicate when they will be checked out and leaving. List will be available in the residence hall office.
- **Clean Rooms:**
  1. Clean out refrigerators/microwaves; students must not leave these items during the end of any semester closeout
  2. All trash must be thrown out; trash bags will be available for students upon request at the residence hall office
  3. Sweep and mop floors
  4. Leave blinds down/open and remove curtains
  5. Lock window and door
  6. Turn off all lights
  7. TAKE ALL OF YOUR PERSONAL BELONGINGS
- **ALL KEYS MUST BE RETURNED TO THE RESIDENCE COORDINATOR ONLY or designated staff** at the check out station in the lobby of your perspective residence hall or to the Office of Residential Life and Housing.
- **CHECK OUT PROPERLY WITH THE RESIDENCE COORDINATOR AT POSTED TIMES; TIMES WILL BE POSTED AT THE OFFICE OF THE RESIDENCE HALL. All check out forms must be signed by the student checking out**
- **Failure to check out properly will result in a \$150.00** charge for the student. All RCs should post the procedures in noticeable places.
- **Remind the student(s) that leaving a dirty room will warrant a \$60.00 DIRTY ROOM CHARGE**



**How often are the residence halls checked for security during a closed period?**

Each Residence Hall will be checked twice prior to students returning to the campus; once by the Housing staff of any particular building. After the Housing staff has done the necessary Housing check-in or close-out procedures, security will then do a security check-in or close-out check using a checklist (See checklist 2) with housing staff. Security will continue to check the buildings hourly on each shift. The buildings will also be monitored through a camera system located in the security hut.

**How often should the Residence Halls be checked for security during an open period?**

Residence halls must be checked on an hourly/daily basis by the Housing staff during a regular semester session. A log in and out book must be signed each time an officer enters a Residence Hall and a walk through is done. The log book will be located in the offices of the residence halls or designated place.

**Who will secure and patrol the Residence Halls when the campus is closed?**

When the campus is closed or the buildings are unoccupied the security department will check and secure all buildings. Security will physically check all room doors to make sure that they are secured, when patrolling, be especially observant on the first tour, checking doors, windows, listening for unusual sounds, fire equipment, etc. (See checklist). All building front and side doors will be chain locked. The Housing Staff will also check the buildings for security when on duty.

**NO EXCEPTIONS!! In case a student can not leave the time of closing the residence hall, that student(s) must relocate to the student center until the student is able to leave. The Housing Staff on duty and/or the Security Officer should inform student of this action immediately. The student should be instructed to inform their family of the relocation as soon as possible.**

**What if a student is in a building unauthorized during a closed campus period?**

Should a student be found in a residence hall unauthorized during a closed campus period, the student will be escorted out of the building and held in the security office until contact has been made with the Chief of Safety and Security and Director of Residential Life and Housing. Student's relatives should be contacted.

**What type of information should be shared with the Safety and Security Department?**

- The number of students in each residence hall
- A complete roster of students
- Any updates of roster
- Reports of suspicious activities, visitors, etc.
- Incident reports (see example)
- Any type of contraband or weapons
- A log sheet of information to be shared will be in each resident hall office



## **Master Keys**

The Office of Residential Life & Housing and the Office of Campus Safety and Security will have a set of Master Keys to all bedrooms and residence halls on the campus.

Each Residence Coordinator and Assistant Resident Coordinator will be issued a master key for their assigned residence hall by the Director of Residential Life and Housing.

The set of master/master keys for all buildings are secured in the possession of the security hut.

A set of master/master keys for all buildings will be in the possession of the Residential Life and Housing Director at all times.

**A master key should be handled by housing staff or security staff only.**

The master keys for each building will be issued to the Housing staff at the beginning of the academic year and collected at the end of the academic year by the Director of Residential Life and Housing.

Each staff that will receive a master key will need to be signed for when receiving and returning the keys. (see form)

In the event a master key is lost or stolen an immediate report must be generated to the Director of Residential Life and Housing and Chief of Safety and Security

If at any time a staff member leaves his/her employment he/she must follow the personnel check-out procedures (see faulty/staff handbook) and return master key and ID to the Director of Residential Life and Housing or Human Resource office.

