



East Georgia State College

Clery Act Information

2012 Annual Security and Fire Safety Report

Produced by the Office of Legal Affairs and the Department of Public Safety

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**East Georgia State College
Clery Act Information
2012 Calendar Year**

Annual Security and Annual Fire Safety Report

The Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about certain specific crimes on and around their campuses to the campus community. Amendments to the Act provide certain basic rights for campus sexual assault victims and require the college or university to provide sex offender notification to the campus community. The Clery Act also imposes certain reporting requirements including policy statements and procedures for emergency response, fire safety statistics, campus community safety and security trainings, and the college or university's plan for dissemination of this information in the form of the Annual Security Report which includes an Annual Fire Report.

Scope of the Annual Security and Fire Safety Report

This report contains Clery Act crime and fire statistics for the East Georgia State College Swainsboro and Statesboro campuses. Because EGSC Statesboro students attend classes and have access to facilities at Georgia Southern University, this report contains Clery Act crime statistics for Georgia Southern University, provided by Georgia Southern University's Department of Public Safety. Because EGSC Statesboro students do not have access to Georgia Southern University housing, fire statistics for GSU housing are not included in this report.

The report covers 2012 calendar year statistics; 2010 and 2011 crime statistics are included for comparison. The report contains the Clery Act reporting requirements for the Swainsboro and Statesboro campuses. EGSC Statesboro students may view Georgia Southern University's Clery Annual Security Report at

[https://googledrive.com/host/0BywjgnqunV8Ld1NfRUsxNWhqbjA/2012%20Annual%20Security%20and%20Fire%20Safety%20Report%20\(1\).pdf](https://googledrive.com/host/0BywjgnqunV8Ld1NfRUsxNWhqbjA/2012%20Annual%20Security%20and%20Fire%20Safety%20Report%20(1).pdf)

East Georgia State College Department of Public Safety

The office for the Department of Public Safety is located in the Student Services Building on the main campus and immediately inside the main entrance at the Statesboro facility.

Georgia Southern University's Public Safety Department is located on Forest Drive across from the Raptor Center.

Departmental and /Officer Qualifications and Authority

The East Georgia State College Department of Public Safety is a law enforcement agency recognized by the Peace Officers Standards and Training (POST) Council and its authority stems from Georgia law. All public safety officers are certified peace officers of the State of Georgia. In addition, officers meet annual POST training requirements in order to retain their arrest powers. Public safety officers are responsible for traffic control and the prevention of crime on campus and have the authority to arrest violators of criminal and traffic laws on campus and on adjacent property within 500 yards of the campus.

Training

EGSC Public Safety officer participate in on campus drills and trainings on a variety of topics including active shooter, severe weather, search and seizure in the residence hall, missing student scenarios psychological first aid, and response to classroom disruptions. Several trainings included participation with local law enforcement, EMT and fire departments. Additionally, each officer attends in service training in topics appropriate for a campus public safety officer.

Campus Patrol

Public safety officers and/or unarmed security officers patrol the campus 24 hours a day, 7 days a week, 52 weeks a year. While patrolling the campus for violations of criminal and traffic laws, officers also check for safety hazards and crime-conducive conditions, such as inoperable security lighting, hedges that conceal windows or entrances, etc. Any deficiencies are noted and referred to Plant Operations for correction. In addition, public safety officers and/or security officers also routinely check parking lots and, after the hours of darkness, do not permit loitering in the parking lots.

Additional Public Safety Services

EGSC Department of Public Safety provides additional services for the faculty, staff, students and visitors on campus. Officers are available to:

- Jump-start vehicles
- Assist in getting gasoline
- Assist in changing tires
- Provide transportation to medical and other emergency appointments
- Provide escort service on campus after dark

Regulation of Access to Campus Facilities

Access to residence halls is limited to current residents and their registered guests. Visitation rules are enforced. The Residence Hall front desk is monitored 24 hours a day by resident assistants or EGSC security officers. Security officers are stationed in the Residence Hall during the night hours and 24 hours per day from Friday evening through Monday morning. Residence hall doors are protected by intruder alarms and video cameras; interior hallways are protected by video surveillance. Public Safety responds to requests for assistance from the residence hall manager concerning unauthorized guests, disturbances, etc.

