



**TECHNICAL COLLEGE
OF THE LOWCOUNTRY**

**SAFETY/SECURITY PROCEDURES
MANUAL**

2023-2024

Table of Contents

Emergency Telephone Numbers	1	
Introduction	2	
<u>PART I – TCL Safety Information</u>		
Common Safety Considerations	3	
Disruptive Conduct	4	
Violent or Criminal Behavior on Campus	4	
Psychological Crisis	4	
Campus Demonstrations	5	
Bomb Threat	6	
Procedures for Reacting to Some Potential Disasters	6	
Thunderstorms and Lightning	7	
Tornados	7	
Extreme Heat	7	
Accident or Injury	8	
Other Medical Assistance – Seizures	8	
Fire Prevention Plan	9	
Fire Alarms	9	
In Case of Fire	9	
Facility Management Safety	10	
Utility Failure	10	
Student Safety Responsibilities	11	
<u>PART II – TCL Security</u>		
College Security Personnel	12	
TCL Campus Security Guide	12	
Personal Possessions on College Property	12	
<u>PART III – Directory of Hotlines</u>		13
<u>PART IV – TCL Policies and Procedures Regarding Safety and Security on Campus</u>		14

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EMERGENCY TELEPHONE NUMBERS

To report a crime in progress, a fire, a heart attack, a serious injury, or any situation where there is **IMMEDIATE** danger to life and property.

DIAL 911

TECHNICAL COLLEGE OF THE LOWCOUNTRY TELEPHONE NUMBERS

BEAUFORT CAMPUS:

	<u>TCL Telephone</u>	<u>External Phone</u>
Vice President for Administrative Services		
(Business Office)	8249	(843) 525-8249
Security Office	8301	(843) 525-8301
Security Cell	(843)986-6971	(843) 986-6971
Facility Management	8282	(843) 525-8282
Campus Receptionist	8211	(843) 525-8211

NEW RIVER CAMPUS:

Campus Administrator	6041	(843) 470-6041
Security Office	6006	(843) 470-6006
Security Cell	(843) 812-4115	(843) 812-4115

HAMPTON CAMPUS:

Administrative Support	(803) 943-4262	(803) 943-4262
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Culinary Institute of the South:

Administrative Support	(843) 305-8546	(843) 305-8546
Security	(843)473-5147	(843) 473-5147

INTRODUCTION

This manual, the *Technical College of the Lowcountry's Safety/Security Procedures Manual*, was prepared for your specific use while employed at the College and is intended to promote, create, and maintain a healthy, safe, and secure environment. As employees of the College, we have an obligation to the students of TCL to provide a safe and secure environment. A good safety and security program can help reduce the number of accidents, prevent injuries, and provide a secure environment in which to learn, teach, and work.

The Vice President for Administrative Services has the responsibility of coordinating the college-wide safety and security plan. The plan of the College is not only to meet but to exceed the requirements of state and federal laws regarding safety and security. College employees should become familiar with all aspects of the plan and work cooperatively to assist in making TCL a secure environment.

Under the direction of the Vice President for Administrative Services, the Director of Security, Facility Management Staff and Security personnel evaluate threatening situations or hazards and take measures necessary to maximize the safety and security of all concerned. As emergencies and/or potential disaster situations warrant, the Emergency Notification Procedure will be used to notify staff and students of potential threatening situations. (See the TCL Emergency/Disaster Response Plan)

The ultimate goal of the Technical College of the Lowcountry's "Safety and Security Plan" is to make the College a pleasant, safe, and healthy place to work, attend classes, or gather for public meetings.

PART I

TCL SAFETY INFORMATION

Common Safety Considerations

No safety rule is a complete substitute for common sense, nor can safety rules/procedures be devised to cover every situation that may occur. Good judgment must be used in every work situation. Listed below are some common safety considerations.

1. Follow the approved practices and procedures outlined in this manual.
2. Use equipment, protective clothing or devices whenever a hazard justifies their use or when so instructed by your supervisor.
3. Make frequent inspections of tools and other equipment used to make certain they are in good condition.
4. Report any hazardous condition that might injure any person or damage any property. The hazard should also be pointed out to any student or employee exposed to it.
5. When going up or down stairs, use a handrail.
6. Report spills of water or other liquids or excessive dust, dirt or any other debris on floors that could cause someone to slip.
7. When walking across campus, stay on the sidewalks to avoid exposed roots, holes or other obstacles.
8. On the Beaufort Campus always use the tunnel for walking access between East and West Campus.

