East Georgia College
Public Safety Handbook
FY 2009-10 Student’s Right to Know / Annual Security Report

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East Georgia College
Drew Durden, Chief of Public Safety

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
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Location of EGC Public Safety Department

The office for the Campus Public Safety Department is located in the Student Services Building.

Departmental/Officer Qualifications and Authority

The East Georgia College Public Safety Department is the primary law enforcement agency on this campus. The Department is recognized by the Peace Officers Standards and Training (POST) Council as a police agency and its authority stems from Georgia law. All Public Safety officers are certified peace officers of the State of Georgia and certification comes only after successful attendance at a recognized police academy. In addition, officers meet annual POST training requirements in order to retain their arrest powers.

These officers are responsible for traffic control and the prevention of crime on campus and, by Georgia law, have the authority to arrest violators of criminal and traffic laws on the campus and for 500 yards adjacent to the campus.

In addition to Public Safety officers patrolling the campus, unarmed Security officers also patrol the campus.

Campus Patrol

Public Safety officers and/or 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 security lighting that is out, hedges that have grown too high, 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. Repeat offenders may be barred from the parking lot or the campus or have other administrative action taken.

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 EGC 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. 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 and the Student Center for unauthorized visitors. All facilities are secured by campus security immediately following the last evening event and re-opened the following morning between 7-8AM. Routine patrols are conducted throughout the evening and on weekends.

Relationship with Other Police and Emergency Agencies

EGC Public Safety officers are capable of receiving additional assistance simply by calling for it on their radios, which have frequencies that connect them to the local 911 center, the Swainsboro
Police Department, the Emanuel County Sheriff’s Department, and other police agencies. Through the local 911 center, fire trucks, emergency medical services, etc., can be quickly dispatched to the campus.

The campus is located on the eastside of the city of Swainsboro and is easily accessible by any emergency response agency. The Public Safety Department 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 EGC 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. EGC has Mutual Aid Agreements with the City of Swainsboro Police and the Emanuel County Sheriff’s Department.

**Reporting Incidents**

The EGC Public Safety Department provides first responder assistance for reports of fire, medical emergencies, traffic accidents, and criminal activity. That means that if you want any assistance, you should first attempt to contact EGC Public Safety at 478-455-0125. Note: if you contact the local 911 Center, your call will be re-routed to EGC, possibly resulting in a delayed response. If you do not reach 478-255-0125, call 911 immediately.

If you have knowledge of any criminal activity on the campus you are encouraged to promptly and accurately report the information so appropriate action may be taken. 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 and Enrollment services for handling and may result in disciplinary action.

In response to a call for assistance, EGC 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.

**Obtaining Reports**

Copies of incident reports taken by the East Georgia College Public Safety are available at the Public Safety office usually within one to two business days of the date the report. Copies of reports may be picked up in person at the Public Safety Office located in the Student Service building. Fees for the report are $.50 per page. Report fees must be paid prior to the information being released.

You may contact the Public Safety Office by telephone at 478-289-2090. Office hours are 7:00 am – 3:00 pm Monday - Friday. Payments are accepted as cash or money orders.
Emergencies
In emergencies the Public Safety officers and/or Security officers can be reached by telephone: (478) 455-0125

Non-Emergency
For non emergency events, please call the office of Public Safety at 478-289-2090.

Missing Persons
Reports of missing persons should be made to EGC Public Safety or the Director of Housing.

If the EGC Public Safety Department 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, EGC Public Safety 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 EGC Public Safety or local law enforcement.

Documentation of Incidents/Statistics
The Public Safety Department maintains a Case Log of all Incident Reports and that log is available for any faculty, staff, students, or guests to review at the Public Safety Department during regular working hours.

In compliance with The Crime Awareness and Campus Security Act of 1990, statistics for certain specific crimes are published annually and disseminated campus wide.

There are procedures also in place for the Public Safety Department to anonymously gather statistics from the on-campus counselor/Vice President for Student and Enrollment Services when victims of sexual assaults do not wish to report the offenses to the Public Safety Department, but are willing to anonymously provide the statistical information through the counselor or Vice President for Student and Enrollment Services. This information will also be used as a reference for the compilation of the Annual Crime Statistics. These annual statistics are published in this Public Safety manual and posted on the EGC Public Safety Website.

