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2013-2014

October 2013  
Office of Campus Safety

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. The Vice President for Student Life in cooperation with other college personnel has been charged by the college President with the responsibility for compiling the information in this report.

Information contained in this report was also solicited from the City of Franklin Springs Office of Public Safety and Franklin County Sheriff's Office for the purpose of identifying crimes that occurred on city streets and property adjacent to Emmanuel College. This report is made available to all current and prospective students and employees. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three year reporting period. In addition to this report Emmanuel College reports its crime statistics to the Department of Education, which posts the information to their web site at [www.ope.ed.gov/security/search.asp](http://www.ope.ed.gov/security/search.asp).

Each year, an e-mail notification is made to all enrolled students that provide the website to access this report. Copies of the report may also be obtained at the Office of Campus Safety located on Spring Street adjacent to the Franklin Springs Pentecostal Holiness Church and the Student Life Office.

### **EMMANUEL COLLEGE OFFICE OF CAMPUS SAFETY**

The Office of Campus Safety at Emmanuel College is charged with the responsibilities of providing life safety and property protection. The department strives to contribute to the academic environment by performing assigned duties with a positive, service-oriented educational approach.

The department maintains a close working and personal relationship with local emergency agencies and their members. Emmanuel College is adjacent to the City of Franklin Springs Public Safety Office that includes law enforcement, emergency medical services, and the city's fire department.

### **SAFETY RESOURCE OFFICER AUTHORITY AND JURISDICTION**

Emmanuel College contracts with the City of Franklin Springs Police Department to provide a state-certified Safety Resource Officer whose duties are integrated to provide law enforcement, crime prevention and parking control/enforcement.

The Safety Resource Officer has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving a violation of the Code of Student Conduct as outlined in the Emmanuel College Student Handbook occur, the Safety Resource Officer may also refer the individual to the Vice President for Student Life for disciplinary action.

City of Franklin Springs police officers patrol the city streets on campus via marked patrol units to deter acts of crime and to detect and intervene when criminal activity occurs. The Safety Resource Officer patrols the campus in a marked patrol unit and on foot to ensure student safety and building security. Local law enforcement and/or the Safety Resource Officer respond to reported crimes.

In addition to patrol duties, the Safety Resource Officer and/or local law enforcement investigate traffic accidents, assist in medical emergencies, provide limited motorist assistance, enforce city street parking/traffic regulations, and provide support to numerous campus activities and events, including graduation and certain athletic events.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The authority to mobilize the College Crisis Management Team and activate the Crisis Management Plan in the event of a campus emergency rests with the President or his designee as follows:

1. During the period of any potential or actual campus crisis, the Director of Campus Operations shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities.
2. The Director of Campus Operations shall immediately consult with the president regarding the crisis and the possible need for a declaration of a campus state of emergency.
3. These procedures may include but are not limited to activating the EC Alert Service, determining the location of the EOC, etc.

If a declaration of campus crisis is made, only registered students, faculty, staff and affiliates (persons required by the college) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate purpose for being on campus will be asked to leave college property.

#### **Notification (Crisis Management Plan)**

Information on any potential or actual incident that could affect the campus community including criminal incidents and other crisis situations may constitute a campus wide notification. The information included in the notification may include but is not limited to:

1. The date and time of the incident
2. The type of incident
3. The location of the incident
4. How the campus community should respond.

Primary distribution will be made through EC Alert Service. Secondary distribution will be made via e-mail, website, and written notifications placed strategically throughout campus.

### Testing

Testing of the emergency response and evacuation procedures will be conducted on an annual basis through the Office of Campus Safety. Documentation of the testing exercises as well as the date and time of the event will be kept in the Office of Campus Safety.

### Building Evacuation Procedures (Crisis Management Plan)

In the event an accident occurs such as an explosion or an aircraft crash on campus take the following action:

1. Immediately take cover under tables, desks and other objects
2. After the effects of the explosion and/or fire have subsided dial 911.
3. If necessary, or when directed to do so, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS - you must report the emergency by telephone.
4. When the building evacuation alarm is sounded or when told to leave by college officials walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the disabled in exiting the building. Remember that elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE.
6. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless instructed to do so by an authorized individual (law enforcement, fire department, etc.)
8. I M P O R T A N T: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants. Aircraft crash on or near campus

### Campus Evacuation (Crisis Management Plan)

1. Evacuation of all or part of the campus grounds will be announced by the appropriate College official as described.

2. All persons (students, faculty, and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds or off-campus site as directed.
3. Before returning, campus response teams should consult with appropriate emergency officials (fire, hazmat, police) when determining whether it is safe to resume operations.

Crisis Management Team Members

**MICHAEL STEWART**

President

(706) 498-4179

**DR. KEVIN CRAWFORD**

VP for Finance

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**JASON CROY**

VP for Student Life

(706) 498-0265

**RON MCCULLAR**

Director of Campus Operations

(706) 498-3936

**PAULA DIXON**

Assistant Professor of Communication

(706) 245-7227 ext. 2837

**COURTNEY HAMIL**

Interim Director of Residence Life

(706) 680-1247

**MISSING STUDENT NOTIFICATION**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Emmanuel College Campus Safety and the Office of Student Life to investigate any report of a missing student who resides on-campus at Emmanuel College. This policy and accompanying

procedures establishes a framework for members of the College community to follow with the end goal of locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is absent from the College and/or has been reported missing by another individual without any known reason. All reports of missing students shall be directed to Campus Safety at (706) 498-3936 or campus extension 2810. Campus Safety will investigate each report and immediately notify the Franklin Springs Police Department. All students shall have the opportunity to register confidential contact information of the individual to be notified by the College in case a student is determined to be missing.