9. Never leave filing cabinet drawers open.
10. Do not place broken glass or sharp objects in trashcans. Report such to the Business Office who will instruct how to dispose of broken or sharp objects.
11. Do not permit exposed electrical cords on floors of office or work areas.
12. Supervisors are responsible for conducting adequate briefings prior to beginning work and are to make certain that safety equipment is available in each building. When a supervisor observes an unsafe procedure being used, the supervisor should take immediate action to stop the unsafe procedure or correct the hazardous condition.
13. Faculty members are expected to provide a safe, secure and healthful learning environment in the classrooms. Those teaching in laboratories should be familiar with safety requirements that affect their classes. Faculty must be aware of an emergency plan in case of chemical spills, injury, and classroom or laboratory evacuation.

14.

Disruptive Conduct

Any person who intentionally acts to disrupt or interfere with the daily operation of the College will be subject to appropriate disciplinary action by College authorities or law enforcement personnel. According to Policy 2-1-215 Crime Awareness and Campus Security, the Technical College of the Lowcountry shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). Disruptive conduct includes, but is not limited to, the following:

- Violence against any student, employee or guest of the College.
- Theft or willful destruction of College property or of the property of members of the College.
- Forcible interference with the freedom of movement of any student, faculty member, other personnel or guest of the College.
- Obstruction of the normal processes and activities essential to the functions of the College community.

Violent or Criminal Behavior

If you are a victim of or witness to any violent or criminal behavior on campus, AVOID RISKS and take the following steps:

1. Call 911 if there is an immediate threat.
2. Report the incident to the Vice President for Administrative Services at 8251 or 8249 and/or Campus Security at 8301 or (843)986-6971.
 - New River Campus Security, 6006 or (843)812-4115
 - Hampton Campus Security, (803)943-4262
3. Provide the following information in your report:
 - Your name, contact number, and location
 - Nature of the incident
 - Description of the person(s) involved
 - Description of the property involved, if any.
4. Should gunfire or discharged explosive present a hazard to the campus; exit the building and/or take cover immediately using all available concealment.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reactions or psychotic break.

1. Do not try to handle a situation you feel is dangerous alone.
2. Report the incident to the Vice President for Administrative Services at 8251 or 8249 and/or Campus Security at 8301 or (843)986-6971.
 - New River Campus Security, 6006 or (843)812-4115
 - Hampton Campus Security, (803)943-4262
3. Clearly state that you need immediate assistance giving your name, location, and the area involved.
4. In extreme instances, call 911.

Campus Demonstrations

Most campus demonstrations including marches, meetings, picketing and rallies are peaceful and nonobstructive. A student demonstrating should not be disrupted unless one or more of the following conditions exists during the demonstration:

1. **INTERFERENCE** with the normal operations of the College.
2. **PREVENTION** of access to offices, buildings or other College facilities.
3. **THREAT** of physical harm to persons or damage to College facilities.

If any of these conditions exists, contact Security at 8301 and/or the Vice President for Administrative Services at 8251 or 8249. Notify the off-site campus administrator if applicable. Depending on the nature of the demonstration, the follow appropriate procedures listed below.

Peaceful, Non-Obstructive Demonstration

1. **Generally, demonstrations of this kind should not be interrupted. They should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.**
2. If demonstrators are asked to leave but refuse to leave by the regular facility closing time,
 - a. Arrangements will be made by Security to monitor the situation during nonbusiness hours, or
 - b. A determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Non-violent, Disruptive Demonstration

1. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College.
 - a. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or designee.
 - b. The Vice President for Student Affairs will contact Public Relations.
 - c. Key College personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to cease demonstration.
 - d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may

result in disciplinary action including suspension or expulsion or possible intervention by law enforcement authorities. The President will be consulted before such disciplinary actions are taken.

- e. Efforts should be made to secure positive identification of the demonstrators, including photographs, if possible.
- f. If the determination is made to seek the intervention of law enforcement authorities, the demonstrators should be so informed prior to notification.

Violent, Disruptive Demonstrations

The President, the Vice President for Administrative Services, and the Vice President for Student Affairs will determine if there is a need for an injunction. If deemed necessary, the Beaufort City Police Department, the South Carolina Law Enforcement Division (SLED) or other appropriate authorities will be notified.

