



East Georgia State College Swainsboro Campus
ANNUAL FIRE SAFETY AND SECURITY REPORT

Produced by Office of Legal Affairs and Public Safety

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From the President

To the East Georgia State College Community –

It is up to each one of us to help foster a secure and supportive environment at East Georgia State College — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our college community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Dr Robert G. Boehmer, President

From the Chief of Police/Public Safety

To the East Georgia State College Community –

On behalf of the members of the East Georgia State College Public Safety Department, I want to thank you for your interest in our annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone's responsibility at East Georgia State College. We encourage you to review the information available in this document. You will find information about our organization including descriptions of certain services that we provide. You will also become familiar with our strong commitment to victims of crimes and the specific services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We share in the College's commitment to foster a secure and supportive environment at East Georgia State College. Campus safety and security is a collaborative effort at East Georgia State College. We partner with the many departments at the College that have a critical role in fostering campus safety, including Student Affairs, Plant Operations and other College offices. The men and women of the East Georgia State College Public Safety are committed to making the College campus a safe place in which to live, work, and study.

Drew Durden, Chief of Police

Distribution: This report is distributed to all campus via email distribution containing a link to the report posted on the EGSC Public Safety website.

Accessibility: A hard copy of this report is available in the Office of Public Safety and in the Office of Human Resources.

Non-Discrimination Statement

<http://www.ega.edu/policy/NoticeOfNondiscrimination.pdf>

ANNUAL SECURITY 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 (EGSC) Swainsboro campus. The report covers 2013 calendar year statistics; 2011 and 2012 crime statistics are included for comparison. The report contains the Clery Act reporting requirements for the Swainsboro and Augusta campuses.

REPORTING CRIMES AND OTHER EMERGENCIES

The college has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate college officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire college community that you immediately report all incidents to the Public Safety

Swainsboro: 478-289-2090, 478-455-0125; Augusta: 706-721-2211) to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage college community members to report crimes promptly and to participate in and support crime prevention efforts. The college community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the college or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the college to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call EGSC Public Safety Swainsboro: 478-289-2090 or 478-455-0125; to report suspicious activity, loitering or other concerning information. Callers may remain anonymous. Providing false information to a Public Safety officer that forms the basis of a complaint or report is a Director of Student Conduct or Human Resources, as appropriate, for handling and may result in disciplinary action.

Reporting to College Police

We encourage all members of the college community to report all crimes and other emergencies to EGSC Public Safety in a timely manner. Public Safety has a dispatch center that is available by phone at 478-289-2090 or in person twenty-four hours a day at the Public Safety Office: Swainsboro campus Student Center. Though there are many resources available, Public Safety should be notified of any crime, whether or not an investigation continues, to assure the college can assess any and all security concerns and inform the community if there is a significant threat to the college community.

Reporting to Other Campus Security Authorities

While the college prefers that community members promptly report all crimes and other emergencies directly to Public Safety or 911, we also recognize that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain college officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Public Safety	Swainsboro: Student Center	Swainsboro: 478-289-2090, 478-455-0125;
Vice President for Student Affairs	Student Center	478-289-2015
Vice President for Human Resources	Gambrell Building	478-289-2035

Office of Student Conduct	Student Center Room B113	478-289-2360
Office of Legal Counsel Student Health Clinic	Gambrell Center J562 Lower Level Academic Building	478-289-2165 478-289-2182
The Office of Residence Life, including all RA's	Bobcat Villas Shot Strange Clubhouse	478-289-2172

Professional Counselors

According to the Clery Act, professional counselors who are appropriately credentialed and hired by EGSC to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

College Community Safety and Personal Responsibility

The College takes great pride in the community and offers students, faculty and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, EGSC has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though the College is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

EGSC Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Public Safety, information provided by other college offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by East Georgia State College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The college distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the College community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Human Resources, Public Safety or by visiting http://www.ega.edu/public_safety

ABOUT THE EGSC DEPARTMENT OF PUBLIC SAFETY

The EGSC Department of Public Safety office is located in the Student Services Building on the main campus in Swainsboro.

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 carry weapons and arrest violators of criminal and traffic laws on campus and on adjacent property within 500 yards of the campus. All criminal incidents are investigated by Public Safety. The Department is comprised of six Police Officers and four security officers.

Training

EGSC Public Safety officers participate in on campus drills (active shooter, hazardous spill, fire, shelter in place) and in service trainings on a variety of topics including active shooter, severe weather, search and seizure in the residence hall, missing student scenarios interviewing techniques, Clery Reporting, 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 on topics appropriate for a campus public safety officer.