**AT NO TIME SHOULD A MASTER KEY OR ANY COLLEGE PROPERTY BE GIVEN TO A STUDENT OR AN UNAUTHORIZED PERSON.**

**Who should assist a student when they are locked out of their building and /or room?**

The Housing Staff on duty is responsible for the residents of any particular building and should assist the resident with entering his/her room. After 1:00am the student should report to the Security Hut to gain entrance into their perspective residence hall. However, security may make contact with the Housing staff on duty for assistance.

**Will chains be on exterior doors of residence halls and who will unlock the chains?**

Security chains will be on exterior doors during any closed campus session. The security officer on duty will be able to lock and unlock all chained doors.

**What warrants an immediate Search of a room?**

If a room is unsecured after prior check, suspicious odors, observation of illegal items, report (s) of weapons being observed in a room, report (s) from a parent (s), faculty/staff or student of a dangerous situation in an area. The housing staff should immediately contact Campus Safety and Security. An assessment should be made immediately and if a search is needed, permission should be retrieved from the Chief of Security, Director of Residential Life and Housing and the Vice President of Student Affairs. (See Search and Seizure Policies in the Student Handbook)

**SEARCH AND SEIZURE POLICY**

- A search of a student's room may be made by an official of Voorhees College with written approval from the Vice President for Student Affairs, the Chief of Security, or the Director of Residential Life and Housing. In cases where there is "reasonable cause to believe" an unlawful activity or contraband is in the room, a search may be made without written approval.
- Anytime it is necessary for local law enforcement personnel to enter a student's room, such personnel shall be responsible for following applicable law enforcement procedures, including presentation of a search warrant where applicable.
- At least one resident student shall be in the room when a search is made except in situations involving unusual circumstances requiring immediate College or law enforcement action
- The College official conducting a search shall be accompanied by one (1) witness
- If the search reveals an unlawful activity or contraband, the College official making the search shall present to the resident of the room and the witness a statement and/ or itemized list of the items or contraband seized. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest what is being seized.

- In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, the procedures set forth in the Voorhees College Student Code of Conduct for student hearings will be followed.
- Voorhees College is a private institution. All outside entities of law enforcement personnel must report to the Campus Safety and Security office when responding to a call for assistance in any criminal crisis situations and/or any work activities on Voorhees college campus.

#### **What is the protocol for a search of a room?**

- staff must announce themselves prior to entering the room
- search warrant must be read to resident(s) of the room
- searchers must ask resident (s) if they have anything on their person (pockets, pants legs, etc) that may harm themselves or searcher then ask them to empty out all pockets, etc.
- searchers should search all areas in the room (closets, doors, cabinets, refrigerators, microwaves, under beds, lockers, etc)
- upon completion of search the searcher should make that announcement and if confiscation is needed the proper procedure should be followed (see below)

#### **What about confiscating student property after a search?**

- If it becomes necessary to confiscate any student property; (radios, stereos, hotplates, etc.) a documented list must be made of all items to be confiscated and the student with the witness of the Security officer and or Housing staff must sign the document.
- If the item(s) can be returned to the student t, they may retrieve the item at the end of the semester.
- The Vice President of Student Affairs, the Housing Director or designee and the Chief of Campus Safety and Security or designee have the authority to confiscate.

#### **What preventive measures must staff take for the safety and security of buildings?**

There will be signs posted regarding evacuations, exits signs, fire drills, searches, etc. at least once per semester conducted with Campus Safety and Security; regular residence hall meetings discussing the safety and security procedures and policies, students will be informed to visit the VC Safety and Security website, and staff in-service training with Security will be held twice a semester.

## **RAPE/SEXUAL ASSAULT/DATE RAPE**

If rape/sexual assault/date rape is reported to a staff member, he/she should

- try to calm the victim as much as possible,
- call for assistance from another housing staff member,
- contact Campus Safety and Security, Chief of Security, Director of Residential Life & Housing and the Vice President of Student Affairs

- make a complete “Incident Report” and submit it as soon as possible to the mentioned officials
- **refer to the College Student Handbook**

## **Absent (Missing) Resident**

If a student fails to return to his/her room or apartment for an extended period of time (72 hours), an effort should be made to locate him/her. Listed below are the suggested procedures:

- check the Residence Hall’s CHECK IN AND OUT FORM to see if the student has checked out or turned in his/her key or cleared his/her room.
- check the Residence Hall’s daily sign out log to see if the student has signed out for the day
- check with the student’s roommate and floor residents to see if they have seen the missing resident or have any information about the missing resident
- check with the College Health Center, local hospitals, local police station, etc., for any possible clues to the student’s whereabouts,
- report the student missing to the Campus Safety and Security, ext. 1100
- if the above attempts to locate the student are unsuccessful, the Residence Coordinator/ARC/RA or the Director of Housing should contact the student’s nearest relative to inquire about the student or report the student missing from the college premises.