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT ATTEMPT TO HANDLE THE OBJECT.**

Any person receiving a phone call concerning a bomb threat should solicit as much information as possible from the caller by asking;

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Continue talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

1. Contact the **Vice President for Administrative Services at 8249 or 8251 or Security at 8301 or (843)986-6971.**
 - **New River**, contact the Campus Administrator at 6041 or Security at 6006 or (843)812-4115.
 - **Hampton Campus**, contact the campus administrator at (803)943-4262.
2. After reporting a bomb threat, walk quickly to the nearest marked exit and alert others to do the same.
3. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
4. Once outside, move to a clear area at least 500 feet away from the affected building.
5. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
6. Do not return to the building until instructed to do so by a college official.

Procedures for Reacting to Some Potential Disasters

While this manual does not cover all situations that could possibly occur, some of the procedures to follow are standard in reacting to some disasters. Such other disasters as hurricanes, bomb threats, tornadoes, and plane crashes are covered in the *TCL Emergency/Disaster Response Plan*. Refer to the following summary of general safety information relating to severe weather.

Thunderstorms and Lightning

1. When a thunderstorm threatens, seek protection from lightning in a large building or an automobile.
2. Avoid use of plug-in electrical equipment during a storm.
3. Avoid use of the telephone, except for emergencies.
4. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.
5. If you are in a group in the open, spread out and keep people several yards apart.
6. Stay away from open doors and windows, wire fences, metal pipes and rails.
7. Keep calm. Thunderstorms usually pass in a short time; be cautious, but do not panic.
8. Remember, stay indoors and keep informed.
9. If you are caught outside and cannot reach a building:
 - a. Seek shelter in a low area under a thick growth of small trees
 - b. Do not stand underneath a tall, isolated tree or utility pole
 - c. In open areas, go to a low place, such as a ditch.

Tornados

If a tornado is spotted, the campus may be fortunate enough to have a fifteen (15) minute warning. With this warning, the facility management staff will turn off the electricity and gas service. Individuals should take the following precautions:

1. Seek a hallway or closet and stay away from windows. Use something such as a chair cushion to cover the head.
2. Seek an area away from the west wall or south wall, the direction the tornado will usually approach.
3. Areas affording a measure of protection on the Beaufort campus include the basements of Buildings 1, 2 and 12. If these locations are not readily accessible, consider the options that follow.
 - a. Go to the lowest floor, preferably a basement; do not stay in an elevator.
 - b. Do not seek shelter in the auditorium.
4. Crouch under desks or sturdy furniture and hold on to it. If no furniture is available become a small target, squat low to the ground or floor, place hands on knees with head between them and cover head with a cushion or chair.
5. Do not get in a car, or if in a car, do not try to outrun the tornado. Leave the car and crouch in a ditch.
6. Do not waste time opening windows. Use all available time to seek shelter. Flying debris accounts for many injuries.
7. Do not send students home as there will not be enough time to evacuate.
8. Assist the handicapped.

Extreme Heat

1. Limit your heat exposure by wearing loose-fitting, lightweight, light-colored clothing.
2. Wear a hat with a wide brim to protect your head and neck.
3. Pace yourself while working. Pace yourself to achieve a normal pulse and breathing rate. Do not exceed this pace.
4. Do not wait until you are thirsty to drink.
5. Rest regularly to allow your natural “cooling system” to work.
6. Watch for these signs of heat impairment:
 - a. General weariness
 - b. Headache, dizziness or nausea
 - c. Appearance changes, such as red or very pale face
 - d. Rapid heart beat

If any of these signals occur, stop and relax in the shade and wait for help. Drink plenty of water, **SLOWLY**. Fan or drench your body to avoid possible heat stroke. If the condition persists for any length of time, call the doctor.

Accident or Injury

1. **IMMEDIATELY DIAL 911**, IF THE INJURIES APPEAR SERIOUS, LIFE THREATENING OR REQUIRE MEDICAL OR EMERGENCY ROOM TREATMENT.
2. Contact Campus Security – See page 1 contacts.
3. If necessary, assist in contacting the injured person’s spouse, parent, or guardian as soon as possible. (For employee information, call Human Resources, Extension **8248** or for student information, call the Registrar’s office, Extension **8210**).
4. If injuries are not serious but may require medical treatment, notify your supervisor or department head and assist the injured person in arranging for medical treatment.
5. A first aid kit is available in each building for cuts, stings, or other minor injuries. **Medication should only be administered under a doctor’s direction.**
6. Report all accidents immediately to your supervisor and the Vice President for Administrative Services (**8249 or 8251**) if during normal business hours of operations. If an accident occurs in the evening, report it immediately the next morning.