Campus Patrol and Crime Reporting

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. Individuals are encouraged to report all campus crimes to Public Safety in an accurate and timely manner.

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

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 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. EGSC annually hosts joint training events and drills for the above partners on the EGSC campus.

Crimes Involving Student Organizations at Off-Campus Locations

EGSC does not have any recognized student organizations off campus. EGSC relies on its close working relationships with local law enforcement agencies to receive information about incidents involving EGSC students on and off campus. However, some EGSC students reside in private housing in neighborhoods adjacent to the Swainsboro campus. The City of Swainsboro and Emanuel County Sheriff have primary jurisdiction in all off campus areas. In coordination with local law enforcement agencies, the Public Safety will actively investigate certain crimes occurring on or near campus. If Public Safety learns of criminal activity involving students it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Conduct, as appropriate.

TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Public Safety will issue a “Crime Alert.” Public Safety will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Public Safety will post these warnings through a variety of ways, including but not limited to posters, e-mails, college’s webpage, and media. The College also has the ability to send text message alerts via Connect Ed to those who register their cell phone numbers.

The purpose of these Crime Alerts is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. The College will issue Crime Alerts whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority or the local police; or 2) the college determines that the incident represents an on-going threat to the campus community. Victim names will not be released.

Additionally, Public Safety may, in some circumstances, issue Crime Alerts when there is a pattern of crimes against persons or property. At EGSC, the Chief of Public Safety will generally make the determination, in consultation with other college offices, if a Crime Alert is required. However, in emergency situations, any Public Safety supervisor may authorize a Crime Alert. For incidents involving off-campus crimes, the college may issue a Crime Alert if the crime occurred in a location used and frequented by the college population. If issuing such notification will compromise the efforts to contain the emergency, the warning and notification will be delayed until the emergency is under control.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at EGSC

The President’s Office is responsible for the East Georgia State College Emergency Action Plan (EAP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with College departments to write, maintain, test, and exercise the EAP
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their EAPs.

A flipchart containing the College’s emergency response procedures is located at http://www.ega.edu/public_safety. Included at this web page is detailed information regarding the College’s emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on College and cellular telephones.

Drills, Exercises and Training

Annually, the college conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus and may include local law enforcement and emergency responders.

To ensure the College’s emergency management plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the College will notify the community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures http://www.ega.edu/public_safety

Emergency Notification

EGSC is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. EGSC uses the emergency notification system Connect Ed, an emergency notification service available to faculty, staff and students that enroll. ConnectEd can be used to send emergency messages within minutes of the occurrence of an incident. Alerts are simulcast to the college community via text, email and telephone. EGSC performs a College-wide test of the ConnectEd system each semester. A record of each test message and live emergency message is maintained indicating the delivery success rate per device (email, telephone and text message).

The following procedures outline the process the College uses when issuing emergency notifications.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include the mass notification system Connect Ed, the college's e-mail system, fax, telephone tree, sirens, and verbal announcement within a building and public address system on Public Safety patrol cars. The College will post updates during a critical incident on the homepage. If the situation warrants, the College will establish a telephone call-in center to communicate with the College community during an emergency situation.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Department of Public Safety and /or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Public Safety or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify the supervisor in the Department of Public Safety to issue an emergency notification.

The Chief of Public Safety or the supervisor on duty will notify the President. Public Safety will immediately initiate all or some portions of the College's emergency notification system. The college's Emergency Response Committee (ERC) in conjunction with the President, is responsible for coordinating the response and notification. If time permits, the immediately available members of the ERC will be consulted prior to the college's sending an emergency notification. The college's Information Technology Department is responsible for issuing the ConnectEd notification and the Office of External Affairs is responsible for posting notices on the website and informing the media. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the college may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the college will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

College and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification (ERC, Public Safety, Information Technology) with determining what segment or segments of the college community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The college may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the college mass notification system, the college will also post applicable messages about the dangerous condition on the college homepage to ensure the rest of the campus is aware of the situation

and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, college officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Information Technology, responsible for issuing the emergency notification, will, in concert with college and local first responders, and the ERC if time permits, determine the contents of the notification. The college has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures for Disseminating Emergency Information to the Greater Community

Emergency information will be disseminated to the larger campus community through Connect Ed, public address, posters, signs on buildings, fax, and posting messages on the college webpage.