The Office of Safety and Security, Office of Residential Life and Housing, Vice President for Student Affairs should be notified as soon as possible and given the details. Be sure to follow up with an incident Report.

## **Death of a Student**

In the event of a death of a student in the residence halls, the RC or on duty staff member should be contacted immediately. The staff members should attempt to keep all students away from the area of death, and to immediately contact Campus Safety and Security, Director of Residential Life and Housing and the Vice President of Student Affairs.

## **Weather Emergencies**

The Denmark area is subject to tornados, hurricanes, electrical and thunder storms. Housing staff must follow the same procedures as with a Fire/Emergency Drill. Also staff should follow the following instructions incase of these emergencies:

- if you hear a siren, get a flashlight and a battery- powered radio that should be in the residence hall's office. Evacuate the residents to the nearest residence hall stairwell or go into the bathroom away from windows, basement, or closet. Take shelter immediately
- turn off all utilities; do not touch any electrical equipment unless it is in a dry area
- avoid travel in automobiles. Roads may be washed away by flood water and rapidly rising water levels could carry the vehicle away
- do not attempt to swim to safety
- after securing safety listen to the radio for weather updates and remain inside until informed by local and college authorities that it is clear to exit the building.

## **Maintenance Emergencies**

A maintenance emergency is any maintenance problem that threatens or is hazardous to health or property, i.e., no hot water, burst pipe or overflowing toilet, no air conditioner in the building during hot weather, and no heat in the building during cold weather.

In the event of such emergency you should make contact with Campus Safety and Security and the on call Physical Plant staff. Make sure Physical Plant and the Residential Life/Housing Director and the Chief of Campus Safety and Security receives a written maintenance request and be sure to complete an Incident Report immediately after an incident. Refer to the Telephone listings of this manual for important numbers.

## **What should be done in case a student becomes ill?**

If a resident becomes ill, the residence hall staff on duty should assist in making the student as comfortable as possible. The resident should be questioned as to his/her illness. If the staff person feels that the student is in need of medical attention, then he/she should advise the student to go to the Campus Rural Health Center if able or the staff member should ask the student if he/she would like for the EMS to assist, if yes, then the staff member should call the Campus Nurse and/or Campus Safety and Security to call EMS. You should follow up with an "Incident Report".

## **AT NO TIME SHOULD A STAFF MEMBER TAKE IT UPON HIM/HERSELF TO TRANSPORT AN ILL RESIDENT TO THE HOSPITAL**

You should inform the residents that for any type of medical emergency:

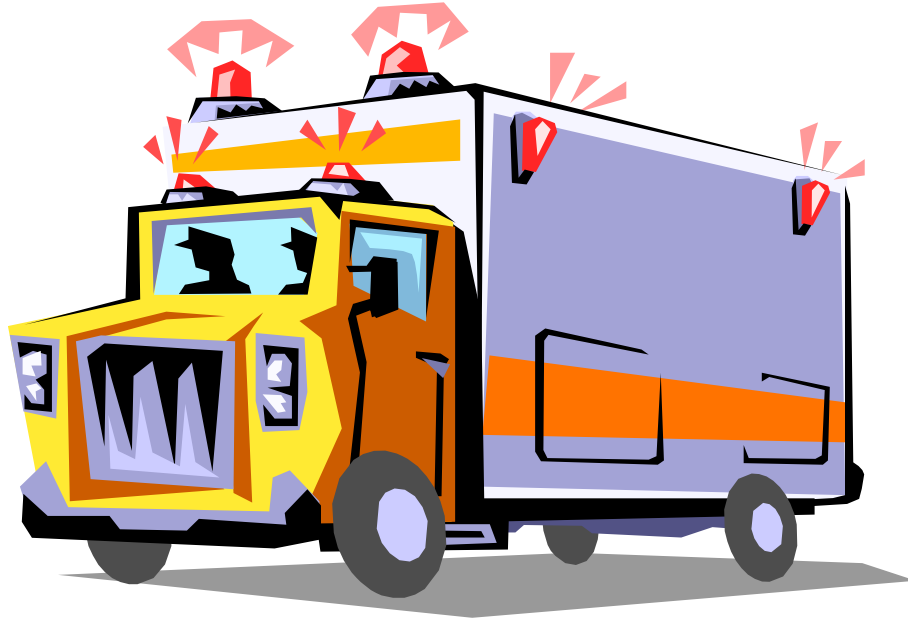
- immediately contact the Housing staff on duty and Campus Safety/Security,
- give their full name, location, and name of injured (if known) and the nature of the illness/injury