Public Safety officers also routinely check residence hall lobbies and other facilities, such as the gymnasium, Shot Strange Clubhouse, and the Student Center for unauthorized visitors. All facilities are secured by Public Safety immediately following the last evening event and re-opened the following morning between 7-8 AM. Routine patrols are conducted throughout the evening and on weekends. As part of campus patrol activities, Public Safety monitors access to facilities for after-hours maintenance.

Campus Security Procedures

New students receive campus security information as part of Orientation. This includes information on the role of public safety officers and security officers, and other services offered to students, faculty and staff such as escort to and from vehicle, jump start to vehicle, changing vehicle tires, vehicle lock out assistance, and assist in getting gasoline. New students are informed of Connect Ed, the college's emergency notification system, and encouraged to periodically update his or her contacts to ensure successful delivery of emergency messages. Housing residents receive this information in Orientation sessions and it is also contained in "*The ABC's of EGSC*" provided to each residence unit. Faculty and staff receive campus security information at new employee orientation it is also available on the Public Safety Department webpage.

Crime Prevention/Safety Programs

Crime prevention and safety awareness programs are offered at East Georgia State College in an attempt to reduce campus crime. Prevention programs are aimed at minimizing criminal opportunities and encouraging students to be responsible for their own security. Together with the Department of Housing, student organizations, and Counseling services, the Department of Public Safety can provide the

Residence & Street Safety Program upon request. This program provides information on personal security and property protection and the tips are noted below:

Don't Leave Your Property Unattended

- In the library, dining hall, classroom, restroom, or any campus facility.
Theft of backpacks and textbooks is common-the resale value of books makes them attractive targets for petty thieves. If you're leaving for a minute, take your things with you.
- Don't leave notes on your door announcing that you aren't home.
- Don't leave things in the laundry room.
- Never leave valuables unattended.

Safety in Your Car

- When leaving your vehicle, be certain your doors are locked and windows are completely rolled up.
- Check the back seat before you get in.
- Have your keys in hand so you don't have to linger before getting in, especially at night.
- Keep packages and valuables out of sight in your vehicle either under a seat, in the glove box, or in the trunk.
- Park in well-lit areas near other vehicles or in high pedestrian and vehicle traffic areas.

Counseling and Disability Services covers prevention of sexual assault in its annual student presentation each fall semester. Housing staff conduct similar crime prevention and safety programs for resident assistant trainings and for students as part of housing orientation and move in. A public safety officer is stationed in the housing facility each evening and Friday evening through Monday morning. The presence of the officer in the housing facility affords prompt response to emergencies and other calls for assistance, and should deter criminal activity.

Relationship with Other Police and Emergency Agencies

EGSC Public Safety officers are equipped with radios that share frequency with the local 911 center, the Swainsboro Police Department, the Emanuel County Sheriff's Department, and other police agencies that can provide additional assistance. Through the local 911 center, fire trucks, emergency medical services, etc., can be quickly dispatched to the campus.

The campus is located on the east side of the city of Swainsboro and is easily accessible by any emergency response agency. The Department of Public Safety maintains a good working relationship with the Swainsboro Police Department, the Emanuel County Sheriff's Department, the Georgia State Patrol, and the Georgia Bureau of Investigation, all of which have offices near the campus. While EGSC Public Safety officers are the first responders to calls concerning criminal activity, these agencies provide back-up assistance when called upon and also respond when additional investigative assistance is needed. EGSC has Mutual Aid Agreements with the City of Swainsboro Police, Emanuel County Sheriff's Department.

The Statesboro facility is located on Highway 301 South and easily accessible by any emergency response agency. The Department of Public Safety maintains a good working relationship with Bulloch County Sheriff's Department and Georgia Southern University's Public Safety Department. EGSC has a Mutual Aid Agreement with the Bulloch County Sheriff's Department and Georgia Southern University Public Safety Department.

Monitoring Criminal Activity of Off Campus Student Organizations

EGSC does not have off campus student organizations

Reporting Incidents

The EGSC Department of Public Safety provides first responder assistance for reports of fire, medical emergencies, traffic accidents, and criminal activity. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Hall should be reported to the Public Safety department.