Notifying students and employees of serious incidents notice of violent crimes, and other crimes or incidents occurring on or off campus considered important for the safety and welfare of campus community and are disseminated in a timely manner through mass communication.
East Georgia College uses redundant communication to alert the campus community of crimes and incidents affecting the safety and welfare of faculty, staff and students.

I. Public Address System (Swainsboro Campus)
   A. The Public Address System uses a siren, voice broadcast, and strobe light alert to be sent out in case of an emergency.
   B. The Public Safety Staff is trained to use the system.
   C. There are two places on campus to send this alert. (1) The Public Safety Office, (2) Plant Operations.

II. Connect-Ed System (Both Campuses 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 I.T. have been trained to use the system.
   C. Statesboro students and staff will receive messages from BOTH the East Georgia College and the Georgia Southern University alert systems.

III. Radio
   A. Campus two way radios used by Public Safety and Plant Operations can be used to send out an alert.
   B. Public Address system in Public Safety patrol cars

IV. Phone Tree: Phone calls from Department to Department.

Emergency Response and Evacuation Procedures, Emergency Response Committee
East Georgia College’s Emergency Action Plan sets forth the chain of command and procedures for responding to an emergency and evacuation. The Plan is activated whenever an emergency affecting campus cannot be managed through normal channels. Upon receipt of an emergency call or discovery of the emergency or impending emergency where potential is great for conditions to develop which may threaten the safety of the campus community or facilities, the Chief of Public Safety and his staff will confirm and assess the situation and notify the President. The Emergency Response Committee, including the President and Chief of Public Safety, is immediately convened and an assessment is made as to the nature of the emergency and its duration with special emphasis on preserving the safety of the campus community and facilities. The committee consists of the Vice President for Academic Affairs, the Vice President for Student and Enrollment Services, the Vice President for Fiscal Affairs/Chief Business Officer, Legal Counsel, Director of Information Technology, and Chief Facilities Officer.
The committee reviews the information and assessment to determine the severity and duration of the emergency and advises the Chief of Public Safety on the content of the notification. The notification will be issued by Public Safety, a Vice President, Chief Facilities Officer or the Director of IT, unless the notification will, in the professional judgment of the Committee, Public Safety and the President, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. For all Clery Act crimes, a timely warning will be issued to alert the campus community.

EGC’s Connect Ed notification system is tested once per semester, fire drills and public address systems once per semester, and a live tabletop drill is conducted annually; last drill was Hazardous Materials Drill conducted October 2009. All tests and drills are summarized in an After Action Report and filed in the Minutes of the Emergency Response Committee. The Emergency Action Committee meets regularly and reviews safety, security, and public health concerns. The committee participates in all tabletop drills and trainings, reviews After Action Reports and revises policy and procedure on emergency response as needed.

Community notifications of a campus emergency will be directed by the Emergency Response Committee to the Director of Public Information for release, after consultation with the appropriate University System of Georgia contact person as provided in the Emergency Notification Plan.

Emergency Response Procedures for faculty, staff and students are located on the EGC Public Safety website at www.ega.edu/Emergency Response and is distributed in flipchart format to all faculty and staff annually.

Information for Stalking Victims

If you feel that someone is stalking you now, or that it is possible someone from your past may come here to stalk you, contact Public Safety.

If you know for certain you are being stalked and you know the person, Public Safety may advise you to take out a warrant on the person for stalking and/or a court order for that person not to come near you. Public Safety officers can explain how to do this.

If you take out a warrant or a court order for a person to stay away from you, make sure Public Safety has a copy of the warrant or court order, with a complete description and photo, if one is available, of the stalker. Public Safety can then take legal action against the stalker.

Even if you do not take out a warrant for a person’s arrest or a court order for the person to stay away from you, if you are truly afraid, let Public Safety know so they can keep an eye on you and your vehicle. We will do our utmost to protect you.
Information for Victims of Sexual Assault

If you are a victim of a sexual assault:

1. Try to keep your head and notice everything you can about the person: his speech, hair, clothes, scars, height, weight, age, and direction of travel.