If a missing student is under 18 years of age, Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. The Vice President for Student Life shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure:

1. When a student is reported missing Campus Safety shall:
2. Initiate an investigation to determine the validity of the missing person report.
3. Notify the Franklin Springs Police Department within 24 hours after determining that the student is missing.
4. Notify the Vice President for Student Life and the President.
5. Make a determination as to the status of the missing student.
6. Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.

If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.

The Vice President for Student Life shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student. The Office of Student Life may also contact the student's instructors if necessary or beneficial in the situation to the student and/or instructors.

Student Contact Information:

Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

### Student Notification of This Policy:

1. Included on the Emmanuel College Campus Safety website.
2. Discussed at beginning semester Housing meetings.
3. Included in the Annual Clery Act and Fire Safety Report.

## **DRUG & ALCOHOL POLICY AND EDUCATIONAL PROGRAMS**

### Possession or Use of Alcoholic Beverages (*Code of Student Conduct*)

Participating in or association with the purchase, possession, distribution, or facilitation of alcohol whether on or off campus. (In the state of Georgia, it is illegal for persons under 21 years of age to purchase, possess, or consume alcoholic products)

### Possession, Sale, and/or Consumption of Non-Prescription and Illegal Drugs

No student may use or be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that federal and state laws prohibit possession and/or use of illicit drugs. Emmanuel College complies with Federal and State laws regarding illicit drugs.)

The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to room and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence which may result in suspension.)

### Drug Free Compliance (*Employee Handbook*)

The Drug Free Schools and Communities Act Amendment of 1989 mandates that all employees of an institution be informed that possession, use, or sale of illicit drugs is prohibited by state and federal laws. Furthermore, standards of conduct must be established by the institution which prohibits the possession, sale, or use of illicit drugs or alcohol on college property or as part of any of its activities. Failure to comply with this law will result in loss of eligibility to receive funds through any federal programs, including federally funded or guaranteed student loan programs.

Throughout its history, Emmanuel College has maintained regulations that prohibit the possession, use, or sale of illicit drugs or alcohol by students and has publicized these regulations in the College Catalog and Faculty Handbook. The Employee Handbook addresses termination of employment and dismissal procedures and identifies that illegal use of drugs or narcotics is “good cause” for termination of the employment of a faculty member. As Christian models, employees are expected to emphasize the importance of the proper care for one’s body. Furthermore, employees are expected to

cooperate with Student Life personnel in the enforcement of College regulations prohibiting the possession or use of alcohol or illicit drugs.

### Parent Notification for Drug and Alcohol Violations

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Emmanuel College will notify a parent or legal guardian of a student who is under 21 years of age when the student has been found guilty through disciplinary channels of violating any Emmanuel College rule regarding alcohol or illegal drugs. Emmanuel College also reserves the right to notify parents at any time regarding matters of student discipline.

### Education Programs

Emmanuel College educates the campus community to prevent the illicit use of drugs and the abuse of alcohol. During Welcome Week in August, students are informed about school policy pertaining to the distribution and/or use of illicit drugs and alcohol. In addition, Residence Life staff develops programmatic initiatives to educate resident students on the dangers of substance use. Educational materials are available in the Student Life Office along with confidential counseling provided by the Director of Counseling and Career Services and Campus Pastor.

## **CAMPUS SECURITY AUTHORITIES**

Emmanuel College Office of Campus Safety is recognized as the official security enforcement authority on campus. The Director of Campus Operations supervises the Safety Resource Officer, physical plant, and matters pertaining to campus maintenance. The Director of Campus Operation's office is located on the second floor of the Aaron Building in the Business Office.

The Department of Education in 34CFR Part 668 also defines "campus security authorities" as someone with "significant responsibility for student and campus activities". Emmanuel College further defines the following as "campus security authorities":

- Director of Campus Operations
- Safety Resource Officers
- Vice President for Student Life
- Facilities Use Coordinator
- Director of Residence Life, Resident Directors and other Residence Life Staff
- Director of Campus Life
- Athletic Director and Team Coaches
- Faculty Advisors to Student Groups

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors,"- when acting as such, are not considered to be a



campus security authority and are not required to report crimes for inclusion into the annual disclosure crime statistics. They are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for the inclusion into the annual crime statistics.

As a result, the following are exempt from reporting and are not defined as “campus security authorities”:

- Campus Counselor
- Campus Pastor

The Campus Counselor assists students with their personal development. Personal information shared in counseling is kept confidential and the counselor strives to offer understanding and genuine feedback in a warm, accepting relationship. In addition to individual counseling, services include workshops, group counseling, referral, career services, and academic accommodations.

Counseling Services is located in the Student Life building located across the street from the gymnasium. Counseling appointments can be made in person or by calling extension 2881. Emmanuel does not provide long-term therapeutic service; therefore, when such care is required, a referral system exists that directs the student to competent professional counselors in the area. The Director of Counseling coordinates this process as well as provides short-term counseling.

The Campus Pastor coordinates all spiritual life and religious events on campus and is available to provide pastoral care and counseling to the campus community. The office of the Campus Pastor is located in the Student Life building.

### **REPORTING A CRIME**

- ***In the event of an actual crime or emergency in progress, get to a safe place and call 911 immediately.***

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Campus Safety in a timely manner.

***Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or the Residence Halls should be reported. Do not hesitate to request maximum and immediate help by calling 911 especially if a crime or emergency is in progress.***

Incidents that involve a crime or violation of the Emmanuel College Code of Student Conduct by a student as outlined in the Emmanuel College Student Handbook are forwarded to the Vice President for Student Life for review, potential investigation and disciplinary action as outlined in the Emmanuel College Student Handbook. Incidents that involve a crime or violation of the Emmanuel College Employee Handbook are

forwarded to administrator responsible for the personnel for review, potential investigation, and disciplinary action.