To report a crime:

Contact Public Safety (478) 455-0125 (Swainsboro) or (478) 455-1606 (Statesboro) first; if you do not make contact, then call 911. Note: if you contact the local 911 Center first, your call will be re-routed to EGSC, possibly resulting in a delayed response.

If you are the victim of a crime and do not want to pursue action within the EGSC process or the criminal justice system, you may still want to consider making a confidential report. Please contact the Public Safety Department for more information on this process that will allow EGSC to capture this crime information.

In response to a call for assistance, EGSC Department of Public Safety officers will arrive promptly and gather facts from the complainant and witness (es), assess the situation and determine the proper course of action. All details of the incident will be memorialized in an Incident Report which will be signed by the responding public safety officer and filed in the Office of Public Safety within 24 hours of the incident.

In addition to reporting criminal activity to Public Safety, individuals are also encouraged to report criminal activity to the local law enforcement for further prosecution.

Providing false information to a Public Safety officer that forms the basis of a complaint or report is a crime and legal action may result. In all cases the matter will be referred to the Vice President for Student Affairs for handling and may result in disciplinary action.

Campus Security Authorities

In some instances, despite the availability of the on campus Department of Public Safety, students may wish to report crime to someone else on campus. Clery requires that the college collect crime reports from a variety of individuals that are “campus security authorities.” Individuals whose functions involve relationships with students or have significant responsibilities for students and/or campus activities are considered a CSA. Specific examples include Public Safety, officials of the institution with significant responsibilities for student and campus activities (faculty and/or staff to student organizations), any person who has the authority and duty to take action and respond to particular issues on behalf of the university, Student Affairs Professionals (Deans, Asst. Deans, Directors/Asst. Directors of Student Housing, Resident Hall Directors, Community Leaders for Housing, Student Conduct, Judicial Affairs,), Director/Asst. Director of Athletics and Coaches (includes all Asst. Coaches), administrators who oversee Branch or Separate Campuses, Title IV Coordinator and staff who provide safety escorts around campus. A CSA’s primary responsibility is to report allegations made in good faith to the reporting structure established by the college. If the CSA receives the crime information and believes it was provided in good faith, the CSA should document it as a crime. By good faith it is meant that there is a reasonable basis for believing that the information is not simply rumor or hearsay. EGSC CSA’s are numerous, several are listed below:

Vice President for Student Affairs (478) 289-2015

Director of Student Conduct (478) 289-2360

Director of Housing (478) 289-2172

Student Health Clinic Staff (478) 289-2182

Title IX Coordinators (sexual offenses only) (478) 289-2035; (478) 289-2105

Timely Warnings and Notifications

In the event that a situation arises, including Clery crimes, either on or off campus, that, in the judgment of the Chief of Public Safety, constitutes a serious or continuing threat to the campus community, a campus wide “timely warning” notification will be issued. Anyone with information about a serious or continuing threat to the campus community should report the circumstances to the Public Safety office, by phone (478) 455-0125 (Swainsboro) (478-455-1606 (Statesboro) or in person.

Notice of Clery crimes, and other crimes or incidents occurring on or off campus considered important for the safety and welfare of campus community are disseminated in a timely manner through mass communication. If issuing such notification will compromise efforts to contain the emergency, the warnings and notification will be delayed until the emergency is under control.

East Georgia State College uses redundant communication to alert the campus community of crimes and incidents affecting the safety and welfare of faculty, staff, students and visitors.

I. Public Address System (Swainsboro Campus)

- A. The Public Address System uses a siren, voice broadcast, and strobe light alert.
- B. The Public Safety Staff is trained to use the system.
- C. The alert can be sent from the Public Safety office or the Plant Operations office.

II. Connect-Ed System (Swainsboro and Statesboro)

- A. Connect-Ed is a mass communication notification system that uses phone, text message, and e-mail to alert the campus community of an emergency.
- B. The Public Safety Staff, President, Vice Presidents and Director of Information Technology have been trained to use the system.
- C. Statesboro students and staff will receive messages from BOTH the East Georgia State College and the Georgia Southern University alert systems.

Additional alert messages may be posted on EGSC website, and brochures or notices posted on building interiors or exteriors as necessary to relay the emergency information.