2. If you are assaulted someplace other than your home (a car or strange apartment) remember everything you can about the setting.

3. Try to leave your fingerprints everywhere you can, as well leave personal belongings that can be traced back to you.

4. Get to a safe place as soon as you can.

5. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all the clothing you were wearing at the time of the attack in a paper, not plastic, bag.

6. Get medical attention as soon as possible assure you are physically well and to collect important evidence in the event you may later wish to take legal action.

7. If on campus, contact Public Safety at 478-455-0125; if off campus, but within this county, call 911. If you are off campus and do not know whom to contact, call Public Safety at 478-455-0125. If off campus, Public Safety will provide someone to go with you to the local authorities.

8. You do not have to take out a warrant for your attacker’s arrest if you choose not to. Even if you think initially that you will not want to seek prosecution, you may later change your mind. Please allow the collection of evidence and tell the investigators exactly what happened.

9. If you do choose to take out a warrant, Public Safety will assist you in the process.

10. Public Safety will not release your name to the media or the public. Your identity will be treated as confidential by all campus authorities that have a need to know.

11. Public Safety will refer victims not wishing to seek prosecution to the Vice President for Student and Enrollment Services (Telephone: 478-289-2015).

12. You may talk with a counselor who will maintain confidentiality and help explain your options, give you information, and provide emotional support. East Georgia College will make counseling and referrals available. For on-campus counseling or referrals, contact the Vice President for Student and Enrollment Services at 289-2015. Counseling is also available at the Ogeechee Behavioral Health Services at 223 North Anderson Dr. Swainsboro, Ga. telephone: 478-289-2530.
13. You may contact someone you trust to be with you and support you. If you do not know anyone, but would like someone of your own gender to be with you, East Georgia College will locate someone for you.

14. The Vice President for Student and Enrollment Services may, with the cooperation of the victim, initiate on-campus disciplinary procedures as set forth in the East Georgia College Code of Conduct (found in the East Georgia College Student Handbook). This action may be taken regardless of the victim’s decision concerning criminal prosecution. Possible sanctions, following the final determination of an on-campus disciplinary procedure regarding sex offenses, forcible or non-forcible, include academic suspension, fines and penalties, expulsion from the institution, or other disciplinary action.

15. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and the accuser and accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a crime of violence.

16. Under certain conditions and provided such changes are reasonably available, the Vice President for Student and Enrollment Services may assist in changing academic and living situations after a sexual assault incident.

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.

Information for victims of sexual harassment
Unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature may constitute sexual harassment and should be reported to the EGC Director of Human Resources at 289-2035. Sexual harassment involving stalking, threats, physical violence, or sexual assault should be immediately reported to the Public Safety Department at 478-2455-0125.

Information for all victims
1. Victims have a right to be notified of:
   - the arrest of the accused
   - the availability of victim service programs
   - the availability of compensation for victims of violent crimes
   - any court hearings where release of the accused will be considered
   - the release of the accused
   - court proceedings during prosecution of the case, if you request this in writing
   - the motion for new trial or appeal dates, if you request this in writing
   - the parole or change in status of defendant, if you request this in writing
2. You have the right to:
   - express your opinion on the release of the accused pending court proceedings
   - express your view on the outcome of the case prior to plea negotiations or sentencing
   - complete a Victim Impact Statement

3. The Victim-Witness Assistance Program of the Emanuel County District Attorney’s Office, located at, 101 North Main Street, provides victims and witnesses with information and support. Their telephone number is 478-237-7846

**Possession of weapons on campus**

**Weapon, Firearm and Gun Policy**

It is against East Georgia College policy and unlawful for any person to carry or possess any weapon or explosive compound at any school function or on campus property. Official Code of Georgia Annotated 16-11-127.1. The campus extends to any and all property leased by the College or loaned to the College or College recognized organizations for campus functions. 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.

It is against East Georgia College policy for any person to carry or possess any firearm, handgun, long gun at any school function on or off campus, on college property, East Georgia College Foundation property or any property leased or operated by East Georgia College. This includes persons who are licensed weapon holders, whether concealed or in open view.