### **IMPORTANT TELEPHONE NUMBERS**

To report an emergency or campus crime:

- Franklin County Emergency Dispatch - 911
- Franklin Springs Police Department – (706) 245-0000
- Franklin County 911 (Non-Emergency): (706) 384-7188

Non-emergency contacts: These are administrative numbers and have varying hours of operation, but typically are available Monday-Friday from 8 a.m. to 5 p.m.

- Director of Campus Operation, Ron McCullar – (706) 245-2810
- Vice President for Student Life, Jason Croy – (706) 245-2880 or (706) 245-2881
- Campus Switchboard – (706) 245-7226
- Student Life Office – (706) 245-2881
- Human Resources – (706) 245-2805
- Cobb Memorial Hospital – (706) 245-5034
- Registrar – (706) 245-2817

### **CONFIDENTIAL REPORTING PROCEDURES**

If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President for Student Life, Director of Campus Operations, and the Safety Resource Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics of the institution.

### **TIMELY WARNINGS**

Information on criminal incidents and other campus emergencies that occur, either on or off campus, that, in the judgment of the Emmanuel College Administration or Office of Campus Safety constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued. The information included in the warning may include but is not limited to the type of incident, the location of the incident, the date and time of the incident, and how the campus community should respond. Distribution will be made through e-mail, website, and written notifications placed strategically throughout campus.

## **DAILY CRIME LOG**

The Office of Campus Safety maintains a daily log of offenses reported to them for the most recent sixty (60) day period. The log is available for public view during normal business hours in the Campus Operation building located beside the Franklin Springs Pentecostal Holiness Church. Normal business hours are Monday-Friday, 8 a.m. to 5 p.m., excluding college holidays. Information that is prohibited by law or that would jeopardize the confidentiality of a victim will not be disclosed on the log. The department will also withhold certain other information if there is clear and convincing evidence it would:

- Jeopardize an on-going criminal investigation or the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

Any information that is withheld by the department will be made available immediately once these conditions are no longer met.

## **SEX OFFENDER REGISTRIES**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Emmanuel College Office of Campus Safety is providing the following links:

[www.ganet.org/gbi/sorsch.cgi](http://www.ganet.org/gbi/sorsch.cgi) - This website is operated by the Georgia Bureau of Investigation and allows the user to search by offender name, city, county or zip code in Georgia.

[www.nsopr.gov](http://www.nsopr.gov) - This website is operated by the United States Department of Justice and allows the user to search by offender name, city, county or zip code of participating states.

The “Campus Sex Crimes Prevention Act” requires sex offenders who are enrolled in or work at institutions of higher education to register with the state’s sex offender registration program. The state in turn is obligated to notify the school’s law enforcement unit as soon as possible.

## **FACILITIES**

Most buildings are opened and closed by housekeeping or by the Safety Resource Officer. As a general rule labs (computer, biology, chemistry, etc.) will have an instructor and/or a lab assistant during hours of operation. Hours of operation are effected by needs of faculty, special events and other scheduled activities. Other general facility guidelines include:

- After hours use of a building requires the approval of the Facilities Use Coordinator. Persons using buildings after hours should do so with a partner or let someone know where they will be and for how long.

- Emmanuel College does not operate any student off-campus housing. Several homes adjacent to or near the campus are owned by the college and used only for rental property. The Safety Resource Officer as well as the City of Franklin Springs and the Franklin County Police Department patrol these areas.
- All facilities have fire alarm or smoke detector systems that report locally with an audible alarm or to the campus police dispatch center. There is an ongoing effort to upgrade all fire alarm systems. Some buildings are equipped with sprinkler systems.
- The Safety Resource Officers in cooperation with the Director of Residence Life, Resident Area Directors, Resident Coordinators and Resident Assistants secure and open the residence halls. Responsibility for the residence halls belongs to the Director of Residence Life who reports directly to the Vice President for Student Life.
- Each summer Physical Plant Personnel in cooperation with the Residence Life staff makes extensive surveys on lighting, locks and other physical safety matters. Throughout the year, college personnel submit work requests to the Physical Plant for repair on malfunctioning lights, locks and windows.
- Students, faculty, and staff are encouraged to report all safety related maintenance requests to the electronic work order (EWOP) at <http://www.ec.edu/facstaff> .
- Keys to residence halls and all other campus buildings are regulated and issued by the appropriate college personnel.

## **POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS**

### Emmanuel College Code of Student Conduct

Emmanuel College conforms to Georgia statutes which address the possession of weapons on or within a school safety zone (“school safety zone” means in or on any property owned by Emmanuel College). Violation of this policy will result in appropriate action, including but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

*Using, possessing, distributing manufacturing, maintaining, transporting or receiving, in a residence hall, any location on College property or at any College sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1 (OCGA 16-11-127.1):*

- *Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or nay device which propels a projectile of any kind;*

- *Knife having a blade of two or more inches*
- *Straight edge razor or razor blade*
- *Spring stick*
- *Bat, club, or other bludgeon type weapon*
- *Nun Chahka, nun chuck, nunchaku, or shuirken*
- *Throwing star or oriental dart*
- *Stun gun or taser*
- *Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials defined in Georgia Code Section 16-11-127.1; or*

*The possession of a valid firearms permit, or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under Georgia Code Section 16-11-127.1, Safety Resource Officers are not prohibited from carrying weapons on the Emmanuel College campus.*

## **PERSONAL SAFETY**

In the event of suspicious or criminal activity, get to a safe place and promptly call 911. Personal safety and property security at Emmanuel College is everyone's responsibility. The Office of Campus Safety urges all members of the campus community to participate in making the campus as safe as possible. If members of the community develop good security habits, they can assist the college us in safeguarding personal property and college property.