Daily Crime Log

Public Safety maintains a Crime Log of all criminal incident reports that have been filed with the Department. The log is available for review at the Department of Public Safety in Swainsboro and the Public Safety office at the Statesboro facility during regular business hours. When new information about an entry into the log becomes available such information will be recorded into the log no later than 2 days after Public Safety becomes aware of it.

Disclosure of the Crime Statistics

The Clery Act requires collection of crime statistics for criminal homicide (murder & non-negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson. Colleges and universities are also required to report statistics for the following arrests or referrals for campus disciplinary action (if an arrest was not made): liquor law violations, drug law violations, and illegal weapons possession. Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime: larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property.

EGSC Public Safety collects crime statistics for Clery Act crimes, and all felonies and misdemeanors, including traffic violations for the Swainsboro and Statesboro campuses. Clery Act Crimes for Georgia Southern University are collected by Georgia Southern Public Safety and provided to EGSC for inclusion in this report. These annual Clery crime statistics for Swainsboro and Statesboro (including Georgia

Southern University's statistics) are included herein immediately following this section and are published on the EGSC Department of Public Safety website: http://www.ega.edu/offices/public_safety

Following publication of this report an e-mail notification is sent to all enrolled students, faculty and staff with a link to the web site to access the full report. Copies of the report may also be obtained at the Public Safety Department Office located at the Jean Anderson Morgan Student Services Building in Swainsboro and at the Public Safety Office in Statesboro. All prospective employees may obtain a copy from Human Resources located in the Gambrell Building or by calling (478) 289-2035.

Campus crime, arrest and referral statistics include those reported to Public Safety, campus security authorities and other campus authorities and local law enforcement agencies. Counseling and Disability Services staff informs their students of the procedures to report crime to the Public Safety on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Crime Statistics

Criminal Offenses: Swainsboro

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0	0	0	2
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	3
Non-forcible sex offenses	0	0	0	0	0	1
Robbery	0	0	0	0	0	9
Aggravated Assault	0	0	0	0	0	33
Burglary	0	0	0	0	0	123
Motor vehicle theft	0	0	0	0	0	2
Arson	0	0	0	0	0	2

Criminal Offenses: Statesboro

(Duplicated from Georgia Southern University Data)

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	1	3	2	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Robbery	3	2	2	0	0	1
Aggravated Assault	0	0	0	1	0	0
Burglary	11	10	19	0	0	0
Motor vehicle theft	3	0	0	2	0	0
Arson	0	0	0	0	0	0

Hate Offenses: Swainsboro

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0

Hate Offenses: Statesboro

(Duplicated from Georgia Southern University Data)

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0

Arrests: Swainsboro

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Illegal Weapons possessions	0	0	0	0	0	0
Drug Law violations	0	1	4	0	0	44
Liquor Law violations	0	0	0	0	0	56

Arrests: Statesboro

(Duplicated from Georgia Southern University Data)

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Illegal Weapons possessions	5	3	1	0	0	0
Drug Law violations	18	31	53	31	5	19
Liquor Law violations	66	58	30	77	13	11

Disciplinary Actions/Judicial Referrals: Swainsboro

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Illegal Weapons possessions	0	2	0	0	0	0
Drug Law violations	0	1	1	0	0	0
Liquor Law violations	0	3	4	0	0	0

Disciplinary Actions/Judicial Referrals: Statesboro

(Duplicated from Georgia Southern University Data)

Crime	On-Campus			Public Property		
	2010	2011	2012	2010	2011	2012
Illegal Weapons possessions	20	10	2	0	8	0
Drug Law violations	156	41	201	13	3	0
Liquor Law violations	600	469	102	55	22	0

Testing of Emergency Response and Evacuation Procedures

EGSC annually conducts campus-wide fire drills. The drills allow for the testing of the public address system and siren, and building representatives assist with the evacuation procedures. Tabletop drills are conducted each year using the public address system, sirens, and Connect Ed. Tests of the Connect Ed system are conducted at each campus in Fall and Spring semesters. In preparation for an emergency, annually and prior to impending severe weather, EGSC's Information Technology Department sends a reminder e-mail to all campus requesting employees update his or her emergency contact information in Connect Ed. Prior to the Connect Ed tests in Fall and Spring semester, Student Life conducts an Connect Ed awareness program to inform and remind students to update emergency contact information. A record of each test message and live emergency message is maintained indicating the delivery success rate per device (email, telephone and text message).