Enrolling in the College's Emergency Notification System

Prior to the Connect Ed tests in Fall and Spring semester, Student Life conducts a Connect Ed awareness program to inform and remind students of the emergency notification system and to update emergency contact information. 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. We encourage members of the campus community to enroll in the Connect Ed emergency notification system and regularly update their information at:

http://www.ega.edu/images/uploads/ConnectEd_Instructions10-01-12.pdf

Testing of the EGSC Emergency Response Procedures

EGSC annually conducts campus-wide fire drills. The drills allow for the testing of the public address system and siren, and the college's evacuation response. Building representatives assist with the evacuation procedures. Tabletop emergency drills are conducted each year using the public address system, sirens, and Connect Ed.

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.

SECURITY OF and ACCESS TO COLLEGE FACILITIES

EGSC administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 11:00 p.m. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Many cultural and athletic events held in the college facilities are open to the public. Other facilities such as the café, bookstore, library, and auditorium are likewise open to the public. Only those high level employees whose job responsibilities require after hour's access are issued keys to a building: Public Safety, Plant Operations, etc. All facilities are secured by Public Safety immediately following the last class or event and reopening the following morning between 7 – 8AM. Routine patrols are conducted through the evening and on weekends. As part of its regular duties, Public Safety monitor access to after hour's facilities for maintenance.

Special Considerations for Residence Hall Access

The Bobcat Villas residence hall operates under a computerized access control and security monitoring system. Identification cards are coded so that only students who are residents are authorized electronic access entry to the housing facility; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. Resident Assistants, Public Safety and Plant Operations are responsible for checking and securing doors, when needed. When a door is malfunctioning, personnel are summoned for immediate repair. Remember to lock your doors and windows. All residence hall interior doors are protected with intruder alarms and interior hallways protected by video surveillance. All residence hall exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit.

The Residence Hall front desk is manned 24 hours a day by resident assistants or EGSC security officers. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that his/her guests are aware of the college and residence hall policies. Guests are not provided with room keys or door access cards. Guests of the opposite sex must be escorted by a resident of the building at all times. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When Public Safety receives a report of an unescorted person in a residence hall, a police officer is dispatched to identify that person. A Public Safety officer is stationed in the residence hall from 9pm-7am each evening and from 9pm Friday until 7am Monday morning. Public Safety also patrols areas in and around the residence hall including the residence hall lobby and common areas, the Shot Strange Clubhouse, the gymnasium and the Student Center for unauthorized visitors. Student auxiliary officers are assigned to patrol the residence hall areas from 5:00 p.m. until 7:00 a.m. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via the college's electronic access control system. Residence Halls are staffed 24 hours per day.

Security Considerations for the Maintenance of Campus Facilities

EGSC is committed to campus safety and security. At the College, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Public Safety.

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by Public Safety and other college offices, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to extend our efforts on emergency preparedness and prevention, EGSC has established a Behavioral Recommendation Team. The objective of the Behavioral Recommendation Team (BRT) is to put in place a structured process for evaluating potentially threatening situations that occur at the college, coordinating resources and recommending an action plan for individual in need of support. The multi-disciplinary team is comprised of members from around the college community. If you would like further information about the BRT please visit http://www.ega.edu/offices/presidents_office/standing_committees/behavioral_recommendation_team

Weapons Policy

East Georgia State College is designated as a school safety zone by Georgia law. Georgia's Safe Carry Protection Act prohibits an individual from possessing, carrying, or having any explosive compound or weapon under his or her control, on any property in a school safety zone. The school safety zone covers property owned or used by East Georgia State College, including residence halls and college owned vehicles.

Individuals holding a valid weapons carry license may possess a weapon in a vehicle when transporting a student to/from campus and may have a weapon in a vehicle that is in transit through or parked within a school safety zone. However,

weapons are strictly prohibited from being removed from a personal vehicle while on campus grounds. Weapons carry license holders must have the license in his or her immediate possession at all times when carrying a weapon.

Violation of this policy is also a violation of Georgia law and will result in appropriate action, including but not limited to, expulsion, termination, dismissal and/or referral for criminal prosecution.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness and reduce crime, prevention and awareness programs are available at EGSC. Prevention programs are aimed at minimizing criminal opportunities and encouraging students to be responsible for their own security. Information on crime reporting, prevention and awareness is shared by Public Safety with the Offices of Housing and Residence Life, Student Affairs, and Counseling and Disability Services. Students receive this information in new student orientation, and in housing orientation. Employees receive this information during the college's annual Compliance Month training event.

Personal Safety

Theft, disorderly conduct, and alcohol related offenses are very common on College campuses. Despite law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those help who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of the situation to prevent such serious crimes. Such as:

Know your surroundings

- Be alert
- Call for help
- Report any suspicious people and/or activity, immediately

EGSC Policy Statement on Sexual Assault, Stalking, Domestic Violence and Dating Violence

EGSC is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual misconduct and abuse including sexual violence, sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all faculty, staff, students, contractors and visitors.