To develop good safety habits, follow these security tips:

### IF YOU SENSE A POTENTIAL THREAT

- Assess the situation and then take action.
- Move away from the potential threat. You will have to decide how immediate the threat is and how drastic your action should be.
- Join any group of people nearby. Cross the street and increase your pace to move away from danger.
- Go to a well-lighted public place and call the police immediately.
- If you believed a threat is imminent and you see people nearby to help, yell, scream, or make a commotion in any way you can.
- If you see someone else in trouble, call the police immediately.
- After you have avoided a potential threat of crime, notify the police.

### POSSIBLE SITUATION THAT INDICATE A POTENTIAL THREAT

- Unusual noises, such as gunshots, screaming, and anything suggestive of foul play, danger, or illegal activity. In such situations, call 911 immediately.

- Open or broken doors/windows, which could signify a possible burglary in progress or scene of a completed crime.
- Person(s) sitting in parked vehicles for an extended period.
- A vehicle driving slowly in the parking lot at night with its lights out.

### RESIDENCE HALL SAFETY

- Room keys are personal and should not be lent out. Never leave keys in the post boxes or under the mat.
- As a precaution against theft, students should keep their windows shut and their doors locked at all times when outside of their rooms, even when leaving their room only for a short period of time.
- Valuables, such as expensive jewelry and large amounts of cash, should not be left in the dorms, but rather deposited in a safe deposit box in a bank.
- In residence halls that have shared showers, it is recommended to lock the shower and bathroom doors while in use.
- Students should not invite strangers into their rooms or the dorms.
- Don't post messages on message boards identifying whereabouts and personal schedule.
- Never leave messages on a voicemail that says, "I'll be gone for a few days..." This alerts people that a room will be left unattended.
- Don't write your name on your windows.
- Lock doors upon the leaving the room. It takes about eight seconds for someone to walk into an open room and remove an item.
- Do not "prop" residence door open – even for a friend.
- Notify police promptly of any suspicious persons loitering in the vicinity of your building or room.
- Never leave purses, wallets, jewelry and other valuables unattended in laundry rooms, showers or kitchen areas.
- Mark your valuables for identification purposes.

### WALKING ALONE ON CAMPUS

- Use a well-traveled route.
- Walk purposefully, briskly, and keep moving.
- Walk in the center of the sidewalk-away from buildings, doorways, hedges, and parked cars.
- Never work alone in an office or classroom on campus at night.
- Where possible, walk on the side of the street facing oncoming traffic. If a car pulls next to you going the same way, reverse your direction.
- Avoid traveling the same route every day.
- If a stranger/solicitor tries to engage in conversation, use discretion before stopping to talk.
- Have keys ready when approaching a locked door.
- If dropped off by a taxi or automobile, ask the driver to wait until safely inside.

- Stay in well-lighted areas as much as possible.
- Arrange a buddy system with someone you know.
- Stay alert to surroundings and trust personal instincts.
- When in danger, attract attention any way you can.

### SAFETY IN YOUR CAR

- Have the car key ready when approaching a vehicle and check to make sure no one is hiding inside.
- Park in well-light designated parking areas.
- Keep all valuables out of sight in the trunk of the trunk.
- Always lock the car.

## **SECURITY AWARENESS PROGRAMS**

During Welcome Week in August, students are informed of services offered by Emmanuel College pertaining to campus safety and ways to maintain personal safety and residence hall security. Students are informed about crime on-campus through the distribution of the Campus Crime Report. Crime Prevention Programs and Sexual Assault Prevention Programs are offered throughout the academic year. A common theme of all awareness and crime prevention programs is to encourage student's employees to be aware of their responsibility for their own security and the security of others.

## **CRIME PREVENTION PROGRAMS**

Crime Prevention Programs on personal safety and theft are offered throughout the academic year. During Welcome Week in August, students are informed of how best to protect themselves from sexual assault, theft and other crimes. Residence Life Staff in cooperation with the Office of Campus Safety educate residents through hall meetings, posting flyers on bulletin boards, and programming.

## **OFF CAMPUS CRIMINAL ACTIVITY**

Emmanuel College does not provide security to students while off-campus. This includes students who live off campus including commuting students and those who have been approved by the Student Life Office to live off campus. Information pertaining to off-campus criminal activity should be reported to local enforcement, Office of Campus Safety, of Student Life Office.

## **DISCLOSURE OF CRIME STATISTICS**

A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime are associated with the institution. Alleged criminal incidents will be reported even if no investigation by the police or campus security authority occurs that could result in a finding of guilt or responsibility.

## Crime Definitions

The following are reportable crimes and their definitions. The definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

1. Murder/ Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicide, accidental deaths, and justifiable homicides are excluded.
2. Negligent Manslaughter: the killing of another person through gross negligence.
3. Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - Forcible Rape - is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - Forcible Sodomy - is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - Sexual Assault With An Object - is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
  - Forcible Fondling - is the touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. Sex Offenses—Non-Forcible: unlawful, non-forcible sexual intercourse (limited to incest and statutory rape)
  - Incest - is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape - is the non-forcible sexual intercourse with a person who is under the statutory age of consent.



5. Robbery: the taking or attempting to take anything of value of the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
6. Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury resulted from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
7. Burglary: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
8. Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).
9. Arson: the willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Along with the above listed crimes it is a requirement to report arrests and campus disciplinary referrals for the following offenses:

1. Liquor Law Violations: the violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
2. Drug Abuse Violations: violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives; morphine, heroin, codeine; marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
3. Weapon Law Violations: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing

deadly weapons to minor; alien possessing weapons and all attempts of the aforementioned.