Evacuation procedures are included in the *East Georgia State College Emergency Procedures Flipchart* which is distributed annually to all employees, is located on the Public Safety website, and available in all classrooms and labs. Department heads inform employees of evacuation routes and assembly points and faculty inform students at the beginning of each semester of the evacuation route and assembly point for the classroom or laboratory. Evacuation begins when the alarm sounds or when directed to evacuate by Public Safety or Plant Operations staff. Building representatives assist in evacuating individuals from buildings to a designated assembly point and maintains a headcount for the group.

EGSC's Emergency Response Committee meets regularly to plan tests and drills, to conduct after action evaluations of the college's emergency response, and to adjust policy and procedure to ensure the most effective response.

Publication of Emergency Response Procedures

Each year EGSC distributes the emergency response procedures flipchart to all faculty and staff and places a flipchart in each instructional space on campus. A link to the *EGSC Emergency Response Procedures Flipchart* for Swainsboro and Statesboro is located on the Department of Public Safety website at http://www.ega.edu/offices/public_safety/emergency_response

Campus Sexual Assault Victims: Preventing and Responding to Sex Offenses

Educational Programs on Sexual Assault and Prevention: The Counseling and Disability Services Office conducts educational programs on sexual assault/harassment, prevention, and provides on and off campus resources to students in the Fall and Spring semester. The awareness programs include information on safe student practices and instructions for a victim's appropriate immediate response measures. East Georgia State College Public Safety department may also participate in such programs. In cooperation with the Student Health Clinic's Wellness Wednesday Program, Counseling and Disability Services provides resources and videos during Fall semester. Domestic violence awareness brochures, emergency shelter information, and victim advocate contact information is provided to students. Housing and Residence Life covers sex offenses and prevention in its Fall mandatory orientation sessions with housing students and resident assistants.

Information and Procedures for Victims of Sexual Assault

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Public Safety Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Public Safety Officer, Housing representative, Title IX Coordinator or other college official. Filing a police report with a college officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests;

- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts Public Safety Department, the local police will be notified as well. A representative from the Housing Office or Counseling and Disability Services Office will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the EGSC Student Conduct system, or only the latter. Immediate counseling will be available through the EGSC Counseling and Disability Services office. Off campus counseling and support services can be obtained through the Ogeechee Behavioral Health in Swainsboro and Statesboro Regional Sexual Assault Center- (912) 489-6060 or www.srsac.org, Rape Crisis Centers- Statesboro (866) 489-2225 and Rape Crisis Center- Vidalia (912) 538-9935. Victim advocate programs in Swainsboro and Statesboro can provide on-going information and assistance.

EGSC disciplinary proceedings are detailed in the *East Georgia State College Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose a hearing advisor, a person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing concerning an alleged sexual assault. A student found guilty of violating the EGSC sexual assault policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Title IX Coordinator

East Georgia State College's Title IX Coordinators responsible for overseeing administrative investigations in compliance with Title IX requirements are the Director of Student Life, vsherrod@ega.edu, 478-289-2105; and the Director of Human Resources, twoods@ega.edu, 478-289-2035.

GBI Sex Offender Registry

Convicted sexual abuse offenders in the State of Georgia are required to register as sexual abuse offenders in the location where they live. The GBI Sex Offender Registry can be found at: <http://gbi.georgia.gov/georgia-sex-offender-registry>

Missing Persons

Reports of missing persons should be made to EGSC Department of Public Safety or the Director of Housing. If the EGSC Department of Public Safety receives a report that a resident student is missing, an investigation to determine the whereabouts of the student will be made. This investigation will include, within 24 hours of receiving the report, a telephonic check with the student's parents, or if appropriate, any other individuals listed in college records as an emergency contact.

Each student living in the Residence Hall has the option to register a confidential contact person to be notified in case the student is determined to be missing. Only authorized campus officials and law enforcement officers, in furtherance of the missing person investigation, may have access to this information. Regardless of whether a confidential contact person is identified, EGSC Department of Public Safety will prepare an Official Missing Persons report and will notify local law enforcement that the student is missing. If the missing student is under the age of 18 and not emancipated, the student's parent or guardian will be notified. All official missing student reports will be referred immediately to EGSC Department of Public Safety or local law enforcement.