Sexual assault, stalking, domestic violence and dating violence are forms of sexual misconduct which in violate the EGSC Student Code of Conduct and EGSC *Policy Prohibiting Sexual Discrimination, Sexual Harassment and Sexual Misconduct* and may violate Federal and State Laws. Students and employees that violate the EGSC *Policy Prohibiting Sexual Discrimination, Sexual Harassment and Sexual Misconduct* are subject to disciplinary sanctions through the Office of Student Conduct and EGSC as outlined in the above college policy. Please see policy: <http://www.ega.edu/policy/08-sexual-discrimination-harassment-and-misconduct-policy.pdf>

EGSC's procedures, policies and protocols for reporting and addressing allegations of student and employee sexual assault, sexual misconduct, stalking, domestic violence and dating violence are contained in the below sections. The Title IX process is contained in the below policy:

<http://www.ega.edu/policy/08-discrimination-and-harassment-policy.pdf>

Reporting an Incident

If a student, employee or visitor has been the victim of sexual violence they should immediately report it to EGSC Public Safety Department. Time is a critical factor for evidence collection and preservation. In the case of an emergency or ongoing threat, get to a safe location and call 911. Students may also report to a Housing representative, Director of

Student Conduct, Title IX Coordinator, EGSC Counselor, or other college official; employees and others may report to Title IX Coordinator or the Office of Human Resources. College officials will assist the victim in notifying law enforcement, if the victim elects to do so. Victims are also entitled to not file a report to law enforcement. 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 or non-sexual assault receives the necessary medical treatment and tests;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence and dating violence crisis intervention.

Defining Rape, Sexual Assault, Sexual Misconduct and Relationship Offenses

Rape: any penetration of the female sex organ by the male sex organ, forcibly and without the victim's consent. Statutory rape is defined as engaging in sexual intercourse with someone under the age of 16 (if not his or her spouse).

Sexual Assault: sexual penetration, no matter how slight, of the genital, anal and/or oral opening of the victim by any part of the perpetrator's body or by the use of an object, without the victim's consent or against the victim's will where the victim is forced or has reasonable fear of injury to self or others if the victim does not submit, or where the victim is suffers from a mental or physical disability or is otherwise unable to give consent.

Sexual battery: intentional touching of victim's intimate parts or clothing covering the victim's intimate parts, without consent or victim forced to touch intimate areas of another person

Domestic Violence: The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: any felony, battery, simple battery, simple assault, stalking, criminal damage to property, unlawful restraint or criminal trespass.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This includes sexual or physical abuse or the threat of such abuse. To determine the existence of such a relationship, the following will be considered: the reporting party's statement and consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking: following, placing under surveillance or contacting another person without the consent of the other person for the purpose of harassing or intimidating that person. This includes a knowing and willful course of conduct which serves no legitimate purpose and is directed at a specific person which causes the person emotional distress by placing the individual in fear or his or her safety of safety of family. Stalking occurs via communication in person, by telephone, e-mail, broadcast, computer or other electronic device. It includes the violation of a bond to keep the peace (protective order, no contact order, restraining orders) and includes publishing contact information of the person for whose benefit the peace bond or protective order was issued without his or her consent and for the purpose of causing others to harass or intimidate another person. Stalking can occur on any private or public property of the victim.

Consent is defined as clear words or actions that are knowingly, freely and actively given, indicating permission to engage in mutually agreed upon sexual activity. The absence of no is not a "yes". Consent cannot be given when physical force, threats or intimidation, or sexual coercion, is used to obtain consent.

- Consent may be withdrawn at any time without regard to sexual activity preceding the withdrawal of consent.
- Consent may not be inferred from silence or passivity alone.
- Consent is not able to be given when a person is prevented from or incapable of giving consent (i.e., due to use of drugs or alcohol, or physical or intellectual disability) and this fact is known to the person committing the act.

Procedures Victims Should Follow

While these definitions are clear, victims often have difficulty reporting a sexual assault, domestic violence, dating violence or stalking for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to preserve evidence and to get help.

The following information provides steps for a victim to follow should a rape, sexual assault, or relationship offense occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – Sexual assault victims should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries should be photographed. Evidence of stalking including any communication: written notes, texts, voicemail or other electronic communications should be saved. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department.
- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion.
- Contact the police – Sexual assault, domestic violence, dating violence and stalking are crimes, it is vital to report them. It is important to remember reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.