## **EMMANUEL COLLEGE SEXUAL HARRASSMENT AND ASSAULT POLICIES**

Violation of school policy pertaining to sexual harassment and sexual assault is a serious offense and will be dealt with accordingly. The Vice President for Student Life and other College Officials shall utilize the following procedures:

### **Sexual Harassment**

#### **A. Policy Statement**

Emmanuel College will not tolerate any sexual harassment and will make every effort to prevent and eliminate sexual harassment from the campus community. A foundational goal of Emmanuel College is to provide a living, learning and working environment where individuals are free to realize their full potential. Sexual harassment is fundamentally at odds with these goals, and violates human dignity. Sexual harassment harms students, faculty, and staff, as well as the academic community as a whole. This policy applies to all members of the Emmanuel College community in both on- and off-campus settings.

#### **B. Definition**

Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, and unwanted sexual attention. The following shall be considered sexual harassment as stated in Section 703 of Title VII {42 U.S.C. [2000e-2(a)]}:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

#### **C. Reporting Sexual Harassment**

Students should report sexual harassment to the Vice President for Student Life by dialing (706) 245-2880 or (706) 245-2881. As outlined in the Emmanuel College Employee Handbook, "an employee who is the object of sexual harassment in the workplace shall report the alleged sexual harassment incident to the alleged offender's supervisor. The supervisor, upon receiving the report, shall notify the President's office of the allegation. The President will evaluate the situation and assign the investigation of the incident as deemed appropriate."

In cases where harassment constitutes sexual assault, students, staff and faculty should report the conduct to the Vice President for Student Life at (706) 245-2880 or (706) 245 2881. The Vice President for Student Life reserves the right to involve the Office of Campus Safety and local law enforcement in cases of sexual assault.

#### D. Investigation of Complaint

To the extent possible, the College will investigate every allegation of sexual harassment in a timely manner. The investigation shall be appropriate to the allegation, taking into consideration its seriousness, the extent to which it is or can be substantiated, and the nature of the resolution the complainant desires.

Information gathered during the investigation process may include but is not limited to the time, place, actual or potential witnesses, any actions or other responses to the alleged harassment already taken by the complainant, identification of the alleged harasser, and other pertinent facts or allegations. The accused will have the right to be accompanied by a friend, family member, or other individual of the accused's choice.

#### E. Disciplinary Action

Violation of college policy pertaining to sexual harassment is a serious offense and may result in student suspension or expulsion. Faculty and staff who violate college policy will be subject to disciplinary action up to and including dismissal.

#### F. Counseling Options

Members of the Emmanuel Community who would like information or confidential counseling about sexual harassment should contact the Director of Counseling and Career Services at (706) 245-2715. They may also contact the The Harmony House – (706) 245-8700 and/or The Cottage Hotline - 1-877-363-1912 or (706) 353-1912 (operates 24 hours a day, 7 days a week). Discussions with representatives of these offices will not be considered complaints of harassment to the College and will not, without additional action by the complainant, result in intervention or corrective action.

#### G. Timeframe for Reporting

All reports of sexual harassment will be investigated. Sexual harassment should be reported as soon as possible after its occurrence. Prompt filing of complaints enables the College to investigate complaints more effectively and resolve problems in an expeditious manner. Delays in reporting, however, will not relieve the College from its responsibility to investigate.

#### H. Retaliation Prohibited

Retaliation or threats of retaliation against a person making a sexual harassment complaint or against a person who participates in an investigation concerning sexual harassment will be considered a serious violation of this policy and will be subject to immediate disciplinary action.

## I. Confidentiality

The Campus Counselor and Campus Pastor give complainants the highest level of confidentiality. Such conversations are not disclosed to anyone (unless there is a clear threat of suicide or harm to another, or if a minor is involved) without the express permission of the person seeking advice. Members of the College community who wish only to discuss their experience should first seek the advice of a confidential counselor if they wish to ensure their conversations receive the maximum degree of protection from disclosure.

Conversations with the college officials give complainants private but less confidential communication. The College responds promptly and fairly to complaints of sexual harassment while taking the appropriate actions as outlined in College policy.

Unlike a confidential counselor, campus officials with knowledge of actions of harassment have an institutional responsibility to take prompt and appropriate steps to resolve complaints. When investigating a complaint of sexual harassment, the College will proceed in such a manner as to maintain confidentiality and to protect the identity of the individuals involved to the extent practicable under the circumstances.

All parties to the complaint and witnesses interviewed during an investigation will be asked to keep the complaint and investigation confidential. The College's obligation to stop sexual harassment, however, means that it must take appropriate action to stop harassment. Therefore, the College cannot always guarantee confidentiality.

## J. Protection of Complainant

When the college receives a complaint of sexual harassment, immediate steps will be taken to prevent further harassment of the complainant. Such special arrangements may include, but are not limited to, the removal of a student from class as feasible or the temporary reassignment of an employee to another supervisor until a determination of fact and a resolution can be concluded.

Complainants may request changes in their work, academic, or living situations. Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available..

## K. False Reports of Sexual Harassment

Making a false report of sexual harassment is a violation of College policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of sexual harassment will be subject to disciplinary action up to and including dismissal.

## L. Record Keeping

The Vice President for Student Life will maintain records of all sexual harassment complaints involving students. Sexual harassment complaints involving faculty and staff will be kept by the Human Resource Officer. Record information may contain the receipt

of the complaint, the notification of the accused and his or her response, the steps taken to investigate the complaint, and whether the complaint was substantiated.