Other Medical Assistance - Seizures

It is not uncommon on a college campus to be required to give assistance to a person who experiences an epileptic seizure, although professional medical assistance may be required. The following information is provided to assist in meeting the immediate need of the person who may be experiencing a seizure.

During a seizure, for just a minute or two, the victim’s brain does not work properly and sends mixed messages to the rest of the body. Once the seizure is over, the brain is working properly again. The entire class or work area may be affected because of the strangeness of unusual behavior or the dramatic suddenness of a seizure.

If a seizure occurs, **do the following:**

1. Look for medical identification on the patient. Loosen ties or shirt collars. Turn the patient on their side to keep airway’s clear.
2. Speak calmly and reassuringly to the patient and others.
3. If there are no signs of recovery within a few minutes, **call 911** for medical assistance. Stay with the person until he/she is completely aware of their environment.
4. When the seizure subsides, ask if hospital evaluation is wanted.
5. Offer to obtain help in getting the person home. **Do Not:**

1. **Put any hard implement in the mouth or attempt to hold their tongue....it cannot be swallowed.**
2. **Try to give liquids during or just after seizure.**
3. **Restrain.**
4. **Shout.**
5. **Expect verbal instructions to be obeyed.**

Reassure the employees or students that what is happening (or has just happened) is not dangerous to them or to the seizure victim. Most seizures last only a few minutes and most seizures occur in persons who have epilepsy. Some physical injuries or illnesses can cause a single seizure. Remain aware of a moral obligation to provide for the safety and security of each employee or student and to protect the rights of the victim not to become a “spectacle”.

Fire Prevention Plan

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher, evacuation procedures, and be prepared should a fire occur. An evacuation map is located in each building, which shows the proper exit procedures.

Smoking is prohibited in all campus buildings, and employees should not smoke outdoors where a hazard from smoking exists.

Fire Alarms

Although the Facility Management staff may conduct periodic fire drills, these drills are not a requirement for higher educational institutions. Therefore, it is necessary to regard each fire alarm as a warning of immediate danger and heed the following:

1. On hearing a fire alarm, all occupants must evacuate the building immediately. Each occupant should proceed in an orderly fashion to an exit in accordance with the evacuation plan map.
2. Designated college personnel will escort the fire fighters to the scene as necessary and/or assist in extinguishing small fires.
3. Faculty and other College personnel should ensure that re-entry to a building is **not** permitted until properly authorized by the fire department or College administration.

IN CASE OF A FIRE

1. IF A FIRE IS KNOWN TO EXIST, DO THE FOLLOWING:
 - Pull the nearest available fire alarm and **CALL THE LOCAL FIRE DEPARTMENT AT 911.**
 - Call the Business Office/Vice President for Administrative Services at **8249** or **8251** during business hours. After hours, contact the Vice President for Administrative Services at (843)521-7315 or the Director of Facility Management at (843)521-7431.
 - **USE FIRE EXTINGUISHERS to put the fire out if you can do so without risk of personal injury. CAUTION: NEVER USE A TYPE “A” FIRE EXTINGUISHER TO EXTINGUISH AN ELECTRICAL FIRE BECAUSE IT HAS A LIQUID BASE AND CAN ELECTROCUTE YOU!!**

- **EVACUATE THE BUILDING WHEN TOLD TO DO SO OR WHEN IT IS OBVIOUSLY UNSAFE TO REMAIN. DO NOT USE ELEVATORS, BREAK WINDOWS, OR OPEN HOT DOORS.**
 - **ONCE OUTSIDE, MOVE TO A CLEAR AREA ATLEAST 500 FEET AWAY AND KEEP STREETS AND SIDEWALKS CLEAR FOR EMERGENCY VEHICLES AND CREWS.**
2. IF A FIRE IS SUSPECTED,
- Call the Business Office (Extension **8249**) or Director of Facility Management (Extension **8282**). For off campus sites, also notify the campus administrator.