Victim Confidentiality

EGSC recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of the any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy to victims. When a sexual assault, dating violence, domestic violence or stalking victim contacts Public Safety Department, the local police will be notified as well. Reports made to Public Safety, including if criminal prosecution is pursued, may be made public. The Clery Act Annual Security Report will not include the victim’s name or identifying information. Reports made to the EGSC Counselor may be kept confidential and identifying information about the victim shall not be made public unless disclosure is mandated by law (victim is minor, victim or third party is in imminent danger). If the victim is a student, a representative from the Counseling and Disability Services Office will also be notified. Counseling staff are available to provide immediate crisis counseling and are confidential contacts. Counseling staff may accompany the victim to the hospital for medical care, provide referrals when needed, and to provide on campus counseling services. Title IX Coordinators, due to legal mandates requiring investigation of all reports, may not be able to offer full confidentiality if doing so compromises the investigation. Regardless of whether the victim reports the offense to local law enforcement, the below information will be given to the victim at the time of the report, explaining his/ her rights and options.

On and Off Campus Resources

Both EGSC and its surrounding communities offer important resources to victims of sexual violence, sexual misconduct and relationship offenses including medical treatment, counseling and advocacy. A victim need not make a formal report to law enforcement or EGSC to access resources.

The following handout will be given to victims by EGSC Public Safety, Title IX Coordinator, EGSC Counselor or the college official receiving the report. This document is posted on the webpages of the EGSC Counselor, Public Safety, Student Affairs, Student Conduct, Housing and Human Resources. NOTE: this document contains resources for Swainsboro, Statesboro and Augusta campuses.

EAST GEORGIA STATE COLLEGE

Information and Procedures for Victims of Sexual Assault, Stalking, Domestic Violence and Dating Violence

Immediate Response Procedures for Victims

- Get to a place of safety
- Try to preserve evidence (Rape victims: do not bathe, shower, brush teeth, douche, or use toilet; place clothing in paper bag. Violence victims: take pictures of bruises or other injuries. Stalking victims: save evidence of communications such as texts, emails, voicemails, writings, etc.)
- Obtain necessary medical treatment
- Report the incident so that evidence may be collected in a timely manner; * college official or Public Safety can assist with report,
- Role of Public Safety: assist with information for filing a restraining order in local court, and enforce the restraining order issued by local court
- Consider talking to a counselor

Reporting options:

- EGSC Public Safety 478-455-0150 Swainsboro / EGSC Statesboro 478-455-1606 Augusta 706-721-2911 or call 911;
- EGSC Director of Student Conduct 478-289-2360
- EGSC Title IX Coordinator: Students 478-289-2105; Employees: 478-289-2035
- Local Law Enforcement 911
- EGSC Counselor 478-289-2039; or Rape Crisis Center* (Confidential Report)
- Decline to file a complaint (EGSC may continue investigation to the extent that it can as required by Title IX)

Victim Confidentiality

Different officials on campus are, however, able to offer varying levels of privacy to victims.

- **Public Safety:** not a confidential report; will be referred to local law enforcement; may be made public if criminal prosecution. Clery Act Annual Security Report and “Timely Warning” crime alert will **not** contain victim name or identifying information.
- **Title IX Coordinators:** due to legal mandates requiring investigation of all reports may not be able to offer full confidentiality if doing so compromises the investigation or safety and security of campus.
- **EGSC Counselor:** report may be kept confidential and victim identifying information shall not be made public unless disclosure is mandated by law (victim is minor, victim or third party is in imminent danger).
- **EGSC Employee:** due to legal mandates employees have a duty to report any reports received to Title IX Coordinator

Services Available to Victims:

Counseling: Immediate crisis counseling will be available through the EGSC Counseling and Disability Services office. Employee victims will then be referred to an off campus provider. Student and employee client contacts with the EGSC Counseling Center are confidential. Exceptions which require disclosure without consent include instances where the Counseling Center believes the client poses a clear and present danger to himself/herself or others and instances where the Counseling Center has reasonable cause to believe that a child (under the age of 18 years old) has been subjected to maltreatment, which may involve abuse, sexual abuse, neglect, sexual exploitation or abandonment.

Mental Health Resources and Rape Crisis Centers*: 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 and Rape Crisis Center at University Hospital in Augusta 706-724-5200. Such licensed off campus provider will also have a privilege with his or her clients and are subject to the above Georgia confidentiality provisions.

Victim Advocacy Programs: Victim advocate programs in Emanuel County District Attorney’s Office in Swainsboro (478) 237-7846, Bulloch County District Attorney’s Office in Statesboro (912) 764-9924, Richmond County (706) 821-1135 can provide on-going information and assistance.