Weapons are defined as "any pistol, revolver, or any other weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which be known as a throwing star or oriental dart, or any weapon of any kind, and any stun gun or taser. This paragraph excludes any of these instruments used for classroom work authorized by the teacher." Official Code of Georgia Annotated 16-11-127.1 (a)(2).

East Georgia College Public Safety personnel are excepted from the above prohibition. Faculty desiring to bring unloaded weapons for classroom instruction may do so only if ammunition is deactivated and prior approval obtained by Chief of Public Safety. Weapons which are to be used for classroom instruction must be approved by East Georgia 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 College Chief of Public Safety.
This policy applies to all faculty, staff, students and visitors. All persons found in possession of a weapon are subject to arrest. Faculty and staff in violation of the weapons policy will be subject to discipline up to and including termination; students will be referred to the Student Judicial Committee for adjudication, including possible expulsion.

Drugs and Alcohol: Policies on drugs and alcohol on campus, crimes, penalties and health risks

1. East Georgia College supports the provisions of the Drug Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, the Drug Free Schools and Communities Act Amendments of 1989 and the Drug Free School and Campuses Regulations of 2006. The College strictly prohibits the possession, manufacture, distribution, or use of illegal drugs and alcohol on the College campus by students and employees. This policy also extends to employees under federal contracts or grants, as well as students or employees conducting College-related business/activities off campus.

- Employees or students who violate this policy will be subject to disciplinary action, up to and including termination of employment, expulsion from the College and referral for criminal prosecution.
- By law, students convicted of drug offenses will lose their student aid eligibility for a specified period of time.

2. Any disciplinary action will be consistent with the College’s and the Board of Regents’ policies and local and Federal laws.

- **Board of Regents Policy Manual, Section 4.6.4:** Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents.

- **Board of Regents Policy Manual, Section 4.6.4:** The Board of Regents recognizes and supports Georgia laws with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances or dangerous drugs on college campuses and elsewhere.

- Therefore, all student organizations, including, but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state, and federal laws by all persons attending or participating in their functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which through its officers, agents, or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other
illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article IX of the Bylaws). An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board’s review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board’s final decision on the matter.

3. No student may possess or consume any alcoholic beverage on the College campus, or while participating in a College sponsored trip or activity. Any student on or returning to the campus who is unable to control himself or herself because of consumption of an alcoholic beverage is in violation of this code.
   - The maximum penalty for the violation of this code is suspension from school.

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

Some Alcohol Related Crimes in Georgia:
- Minors (persons under the age of 21) to purchase or possess alcoholic beverages – a misdemeanor, punishable by up to one year in jail and a fine of $1,000. Under Georgia law any person under age 21 who purchases any alcoholic beverage shall have their driver’s license revoked.
- Parents or other adults to contribute to the delinquency of a minor through the purchase, sale or providing alcoholic beverages to a minor – a misdemeanor, punishable by up to one year in jail and a fine of $1,000. Parents may sue anyone who serves or gives alcohol to their minor child without their permission.
- Anyone to use a false driver’s license or birth certificate or any other false identification card to obtain illegally any alcoholic beverage – a misdemeanor, punishable by up to one year in jail and a fine of $1,000. Under Georgia law any person under age 21 who misrepresents their age in any manner, including using false identification, for the purpose of purchasing or obtaining illegally any alcoholic beverage shall have their driver’s license revoked.
- Anyone to possess an alcoholic beverage on public school grounds a misdemeanor, punishable by up to one year in jail and a fine of $300.
Anyone to operate a motor vehicle while under the influence of alcohol or drugs, even if the person is “legally entitled” to use the drug – a misdemeanor, punishable by up to one year in jail and a fine of $1,000, and a suspension of their driver’s license.

Anyone to drink alcoholic beverages on the streets, sidewalks, alleyways, parking areas, public parks or other open areas – a misdemeanor, punishable by up to one year in jail and a fine of $1,000.

Anyone to give an alcoholic drink to a person who is in a state or noticeable intoxication – a misdemeanor, punishable by up to one year in jail and a fine of $1,000.

Anyone to possess an open container of alcohol while operating a motor vehicle – a misdemeanor, punishment includes a fine not to exceed $200 and an assessment of two penalty points.