## **Sexual Assault**

### A. Policy Statement

Emmanuel College is committed to a policy that preserves respect and dignity for all members of the campus community. Acts of sexual assault by or against students, employees, visitors to the campus, or other persons who use College facilities will not be tolerated and will be punished both under Georgia law and under Emmanuel College policy. This policy applies to all members of the Emmanuel College community in both on- and off-campus settings.

### B. Definition

Sexual assault is an extreme form of sexual harassment and is a crime defined by the Georgia criminal code. The following shall be considered sexual assault:

*Sexual assault is any nonconsensual sexual act, including those resulting from threat, coercion, or force. Sexual assault may be committed by a stranger or an acquaintance and may occur between members of the opposite or same sex. Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will, and forcing an unwilling person to touch another person sexually.*

### C. Reporting Sexual Assault

Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault should dial 911 immediately. Emmanuel College will assist students in notifying these authorities if requested.

Those who have been sexually assaulted are also encouraged to call The Harmony House – (706) 245-8700 and/or The Cottage Hotline - 1-877-363-1912 or (706) 353-1912 (operates 24 hours a day, 7 days a week) These organizations offer advocacy services to victims of sexual assault their families. Students who are victims of sexual assault should also report the incident of sexual assault to the Vice President for Student Life at (706) 245-2880 or (706) 245-2881. This will initiate campus disciplinary action against the alleged attacker and may prevent another assault.

College employees who are victims of sexual assault should report to the Vice President for Finance at (706) 245-2804. Faculty who are victims should report to the Vice President for Academic Affairs at (706) 245-2804. Faculty and staff who learn that a student has been sexually assaulted are required to report the alleged assault to Office of Campus Safety and/or to the Vice President for Student Life. Those who have been assaulted or who are aware of sexual assault may make an anonymous complaint

to an appropriate authority. The College will record and will attempt to investigate anonymous complaints, but cannot do so with the same rigor as signed complaints.

All cases involving sexual harassment or sexual assault of a minor should be reported to the Office of Campus Safety (706) 245-2810 / (706) 498-3936 or the City of Franklin Springs Police Department at (706) 245-0000.

#### D. Investigations of Sexual Assault

Emmanuel College Office of Campus Safety in cooperation with Vice President for Student Life, local law enforcement, and other appropriate personnel will investigate all reports of sexual assault and will update those reporting sexual assault as to the status of the investigation on a regular basis.

#### E. Preserving of Evidence

While the College realizes an assault victim may suffer shock following an attack, he or she should make every effort to preserve evidence of the assault which may be needed as proof in a criminal prosecution of the attack. Time is a critical factor for evidence collection and preservation. Victims and others should not alter the scene of the attack. The victim should not change clothes, take a bath, brush teeth, eat, drink, smoke, urinate or defecate before calling the police, The Cottage, or The Harmony House.

If clothes are removed, they should be placed in a paper bag, not in a plastic bag because plastic destroys the evidence. The victim should go to a local hospital, which has kits to collect and preserve evidence of rape and sexual assault. Victims should also write down everything they can remember about the sexual assault.

#### F. Counseling and Health Services

Confidential counseling for sexual assault is available on campus by contacting Counseling Services at (706) 245-2715 and off campus at The Harmony House – (706) 245-8700, and The Cottage Hotline - 1-877-363-1912 or (706) 353-1912 (operates 24 hours a day, 7 days a week). Health services are not provided on campus. Victims should report to Cobb Memorial hospital or call (706) 245-5034. Health services are also available in the Franklin County Health Department (706) 384-5575 and from counselors, psychotherapists, and doctors practicing privately in the area.

#### G. Accommodations

Individuals who have been sexually assaulted may request changes in their work, academic, or living situations from the Vice President for Student Life, Vice President for Academic Affairs, or Vice President for Finance.

Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available. The Office of Campus Safety can assist students in obtaining other relief, including a police escort, a protective order directing the accused not to have any further contact with the complainant, and a ban from campus of non-students alleged to have committed sexual assault on campus.

On a regular basis, the Vice President for Student Life will notify complainants of the status of their cases or the implementation of disciplinary action and follow up with victims of sexual assault to ensure their well-being

#### H. College Disciplinary Proceedings

In addition to criminal prosecution, students and employees accused of sexual assault are subject to College disciplinary action. Both the accuser and the accused are entitled to the same opportunities to have a friend, family member, or other individual of choice others present during disciplinary proceedings.

According to the circumstances of the case, possible sanctions may range from a formal reprimand, suspension, or expulsion from the College. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding. The outcome of a disciplinary proceeding means only the College's final determination with respect to the alleged violation and any sanction imposed against the accused. 24

Whether a case results in a criminal conviction or not, the accused may still be disciplined using the guidelines outlined in Emmanuel College policy. The Office of Campus Safety will refer all reported incidents of sexual assault to the Vice President for Student Life or other Administrators, who in consultation with the complainant may initiate disciplinary action. The accused and the accuser are entitled to all procedural protections due under these complaint procedures.

Once again, any student, faculty member, staff member, administrator or visitor to the campus who has experienced or witnessed sexual assault should seek help and contact one of the following individuals:

- Franklin County Emergency Dispatch – 911
- Franklin Springs Police Department – (706) 245-0000
- Franklin County 911 (Non-Emergency): (706) 384-7188
- Vice President for Student Life – (706) 245-2880 or (706) 245-2881
- Director of Campus Operations, Ron McCullar – (706) 245-2810

The following resources on campus are available:

- Director of Counseling and Career Services - Sean Williamson (706) 245-2715
- Director of Spiritual Life and Campus Pastor – Chris Maxwell (706) 245-2887

Other Resources:

- Cobb Memorial Hospital – (706) 245-5034
- The Harmony House – (706) 245-8700
- The Cottage Hotline - 1-877-363-1912 or (706) 353-1912 (operates 24 hours a day, 7 days a week).