Legal Assistance: Georgia Legal Services (888) 220-8399 can provide legal assistance.

EGSC Interim Measures: Regardless of whether you chose to pursue an investigation of the incident with EGSC or local law enforcement, student victims have the option to change their academic and/or on-campus living and transportation situations after an

alleged rape, sexual assault, or relationship offense, regardless of whether the victim pursues campus disciplinary action or criminal action, if such changes are reasonably available. Contact: Dr. Tim Goodman, Vice President for Academic Affairs: 478-289-2034. EGSC employee victims may have the option to change their work situations, when necessary to protect personal safety, if such changes are reasonably available. Contact: Tracy Woods, Director of Human Resources: 478-289-2035. Accommodations or protective measures provided to a victim will remain confidential to the extent that maintaining confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

EGSC Disciplinary Proceedings and Sanctions are detailed in the *East Georgia State College Employee Handbook*, *East Georgia College Faculty Handbook* and the *East Georgia State College Student Handbook*. The *Student Handbook* provides, in part, that Student Conduct Office may issue a temporary no contact order pending the outcome of a conduct proceeding. Both the Employee Handbook and the Student Handbook provide 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 and to attend meetings related to the proceeding. Both the accused and accuser shall simultaneously be informed in writing of the outcome made by the hearing panel, appeal procedures, if any, any change to the results that occur prior to the time that they become final, and when such results become final. A student found guilty of violating the sexual harassment, sexual assault, and sexual misconduct policy including domestic violence, dating violence, and stalking could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. The Office of Student Conduct may also implement other protective measures including but not limited to no-contact orders and bans from campus or certain areas of campus. Violations of any such no-contact order or ban may result in a separate charge of Failure to Comply. An EGSC employee found guilty of violating the EGSC Sexual Discrimination, Sexual Harassment and Sexual Misconduct policy may be suspended or terminated and may face criminal prosecution.

No Retaliation Policy: East Georgia State College absolutely prohibits any retaliation, at any time, against the complainant or against those individuals participating in the investigation. The Director of Student Conduct or Title IX Coordinator will advise both the complainant and the respondent of the prohibition of any retaliation, including retaliation by any individuals associated with the respondent, such as social friends and team members. Anyone under the jurisdiction of the College that retaliates against the complainant or individuals participating in an investigation or proceeding under this policy, Title IX policy or the college's *Discrimination and Harassment Policy* may be subject to disciplinary action.

Role of the Title IX Coordinator

The Title IX Coordinator will provide this written information to the victim. Public Safety and/or Title IX Coordinator will refer reports to the Director of Student Conduct for the disciplinary process. An investigation will be conducted with full consideration of the victim's confidentiality concerns and balancing such concerns with the college's obligation to maintain a safe and secure campus and meet its compliance obligations under Title IX. 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, ysherrod@ega.edu, 478-289-2105; and the Director of Human Resources, twoods@ega.edu, 478-289-2035.

Awareness and Prevention Education Programs

The Counseling and Disability Services Office is primarily responsible for sexual assault and sexual misconduct education and awareness in collaboration with many offices at the college. Together, these offices offer a variety of programming focusing on sexual and gender violence. Below is a list of some of the programs available at the college. A comprehensive program on Sexual Assault, Dating Violence, Domestic Violence, Stalking and prevention is delivered to students in the Fall and Spring Semesters in the mandatory Student Success classes. Students are provided definitions of sexual misconduct, sexual assault, sexual violence, consent, dating violence, domestic violence and stalking, and what to do if a victim of the above crimes, bystander intervention measures, information on confidentiality and reporting options and ramifications, victim rights, the student conduct process and possible sanctions, and interim measures. Information and materials are posted on the webpages of Counseling and Disability Services, Public Safety, Human Resources, Housing, Student Conduct and Student Affairs. East Georgia State College Public Safety department may also participate in such programs. Counseling and Disability Services provides resources and videos during Fall semester to students and employees. Domestic violence awareness brochures, emergency shelter information, and victim advocate contact information is provided to students. During the college's annual "Compliance Month" training event, faculty and staff will receive annual training on prevention and awareness of sexual assault, domestic violence, dating violence and stalking, how to respond if a victim, what to do if you receive a report, college and off campus resources, the college disciplinary process and possible sanctions, and the role of the Title IX Coordinator.

Conduct Proceedings

EGSC strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students and employees may also face disciplinary action by EGSC. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, and/ or probation.

Incidents involving accused students will be handled by the Office of Student Conduct, and incidents involving accused employees will be handled by the Office of Human Resources.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability. Determination of responsibility shall be made by the hearing panel using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome made by the hearing panel of procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final.