Facility Management Safety

The Facility Management Department emphasizes safety in the workplace in the following way:

1. Hearing Protection - Earplugs are available and will be worn by all maintenance and custodial workers while engaging in any activities that produce a noise level in excess of normal voice levels.
2. Eye Protection - Safety glasses and goggles are available and will be worn by all maintenance and custodial workers engaged in any activities that produce airborne debris or any chemicals that produce hazardous gases or may splash into the eyes.
3. Electrical Hazards - Properly trained employees will perform all electrical work. When any electrical work is being done, all standard lock out and tagging procedures will be used to ensure that no one can accidentally turn the power on while maintenance is in progress.
4. Safe Driving - All employees operating a college vehicle should drive in a safe manner, wear seat belts, watch out for other maintenance employees, students, faculty and staff and be in compliance with all vehicle regulations.
5. Safety Shoes - Moving and lifting heavy objects is a regular occurrence in the maintenance and custodial departments. It is recommended that employees wear steel toe safety shoes or boots while working in areas exposed to any potential risk.
6. Safety Inspection - Conduct routine safety inspection of equipment, tools, mowers, boilers, etc.

Utility Failure

In case of a utility failure, contact the **Director of Facility Management directly at 8282 or via the Vice President for Administrative Services at 8249 or 8251**. The Director of Facility Management has emergency contact with all local utility providers who can generally respond quickly to meet most utility problems.

ELECTRICAL:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area. Don't let patrons go down dark stairs alone.
3. If you are in an unlit area, proceed cautiously to an area that has emergency or natural light.
4. If you are in an elevator, stay calm. Use the intercom or emergency button.
5. If instructed, evacuate the building.

GAS LEAK:

1. The College heats some of the buildings with gas. If a gas leak is suspected, please notify the Director of Facility Management immediately. The Facility Management Staff are immediately available to help minimize damage or danger resulting from any failures.
2. If a gas rupture is evident, evacuate the building immediately.

Student Safety Responsibilities

Students are to be furnished safeguards to reduce or eliminate accidents and injuries. Faculty or other College personnel will properly orient students who work or study in areas where accidents are more likely to happen (i.e., labs) to the dangers associated with their specific area (i.e., tools, chemicals, etc.). Students are required to receive immunization shots as deemed necessary by their curriculum. Shoes must be worn while on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work, etc.

Some educational activities often require students to wear gloves, aprons, or protective clothing and other safety devices to protect against spilling of harmful liquids, vapors, and dusts. The appropriate devices, clothing or equipment must be available for students before participating in activities requiring safety items. Faculty will orient students in safety procedures and students are expected to utilize safety devices properly.

PART II

TCL Security

The Crime Awareness and Campus Security Act of 1990 reflects the nation's commitment to increase campus safety. To meet the expectations of the Act, the higher education community has given increased attention to the prevention and reduction of crime on campuses.

The Technical College of the Lowcountry attempts to increase safety and security by setting guidelines and methods of reporting incidents and responding appropriately to victims of crime to make the campus a safe and secure environment for faculty, staff, and students. When necessary, Security personnel have a plan for removing students or outsiders from the campus for the wellbeing of the College.

College Security Personnel

The College employs professionally trained security personnel. The College may also use contract security guards to assist with providing a safe environment. Security personnel are trained to understand how to manage relationships with various populations on the campus. They understand the limits of their authority and the resources to use when those limits are reached and work in cooperation with the City of Beaufort Police Department and Beaufort and Hampton County Sheriff Departments. They are responsible for securing buildings and permitting authorized access.

The security guards patrol the campus. Upon request, they will escort employees or students to vehicles if there are safety concerns. The security guards play an active part in the registration process, familiarizing themselves with the new students as well as returning students.

The security guards at the Technical College of the Lowcountry may be reached by campus telephone or cell phone. During normal business hours on the Beaufort Campus, they may also be contacted via two-way radios by calling the Business Office, extension **8249**.

TCL Campus Security Guide

The College publishes a pamphlet entitled *Campus Security Guide* that gives an annual crime report. A copy of this pamphlet is available in the Public Relations Office as well as the Student Records Office. A copy is also given to new students each term at registration.

Following are some suggestions for ensuring safety on campus:

- There is safety in numbers. Walk with a friend.
- Always walk in well-lighted areas; avoid isolated areas, especially at night.
- Request escort service if you have a safety concern.
- Know the location of telephones and the security guard house.
- Always be security conscious.
- Lock your car.
- Always look into your car before entering it.
- Report any suspicious individuals or situations to Campus Security.
- Realize that you have a responsibility to abide by the safety rules and policies. Do not carry valuables or leave valuables unattended in vehicles or campus areas.