Drug and Alcohol Policy Statements

Alcoholic Beverages: East Georgia State College prohibits the possession, consumption, (without a valid dental or medical prescription), distribution, manufacture or sale of an alcoholic beverage or container on East Georgia State College campus or at off campus institutionally sponsored events. No student shall be under the influence of alcohol while on East Georgia State College property or at off campus institutionally approved events. The enforcement of alcohol laws on-campus is the primary responsibility of the Public Safety Department. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Student organizations or groups violating alcohol/substance policies or laws may be subject to disciplinary action as defined in the *EGSC Student Handbook*.

Drugs: East Georgia State College prohibits the possession, consumption, distribution, manufacture or sale (without a valid dental or medical prescription) of illegal or dangerous drugs or drug-related paraphernalia on East Georgia State College property or at institutionally approved events. Additionally, no student shall be under the influence of illegal or dangerous drugs while on East Georgia State College property or at institutionally approved events. Students convicted of drug offenses will be subject to disciplinary sanctions up to and including expulsion, state and/or federal sanctions, imprisonment and/or fines and loss of student-aid eligibility for a specified period of time. Specific institutional sanctions are noted in the EGSC Student Handbook and state and federal sanctions noted on the Public Safety website:

http://www.ega.edu/offices/public_safety

The Department of Public Safety will enforce all state and federal laws pertaining to the possession, use, and sale of alcoholic beverages, including underage drinking, and possession, distribution, manufacture and sale of drugs. The Department of Public Safety will also notify parents of underage students who are involved in alcohol or drug related crimes.

Substance Abuse Education

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. During Fall Workshop in August, the Alcohol and Drug policy which includes counseling referrals and college sanctions is annually distributed to employees. Students receive the Alcohol and Drug Policy via distribution from the Director of Counseling and Disability Services in the Fall and receive instruction and materials in the Student Success classes. The Director of Counseling and Disability Services coordinated with the Director of Student Life to cover this topic in Wellness Wednesday, an all campus health outreach, each Fall semester. The Director of Housing covers the alcohol and drug policy and education in the annual mandatory student housing orientation sessions each Fall and Spring.

Substance Abuse Resources and Referrals

The College's Drug and Alcohol Policy provides for several sources for getting help with a drug or alcohol problem. The sources listed herein are distributed to students during various education outreach efforts as noted in this report.

Georgia Crisis and Access Line- (800) 715-4225- provides 24 hour a day, 7 day a week referral assistance and crisis intervention to anyone with mental health needs, drugs or alcohol. In-patient facilities are listed below.

Serenity Behavioral Health Systems (located in Augusta, Georgia)- (888) 629-3330 Provides dual diagnosis drug rehabilitation with a primary focus on mental health services and drug rehabilitation.

Quentin Price (located in Dublin, Georgia)- (800) 868-5423 or (800) 868-5423- This facility provides detoxification services and short-term residential treatment. John's Place Crisis Stabilization Unit (Statesboro, Georgia)- (912) 764-6129 or (800) 746-3526- This facility provides short-term intensive structured residential services for individuals. Braswell House (Swainsboro, Georgia) (478) 289-2486. This is an addictive disease semi-independent residential program. Individuals entering this program are referred by in-patient crisis stabilization units. This program offers a safe, stable, drug free residence to ten co-ed individuals for a minimum of 30 days. Individuals without a safe and sober home environment to return to are often good candidates for this program.

Possession of Weapons on Campus

East Georgia State College is a designated school safety zone and complies with all local, state and federal laws applied to firearms and weapons on a campus. EGSC prohibits any person to carry or possess any weapon, firearm, handgun, long gun or explosive compound in any property owned or used by EGSC. This includes off campus facilities and sites used by the College or College sponsored organizations for College sponsored events as well as College vehicles used by the College to transport students, faculty and staff to events.