For additional information about student conduct proceedings please consult the EGSC Student Handbook. For additional information about employee conduct proceedings please consult the EGSC Employee Handbook. Both handbooks are available at http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college

Sex Offender Registration – Campus Sex Crimes Prevention Act

Megan's Law

Members of the general public may access information concerning sexually violent predators in a particular Georgia community by visiting the 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 Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the college, staff at EGSC, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

Provisions

When a college student is thought to be missing from the campus, staff in the Office of Residence Life, the Vice President for Student Affairs, and Public Safety, should be contacted so that they can coordinate efforts to locate the student. The Vice President for Student Affairs has the authority and the responsibility for coordinating the efforts made by the college to assist the student and the student's family.

Any individual learning that a student is missing will file a formal missing student report with the EGSC Public Safety Department. Any reports filed with other departments should be immediately referred to Public Safety.

It is made clear to all students annually, that each residential student of the college has the option to designate an individual to be contacted by EGSC administration no later than 24 hours after the time that EGSC determines the student is missing. EGSC provides each student with the means and opportunity to register their confidential Missing Student contact information with the Director of Housing. This information is only accessible to college employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation. Regardless of whether a student has identified a confidential contact, if a student has been missing for 24 hours, a report will be made and local law enforcement notified within 24 hours.

In accordance with the EGSC Missing Student Policy, it should be noted that EGSC notifies each student who is under 18 years of age (and not an emancipated individual), that EGSC is required to contact the student's parents or guardian in addition to the person identified as the missing student's designated contact person. This contact will be made no later than 24 hours after the time that the student is determined to be missing.

In accordance with EGSC procedures, it should be noted that EGSC will inform each residential student that EGSC will notify the appropriate local law enforcement agency or EGSC Public Safety, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will be made no later than 24 hours after the time that the student is determined missing, and;

If the campus law enforcement personnel or campus security department has been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, EGSC staff will initiate emergency contact procedures as outlined in EGSC's policy and protocol.

EGSC's missing student investigative procedures include following:

- Include communication procedures for official notification of appropriate individuals at EGSC that a student has been missing for more than 24 hours.
- Require an official Missing Person Report relating to a College residential student to be referred immediately to the EGSC Public Safety Department.
- If through investigation of an official report, the college Public Safety department determines a student has been missing for more than 24 hours, they will:
 - Notify the local police.
 - Contact those individuals provided by the student, as their missing student contact person.
 - If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student's missing student contact person.

Daily Crime and Fire Log

Public Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The log is available 24 hours per day to members of public. This log identifies the type, location, and time of each criminal or fire incident reported to Public Safety. Entries are made within two business days unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The most current 60 days of information is available in the lobby of the Public Safety building located at Student Center Swainsboro campus. Upon request a copy of the Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

EGSC Alcohol and Drug Policy

Drug and Alcohol Policy Statements

Alcoholic Beverages: East Georgia State College prohibits the possession, consumption, 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. Per OCGA 3-3-23 it is unlawful to furnish, cause to be furnished, purchase or provide alcohol to a person under the age of 21 and unlawful for a person under the age of 21 to knowingly possess any alcoholic beverage. 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 Compliance Month, 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 coordinates 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.

See EGSC Employee Alcohol and Other Drug Policy

<http://www.ega.edu/policy/08-employee-alcohol-and-other-drug-prevention-policy.pdf>

See EGSC Student Alcohol and Other Drug Policy (page 21)

<http://www.ega.edu/policy/04-student-handbook.pdf>

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Public Safety maintains a close relationship with all police departments where EGSC owns, controls or occupies property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of Public Safety.

Public Safety collects the crime statistics disclosed in the charts through a number of methods. Public Safety staff enters all reports of crime incidents made directly to the department through an integrated computer aided-dispatch systems/records management system. A department supervisor reviews the report to ensure it is appropriately classified in the correct crime category. The Chief periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Public Safety maintains, the statistics below also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. Statistics

reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Primary Crimes:

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – is defined as the killing of another person through gross negligence.