The College does not tolerate drug and alcohol use, illegal or violent behavior, nor weapons or firearms on campus. Policies and procedures are in place regarding their restriction on campus.

Personal Possessions on College Property

The College insurance program does not cover personal possessions on College property. Therefore, individuals should take measures to ensure the security of all their personal items. TCL assumes no liability for those items.

PART III

DIRECTORY OF HOTLINES

The listing below includes important hotline numbers that may be used to obtain additional information or help on a variety of topics of interest to the college community.

AIDS Hotline, 1-800-342-2437

Call for information about Acquired Immune Deficiency Syndrome.

Alcohol, Tobacco and Firearms

Criminal Violations - Firearms, Explosives, Arson, 1-800-283-4867

Arson Hotline, 1-888-283-3473

Bomb Hotline, 1-888-283-2662

Report Illegal Firearms, 1-800-283-4867

Alcoholics Anonymous, 843-322-5903

American Red Cross, Palmetto Chapter, Bluffton, 843-757-7437

Beaufort County Commission on Alcohol and Drug Abuse, 843-525-7407

Beaufort County Health Department, 843-525-7615

Centers for Disease Control and Prevention, 404-639-3311

Child Care Information Service-National Association for the Education of Young Children, 1-800-424-2460 Call for information and referrals to locally accredited day care programs.

Child USA Hotline, 1-800-422-4453

Call for help, counseling and referrals if you suspect a child is a victim of any kind of abuse.

Child Abuse Prevention Association (CAPA), 843-524-4350

Citizens Opposed to Domestic Abuse (CODA), 843-770-1070

Consumer Product Safety Commission, 1-800-638-2772 Call for info. on recalls and product safety.

Department of Agriculture, Meat and Poultry Hotline, 1-888-674-6854

Call for information on safe preparation and storage of meat and poultry.

Discrimination Complaints, 1-800-368-1019 Domestic Violence Hotline, 1-800-799-7233

Drugs, 1-800-662-4357 Call for drug treatment referrals.

Environmental Protection Agency, National Response Center, 1-800-424-8802

Call to report hazardous material or oil spills for home or community environmental issues

Hepatitis Information, 1-888-443-7232

National Mental Health Association, 1-800-969-6642

Call for info. & referrals on mental health problems.

National Response Center & Terrorist Hotline, 1-800-424-8802

National Safety Council, 1-800-621-7619

Accident prevention and safety suggestions.

Poison Control Center, 1-800-222-1222

Smoking and Health Information, 1-800-232-1311

PART IV

TCL POLICIES AND PROCEDURES REGARDING SAFETY AND SECURITY ON CAMPUS

The Technical College of the Lowcountry has written policies to address safety and security issues at the College. The procedures for enforcing or addressing these policies are annually reviewed and updated as necessary or when better methods are determined. Some of the policies have been implemented due to instances that have occurred while others have been developed as preventive measures.

Each of the policies is provided to make TCL a safer and more secure environment in which to learn and to work. When deemed necessary, other policies will be developed and added. The current TCL Policy and Procedure Manuals are updated regularly and housed in the offices of the President, the Vice President for Student Affairs, the Vice President for Academic Affairs, the Vice President for Administrative Services, and the Vice President for Marketing and Enrollment Management, as well as the Learning Resource Center. In addition, these manuals are available on the “everyone” server.

Some of the policies are referred to in the *College Catalog*, the *Student Handbook*, and/or the *Employee Handbook*. Failure to comply with certain policies can result in disciplinary action that could lead to suspension or dismissal of students or loss of job for employees. In addition, failing to comply with certain other of these policies may require the assistance of the Beaufort Police Department or other public authorities.

The relevant safety and security policies as established by the TCL Commission are listed below. TCL employees should review each policy and related procedure to assist in monitoring a safe and secure campus for students and employees.

602.1	Anti Harassment
HR-608	Children on Campus
FE-202	Tobacco Free Campus
GA-207	Crime Awareness and Campus Security
GA-106	Inclement Weather
FE-203	Use of Institutional Vehicles
GA-102	Dissemination of Information
605.8	Criminal Background Investigations
405.3	Americans with Disabilities
605.10	Grievance
GA-107	Campus Safety and Security
107.1	Criminal Justice Program Firearms
107.2	Campus Traffic and Parking
SA-405	Student Code and Grievance
SA-405.1	Institutional Complaint
SA-405.2	Title IX: Student Code Procedures for Addressing Alleged Acts of Sexual Harassment