East Georgia State College Public Safety personnel are exempt from the above prohibition. An individual with a firearms permit may have a weapon in his or her private vehicle on campus. However, if the weapon is removed from the car and brought onto campus, the individual is in violation of the law and college policy. Weapons which are to be used for classroom instruction must be approved by East Georgia State College Chief of Public Safety prior to the weapon being brought onto campus. The person or persons bringing the weapons on campus for classroom purpose must comply with the safety and security stipulations set forth by East Georgia State College Chief of Public Safety.

Annual Fire Safety Report

Fire Safety Devices

Each unit is equipped with a smoke alarm for safety. State law requires that all units are equipped with smoke alarms. These devices are in the unit to warn residents of smoke or fire. The alarm must be unobstructed at all times for safety purposes. Students are advised to never tape over, cover, or disconnect the smoke alarm.

Fire Safety Education and Training for Students, Faculty/Staff in Housing

On move in days in August and January, the Office of Housing conducts mandatory orientation and training covering safety and security measures in the housing facility. Topics include emergency response procedures, fire and tornado safety responses, key accountability, room entry procedures, guest policy, universal precautions, how to report suspicious persons, how to prevent slips and falls, door safety protocols, vehicle safety, how to handle all waste, lock-down procedures, lock-outs, general safety and cooking safety. A comprehensive housing manual "The ABC's of EGSC" reinforces these precautions; see excerpt below. The Swainsboro Fire Department conducts training at the mandatory orientations in the fall and spring, including a live fire in which the residents must practice using a fire extinguisher. At least once per semester, the fire alarm is tested, the residence hall is evacuated and the fire department responds.

Resident assistants and Residence Hall staff receive comprehensive training on the above topics as well as daily protocol procedures. The resident assistants receive training from the East Georgia State College *Department of Housing and Residence Life Staff Manual*.

What to do in the Event of a Fire

The following information is provided to students from “*The ABC’s of EGSC:*”

In the event of a Fire

1.

- a. In the case of a fire alarm sounding, you should immediately exit the building from the closest exterior door and meet in the parking lot. You should not reenter the building until EGSC personnel tell you that it is safe to do so, even if the alarm stops.

If you are inside an apartment, you should check the door for heat before opening the door. If the door is hot, DO NOT open the door. Immediately contact 911 and tell them that you are located in Bobcat Villas on the EGC campus and give them your apartment number. You should hang a white towel (or available material) from your apartment window and stay low to the floor near that window until the fire department can get to you. DO NOT open the window until help is there, as this may cause the fire to seek out this oxygen source and reach you faster. If the door is not hot, you can crack the door and see if smoke enters the room. If smoke is present, close the door and proceed with the same procedures you would use if the door was hot. If smoke is not present, stay low to the floor and proceed to the closest exit. Remember that smoke inhalation is the most common cause of death in a fire. Smoke rises, so stay low to the floor and cover your mouth and nose.

- b. Kitchen safety: Your kitchen is a privilege; please do not burn us down!
- i. Some tips to keep us all safe (found at <http://www.straighten-up-now.com/kitchen-safety-tips.html>)!
 - ii. Make sure all wires, cords and plugs on your appliances are not frayed and that the plugs have 3-prong grounded connections. This would include coffee makers, blenders, microwaves, mixers, etc.
 - iii. Get rid of any appliance that is broken or damaged. New ones are very inexpensive these days. If a new one would bust your budget, try garage and tag sales (just make sure you’re not buying somebody else’s broken appliance).
 - iv. Don’t leave the kitchen with pots & pans cooking on the stove. Make sure to turn off burners as soon as you take the pot off.
 - v. Avoid wearing inappropriate clothing while cooking. That means loose sleeves and sweaters.
 - vi. Keep dish towels, pot holders and oven mitts away from the stove.
 - vii. In case of a grease fire, salt and/or baking soda will help if you do not have a fire extinguisher.
 - viii. Keep emergency numbers handy – 911 is easy to remember, but phone numbers to Poison Control might take longer.
 - ix. Scalding is one of the most common injuries in the kitchen. Make sure to turn pot handles away from the front of the stove.
 - x. Scalding can occur from hot steam as well. Be careful when lifting lids from hot food (including opening that hot bag of microwave popcorn)!
 - xi. Handling Knives: (a) Always cut away from your body when using a knife. It can slip and cut you, (b) Always use a cutting board, (c) Protect your counter tops, (d) Keep blades sharp, (e) Keep knives clean (including handle) – slippery handles can cause injuries, (f) Don’t put knives in a sink of soapy water – they may not be seen and accidents can occur, (g) Wash and dry carefully keeping sharp edge away from your hands, (h) Always lay them flat, never on the back or edge, (i) Don’t attempt to catch a knife as it falls – better it hits the floor than cut your hand, (j) Wash knives with warm soapy water after each use.
 - xii. Be sure appliances are unplugged before touching sharp edges (blenders, can openers, mixers, etc.).