- Housing staff should make contact with the Campus Health Center, Nurse or EMS
- Ask questions: “are you hurting or in pain, where?” “How long have you been feeling this way?” “Are you on any type of medication?” Give any information that you may receive from the resident to the EMS personnel
- In case of an emergency that details bleeding, seizure, breathing problems, etc. call **911** immediately then follow the above procedure
- Bamberg County Central Dispatch will make contact with the VC Security to inform them of all emergency calls received from the students; if dispatch can not make contact with ext. 1100 then the next person called will be the Chief of Campus Safety/ Security.

Students should be informed that for medical assistance during the time that the Campus Health Center or Nurse’s office is closed, to contact first:

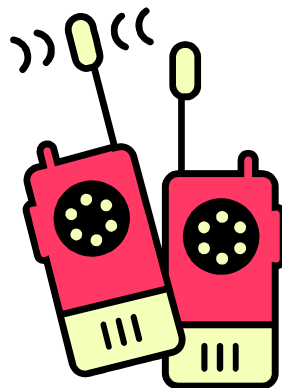
- their Residence Hall staff, Campus Safety/Security (803-780-1119), or Director of Housing (803-780-1262)
- call Ask-A-Nurse for assistance toll free 1-800-476-7378 and
- Housing staff or the Nurse will call the student’s parent (s) or guardian after assessment(s) have been made.
- Housing staff should be sure to report this incident in the Housing Nurse log

**At no time should the student make the 911 call unless they are not able to make contact with any college official**



Staff members should respond to any given emergency as quickly as possible making the necessary calls to assist the ill resident (s).

**ALWAYS CARRY A WORKING  
WALKIE TALKIE. CHECK FOR  
THE WORKING CONDITIONS OF  
YOUR WALKIE TALKIE AT THE  
BEGINNING OF YOUR SHIFT.**





# Policy

Exposure to tobacco smoke (both active and passive) presents an unhealthy environment and has been linked to many serious health problems. The American College Health Association and the Center on Addiction and Substance Abuse at Columbia University have issued specific guidelines concerning college campuses. In the absence of separate, adequate ventilated indoor areas that meet recommended criteria, smoking is not permitted inside any public buildings on campus. Designated, outdoor areas with proper receptacles are available, subject to cleanliness standards and adherence to safety regulations for each building, the areas will be posted per building. **If during a routine room/floor check that a RC or Campus Security officer is conducting and he/she should come upon the smell of smoke, the situation will be handled according to the procedures of the College Student Handbook.**

**DEPARTMENT OF RESIDENTIAL LIFE AND HOUSING SAFETY AND SECURITY CHECKLIST 1**

Residence Hall \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Room #	Bed Frame	mattress	Chair (s) DESK	Mirror (s)	Cabinet (s) CLOSET (S)	Blind (s)	STOVE /REFRI DGER ATOR	Computer/ Phone Jack	Lights



BATHROOMS				
COMPUTER LAB				
TV ROOMS				
BASEMENT				
CLOSET				
OFFICE				
OUTSIDE PERIMETER				
STAIRWELLS				
LIGHTS				
WINDOWS				
SMOKE DETECTORS				
<b>OTHERS</b>				
CAMERAS				
LAUNDRY ROOMS				

\_\_\_\_\_  
Safety and Security Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Residence Coordinator

\_\_\_\_\_  
Signature



**DEPARTMENT OF RESIDENTIAL LIFE AND HOUSING STAFF KEY ISSUE AGREEMENT**