Sex offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. *Rape* — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. *Fondling* — *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- C. *Incest* — *Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- D. *Statutory Rape* — *Nonforcible sexual intercourse with a person who is under the statutory age of consent.*

Robbery – is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Dating violence, domestic violence, and stalking

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or,
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

East Georgia State College - Swainsboro

Offense		On Campus	Residential Facility	Noncampus Building or Property	Public Property				
Criminal Homicide									
<i>Murder and Nonnegligent Manslaughter</i>	2011	0	0	0	0				
	2012	0	0	0	2				
	2013	0	0	0	0				
<i>Negligent Manslaughter</i>	2011	0	0	0	0				
	2012	0	0	0	0				
	2013	0	0	0	0				
Sex Offenses 2011-2013		0	0	0	0				
<i>Non-forcible sex offenses 2011-13</i>		0	0	0	1				
<i>Forcible sex offenses</i>	2011	0	0	0	0				
<i>Forcible sex offenses</i>	2012	0	0	0	3				
<i>Forcible sex offenses</i>	2013	0	0	0	0				
	2011	0	0	0	0				
Robbery	2012	0	0	0	9				
	2013	0	0	0	0				
	2011	0	0	0	0				
Aggravated Assault	2012	0	0	0	33				
	2013	0	0	0	0				
	2011	0	0	0	0				
Burglary	2012	0	0	0	123				
	2013	1	1	0	0				
	2011	0	0	0	0				
Motor Vehicle Theft	2012	0	0	0	2				
	2013	0	0	0	0				
	2011	0	0	0	0				
Arson	2012	0	0	0	2				
	2013	0	0	0	0				
		Arrest				Judicial Referral			
Other Offenses		On Campus	Residential Facility	Noncampus Building or Property	Public Property	On Campus	Residential Facility	Building or Property	Public Property
Liquor Law Violations	2011	0	0	0	0	3	0	0	0
	2012	0	0	0	0	4	0	0	0
	2013	3	3	0	0	7	7	0	0
Drug Abuse Violations	2011	1	1	0	0	1	0	0	0
	2012	4	4	0	0	1	0	0	0
	2013	2	4	0	0	1	1	0	0
Illegal Weapons Possession	2011	3	3	0	0	2	0	0	0
	2012	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
VAWA Amendment New Offenses									
<i>Dating violence</i>	2011	0	0	0	0				
	2012	0	0	0	0				
	2013	0	0	0	0				
<i>Domestic Violence</i>	2011	0	0	0	0				
	2012	0	0	0	0				
	2013	0	0	0	0				
<i>Stalking</i>	2011	0	0	0	0				
	2012	0	0	0	0				
	2013	0	0	0	0				

**The statistics for Sex Offenses also includes those incidents reported to the Counseling Center and the Title IX Coordinator.

Note: Forcible sex offenses include rape, forcible fondling, sodomy and sexual assault with an object.

***Non-forcible sex offenses include i

Note: In the years 2011, 2012, 2013 there were no hate crimes reported for Main or Separate Campus.

Note: The Residential Facility statistic is a sub-set of the "On Campus" statistic

The Public Property crime offenses for the year of 2013 will be 0 due to change of software during the year for the local Police Dept.

East Georgia State College – Swainsboro, Georgia - Main Campus MAP



ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for My College.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Residence Hall Fire Drills

Monthly fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Coordinators, Residence Assistants, Community Assistance, Housing Management and College Police.

Fire Safety Education and Training Programs

EGSC takes Fire Safety very seriously and continues to enhance its programs to the college community through education, engineering and enforcement. Educational programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs include building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

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*.

All College residence halls have emergency evacuation plans and conduct regular fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills.

Fire Safety Devices

Each unit is equipped with a smoke alarm for to provide early detection and warning of possible fire emergency as required by state law. 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. The building is protected with a fire alarm and automated sprinkler system to provide for a fire safe living environment. Residents are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

The College maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

The College has adopted and developed numerous safety policies and guidelines to help promote a safe living and work environment for students in the residence hall.

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.

Additional protection is provided by Public Safety who are trained for initial response to fire incidents occurring at college facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

2013 Bobcat Villas and Clubhouse Fire Statistics – Swainsboro

Location	Room #	Total Of Fires	Date	Time	Cause Of Fire	Number Of fires	Number Of deaths	Value of Property Damage
Main Lobby 1st Floor	N/A	0	0	0	0	0	0	0
Lobby/Computer 2nd Floor	N/A	0	0	0	0	0	0	0
Lobby/Kitchenette 3rd Floor	N/A	0	0	0	0	0	0	0
Laundry Room 1st Floor Hallway	N/A	0	0	0	0	0	0	0
Eastside								
Room 102-120	0	0	0	0	0	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
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	0	0	0	0	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

**Description of Student Housing Fire Detection and Suppression Systems
2013 - 2014**

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

Fire Incident Reporting

Students, faculty and staff are instructed to call 911 to report a fire emergency.
 Non-emergency notifications (e.g. evidence that something burned) are made to:
 Director of Housing (4780 289-2172
 Public Safety 478-455-0125 or 478-289-2090

Plans for Future Improvements in Fire Safety

EGSC continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.