- xiii. Be careful about sharp edges: scissors, broken glass, potato peeler, etc.
- xiv. Casualness causes casualties – don't answer or talk on the phone while cooking – you can be distracted and injuries can result.
- xv. Clean up spills immediately – wet floors are slippery when wet.
- xvi. Store cleaning supplies and all chemicals in a safe place.

Portable Appliances, Smoking and Open Flames

The EGSC Housing website and the *ABC's of EGSC* prohibit the use of candles, incense, indoor grills (including George Foreman-like), and individual refrigerators or microwaves. This information is communicated to students prior to move in and again at move in day mandatory orientation.

Procedures for Evacuation

The evacuation procedures for the Housing facility are covered in “*The ABC's of EGSC*” and are included in the mandatory training for residents on move in day. Resident assistants and other housing staff conduct this training. Students are directed to evacuate to the housing facility parking lot unless doing so is unsafe. In such instance, students will be directed to another evacuation location by housing or public safety staff.

**Description of Student Housing Fire Detection and Suppression Systems
2012 - 2013**

Residence Hall Bobcat Villas	Sprinkler System	% Sprinkler Covered	Central Fire Alarm	Smoke Detection Devices	Extinguisher (common areas)	Room Evacuation Placards	Annual Fire Drills
Main Lobby 1st Floor	yes	100%	yes	yes	yes	yes	1
Lobby/Computer 2nd Floor	yes	100%	yes	yes	yes	yes	1
Lobby/Kitchenette 3rd Floor	yes	100%	yes	yes	yes	yes	1
Laundry Room 1st Floor Hallway	yes	100%	yes	yes	yes	yes	1
Eastside							
Room 102-120	yes	100%	yes	yes	yes	yes	1
Room 202-220	yes	100%	yes	yes	yes	yes	1
Room 302-320	Yes	100%	Yes	Yes	Yes	Yes	1
Westside							
Room 103-115	yes	100%	yes	yes	yes	yes	1
Room 203-215	No	100%	yes	Yes	Yes	Yes	1
Room 303-315	No	100%	yes	Yes	Yes	Yes	1
Clubhouse							
Main Lobby Kitchenette	No	100%	yes	Yes	Yes	Yes	1

2012 Reported Fires: Bobcat Villas & Clubhouse

Location	Room #	Total Of Fires	Date	Time	Cause Of Fire	Number Of fires	Number Of deaths	Value of Property Damage
Main Lobby			0	0	0	0	0	0
1st Floor	N/A	0						
Lobby/Computer			0	0	0	0	0	0
2nd Floor	N/A	0						
Lobby/Kitchenette			0	0	0	0	0	0
3rd Floor	N/A	0						
Laundry Room			0	0	0	0	0	0
1st Floor Hallway	N/A	0						
Eastside								
Room 102-120	108	1	06/23/12	21:20	Grease	0	0	0
Room 202-220	0	0	0	0	0	0	0	0
Room 302-320	0	0	0	0	0	0	0	0
Clubhouse								
Room 103-115	0	0	0	0	0	0	0	0
Room 203-215	0	0	0	0	0	0	0	0
Room 303-315	315	1	04/03/12	20:55	0	0	0	0
Clubhouse								
Main Lobby / Kitchenette	N/A	0	0	0	0	0	0	0
Director's Office	N/A	0	0	0	0	0	0	0
Fitness Center	N/A	0	0	0	0	0	0	0
Game Room	N/A	0	0	0	0	0	0	0
Study Room A	N/A	0	0	0	0	0	0	0
Study Room B	N/A	0	0	0	0	0	0	0
Reading Room	N/A	0	0	0	0	0	0	0
Computer Lab	N/A	0	0	0	0	0	0	0