## **EDUCATIONAL PROGRAMS FOR SEXUAL ASSAULT**

Promoting awareness of the definition and consequences of sexual harassment and sexual assault is an important part ensuring a safe campus. Policies pertaining to sexual harassment and sexual assault are included in the Annual Campus Crime Report and will be posted on the Office of Campus Safety website. This report is open to all current faculty, staff and students and to all new members of the College community.

The College develops programs to educate members of the College community about the seriousness of sexual harassment and sexual assault including rape, acquaintance rape, and other sex offense. Persons who participate in College programs and activities will be informed about their right to bring complaints and the procedures for doing so.

Programs that are offered throughout the academic year for students, faculty, and staff will be held in settings that are likely to reach people throughout the campus community including 25

Welcome Week seminars held in August. Offices providing educational programs include the Counseling Center, Office of Campus Safety, Residence Life staff, and The Vice President for Student Life.





**Hate Crimes  
(On-Campus  
Buildings/Property)**

**Category of Bias**

<b>Criminal Offense</b>	<b>2012 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orient.</b>	<b>Gender</b>	<b>Disability</b>	<b>Ethncty/Natl. Origin</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses -Forcible Se Offense-Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault							
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0



**Hate Crimes  
(On-Campus  
Student Housing  
Facility)**

**Category of Bias**

<b>Criminal Offense</b>	<b>2012 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orient.</b>	<b>Gender</b>	<b>Disability</b>	<b>Ethncty/Natl. Origin</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses -Forcible	0	0	0	0	0	0	0
Se Offense-Non-Forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault							
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0







Arrests	On-Campus (Buildings/Property)			On-Campus (Res. Halls)			Non-Campus			Public Property		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violation	3	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	1	0	0	1	0	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	1	0	0

Disciplinary Actions	On-Campus (Buildings/Property)			On-Campus (Res. Halls)			Non-Campus			Public Property		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violation	4	3	0	0	3	8	0	0	0	1	0	1
Drug Law Violation	0	0	2	1	0	0	0	0	0	0	0	0
Weapons: Carrying, Possessing, etc	0	1	1	0	1	0	0	0	0	0	0	0



## FIRE SAFETY

### Residence Hall Fire Safety (Residence Life Guide)

The safety of resident students is primary concern for the Department of Residence Life at Emmanuel College. Resident students must be diligent in protecting themselves and others by adhering to policies regarding fire safety. To assist and educate students, the Department of Residence Life conducts a fire drill in each residential building once each semester.

1. To ensure the safety of students, the following actions are strictly prohibited:
2. Burning incense and candles or having any other open flames in the residence halls
3. Failure to evacuate a residence hall during a fire alarm or fire drill
4. Failing to evacuate for a fire alarm in a timely manner
5. Tampering with fire extinguishers, smoke detectors, fire doors and other safety equipment (minimum fine of one hundred dollars \$100.00)
6. Obstructing a fire exist in a residence hall or at a residence hall-sponsored activity
7. Propping open stairwell and other fire doors (unless supported by a magnetic fire door closer)
8. Having in one's possession and/or using fireworks inside a residence hall, on residence hall property, or any place on campus

Each residence hall is equipped with fire alarms. These alarms are designed to help save lives and must never be tampered with or ignored. Smoke detectors are strategically placed in each residence hall and should never be disconnected. Tampering with or misuse of the fire safety systems may result in severe disciplinary action including suspension from the College. Emmanuel College is a tobacco free campus. Smoking is not permitted in the residence halls.

### Decorations/Modifications

Emmanuel College Residence Life must ensure no safety or fire hazards are created as a result of room decorations. All drapes must be made of fire-retardant fabric.

### Electrical Appliances

The capacities of the residence halls' electrical systems are limited, and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in residence hall rooms. For the safety of all residents, residence hall staff is responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets. 30

The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Electrical appliances with an exposed heating element are strictly prohibited.

2. Extension cords may be used under the following conditions:
  - a. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
  - b. Only properly grounded extension cords may be used with appliances that require grounding.
  - c. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
3. Resident-owned air conditioners are not permitted.
4. Resident-owned refrigerators are allowed in residence hall rooms provided they do not exceed the following electrical requirements:
  - a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power.
5. Other appliances such as radios, stereos, desk lamps, computers, and televisions are also permitted, provided the total power requirements do not overload the room’s electrical system.
6. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
7. Outside antennas and satellite dishes are prohibited.
8. Irons may be used with ironing boards only.
9. Appliances in residence hall rooms are limited to microwave ovens (1.0 cubic feet maximum capacity and 700 watt maximum power) and sealed-unit coffee makers.
10. Students must not leave items unattended while cooking.
11. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

### Residential Housing and Apartments

Resident shall notify Management if smoke alarm(s) and fire extinguisher (if provided) are not in working order. Resident accepts liability associated with the use of all such devices and understands how to and agrees to test same. Resident agrees not to use any form of Kerosene space heater in the dwelling. Smoking is not permitted on the premises at any time.

### Fire Drill/Evacuation Procedures:

1. In the event of a drill or actual fire, the smoke detectors will sound.
2. Before exiting a room, students should first feel the door handle. If it is hot, it should not be opened. Proceed to a window and call for help.
3. If the handle is not hot, open cautiously and check for smoke or fire before leaving the room (Evacuation maps are posted in each residence hall. Students should familiarize themselves with their escape route upon arrival to campus).
4. Students should then leave the room, pull the door behind them and proceed in an orderly fashion to the nearest fire exit.
5. If the fire alarm has not been activated, students should pull the fire alarm closest to them as they exit. If necessary, stay low to avoid smoke inhalation.
6. Knock on doors as you leave and yell "fire!" Do not gather personal belongings, look for other people, hesitate, or stray from your path.
7. After exiting the residence hall, student should meet in the assigned areas to be accounted for and if necessary, dial 911. Under no circumstances should a student reenter the building after exiting.

### Evacuation Sites

The following areas have been designated as the evacuation sites:

1. Wellons Hall: Students are to meet at the small gazebo next to Student Life.
2. Jackson Hall: Students are to meet in front of Taylor Chapel.
3. Drum Hall: Students are to meet in the northeast section of the Quad between the Aaron Building and the Taylor Music Hall.
4. Melton Hall & King Street: The east end of the residential parking lot beside the hill.
5. Roberson Hall: The parking lot area closest to Pinnacle Bank.  
After all students have accounted for and cleared by the Resident Area Director, students may reenter the building. In the event of an actual fire, no one may reenter the building unless they are cleared by the Fire Department.

## REPORTING

In the event of an actual fire on campus, dial 911 immediately. The incident should then be reported to the following individuals:

- Ron McCullar, Director of Campus Operations
  - (706) 245-2810 – Office
  - (706) 498-3936 – Cell
- Jason Croy, Vice President for Student Life
  - (706) 245-2881 – Office

## FIRE LOG

The Office of Campus Safety maintains a fire log for the most recent sixty (60) day period that will include the following:

- The nature of the fire
- The date fire occurred
- The time of day the fire occurred, and
- The general location of the fire

The log is available for public view during normal business hours in the Business Office located on the second floor of the Aaron Building. Normal business hours are Monday-Friday, 8 a.m. to 5 p.m., excluding college holidays.

## FIRE SAFETY EDUCATION AND TRAINING

The Office of Campus Safety in cooperation with the City of Franklin Springs and other agencies will conduct annual education and training in the area of fire safety for students, faculty, and staff.

2012 Fire Safety Report					
Name of Facility	Fire Drills	Fires	Injuries	Deaths	
Jackson Hall	4	0	0	0	
Roberson Hall	4	0	0	0	
Drum Hall	4	0	0	0	
Wellons Hall	4	0	0	0	
King Street Hall	4	0	0	0	
Melton Hall	4	0	0	0	
Village Apartments A 1-4	n/a	0	0	0	
Village Apartments B 1-4	n/a	0	0	0	
130 Drum Townhouse	n/a	0	0	0	
128 Drum Townhouse	n/a	0	0	0	
124 Drum Townhouse	n/a	0	0	0	
120 Drum Townhouse	n/a	0	0	0	
116 Drum Townhouse	n/a	0	0	0	
112 Drum Townhouse	n/a	0	0	0	
108 Drum Townhouse	n/a	0	0	0	
104 Drum Townhouse	n/a	0	0	0	
364 Brad Townhouse	n/a	0	0	0	
366 Brad Townhouse	n/a	0	0	0	
392 Brad Townhouse	n/a	0	0	0	
394 Brad Townhouse	n/a	0	0	0	
52 King Street Apartment	n/a	0	0	0	
56 King Street Apartment	n/a	0	0	0	
70 King Street Apartment	n/a	0	0	0	
74 King Street Apartment	n/a	0	0	0	
90 King Street Apartment	n/a	0	0	0	
94 King Street Apartment	n/a	0	0	0	
95 Franklin Heights House	n/a	0	0	0	
127 Franklin Heights House	n/a	0	0	0	
205 Franklin Heights House	n/a	0	0	0	
359 Franklin Heights House	n/a	0	0	0	
381 Franklin Heights House	n/a	0	0	0	
120 Roach Street	n/a	0	0	0	
198 Roach Street	n/a	0	0	0	
214 Roach Street	n/a	0	0	0	
348 Taylor Street Apartment	n/a	0	0	0	
464 Taylor Street Apartment	n/a	0	0	0	
468 Taylor Street Apartment	n/a	0	0	0	
Roberson Hall East	4	0	0	0	
Roberson Hall West	4	0	0	0	
<b>TOTAL</b>		0	0	0	

**Note: Buildings that did not have fire drills conducted represent a private student residence.**

### 2012 Fire Safety Systems: Residence Halls

Name of Facility	Fire Alarm		Central Control Panel	Smoke Detectors			
	Pulls	Hard Wired		Integrated with Fire Alarm	Hard Wired	Central Control Panel	Wall Mounted
Jackson Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Roberson Halls (Towers 1, 2)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Drum Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wellons Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes
King Street Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Melton Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### 2012 Fire Safety Systems: Residential Housing/Apartments

Name of Facility	Smoke Detectors
Village Apartments A 1-4	Yes
Village Apartments B 1-4	Yes
130 Drum Townhouse	Yes
128 Drum Townhouse	Yes
124 Drum Townhouse	Yes
120 Drum Townhouse	Yes
116 Drum Townhouse	Yes
112 Drum Townhouse	Yes
108 Drum Townhouse	Yes
104 Drum Townhouse	Yes
364 Brad Townhouse	Yes
366 Brad Townhouse	Yes
392 Brad Townhouse	Yes
394 Brad Townhouse	Yes
52 King Street Apartment	Yes
56 King Street Apartment	Yes
70 King Street Apartment	Yes
74 King Street Apartment	Yes
90 King Street Apartment	Yes
94 King Street Apartment	Yes
95 Franklin Heights House	Yes
127 Franklin Heights House	Yes
205 Franklin Heights House	Yes
359 Franklin Heights House	Yes
381 Franklin Heights House	Yes
120 Roach Street	Yes
198 Roach Street	Yes
214 Roach Street	Yes

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348 Taylor Street Apartment	Yes
464 Taylor Street Apartment	Yes
468 Taylor Street Apartment	Yes
<b>TOTAL</b>	Yes