Any school bus driver who is convicted of DUI while driving a school bus will be punished by imprisonment from one to five years and/or receive a fine of from $1,000 to $5,000.

Upon the arrest for a fourth DUI, the defendant’s motor vehicle will be seized. Upon conviction, the DA will file a civil condemnation suit, sell the vehicle and place the proceeds in the general treasury of the political unit whose law enforcement personnel seized the vehicle.

Some Drug Related Crimes under Georgia & Federal Laws

**Georgia Laws:**

- To possess one ounce or less of marijuana – a misdemeanor, punishable by imprisonment for a period not to exceed 12 months or a fine not to exceed $1,000.00 or both.
- To possess more than one ounce of marijuana – a felony, as it indicates the intent to distribute, punishable by not less than one year nor more than 10 years imprisonment.
- To manufacture, deliver, distribute, dispense, administer, or sell marijuana – a felony, punishable by not less than one year nor more than 10 years imprisonment.
- To possess, use, or sell other “controlled substances,” such as methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, hashish, etc., also carries severe penalties, including up to 30 years imprisonment. It is even a felony, punishable by imprisonment from one to 10 years to possess, manufacture, deliver, sell, etc., a counterfeit of such drugs.
- Anyone convicted of a misdemeanor involving marijuana or controlled substance possession will have their drivers’ licenses suspended for at least 180 days. Restoration after that period depends upon satisfactory completion of a risk reduction program and payment of a restoration fee. Suspensions of three and five years are imposed for second and third convictions, respectively.
- Any and all assets, including real and personal property of any kind, may be seized and sold when such assets are associated with, used, or intended to be used, in the commission of any drug offense.

**Federal Drug Related Crimes:**

- To possess Controlled Substances carries a penalty for a first conviction of up to one year imprisonment and a fine of at least $1,000 but not more than $100,000, or both.
- After the first conviction the penalty is at least 15 days in prison, not to exceed 2 years and a fine of at least $2,500 but not more than $250,000, or both.
After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000 or both if:

1st conviction and the amount of crack possessed exceeds 5 grams.
2nd conviction and the amount of crack possessed exceeds 3 grams.
3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

To traffic in marijuana (less than 50 kg), hashish (less than 10 kg), or hashish oil (less than 1 kg) carries penalties for the first offense of not more than 5 years imprisonment, a fine of not more than $250,000, or $1,000,000 if other than an individual. The penalties for second offenses double.

To traffic in marijuana (50-100 kg), marijuana plants (50-99 plants), hashish (10 to 100 kg), or hashish oil (1 to 100 kg) carries penalties for first offenses of not more than 20 years imprisonment (if death or serious injury, not less than 20 years, not more than life), a fine of not more than $2 million individual, $5 million other than one individual. For second offenses, not more than 30 years imprisonment; if death or serious injury, life imprisonment; and a fine of $2 million for an individual and $10 million other than an individual.

To traffic in marijuana (100 kg to 1,000 kg, or 100-999 plants), carries penalties for first offenses of not less than 5 years, not more than 40 years; if death or serious injury, not less than 20 years, not more than life; fine not more than $2 million individual, $5 million other than individual. Second offenses carry penalties of not less than 10 years, not more than life; if death or serious injury, not less than life; fine not more than $4 million individual, $10 million other than individual.

To traffic in marijuana (1,000 kg or more; or 1,000 or more plants carries penalties for first offenses of not less than 10 years, not more than life, if death or serious injury, not less than 20 years, not more than life; fine not more than $4 million individual, $10 million other than individual. Second offenses carry penalties of not less than 20 years, not more than life; if death or serious injury, not less than life; fine not more than $8 million individual, $20 million other than individual.

For trafficking in Methamphetamine (10.99 gm or 100.999 gm mixture), heroin (100-999 gm mixture) cocaine (500 – 4,999 gm mixture), cocaine base (4-49 gm mixture), PCP (10-99 gm or 100-999 gm mixture), LSD (1-10 gm mixture), Fentanyl (40-399 gm mixture), or Fentanyl Analogue (10-99 gm mixture), carries first offense penalties of not less than 5 years or more than 40 years imprisonment; if death or serious injury, not less than 20 years, not more than life imprisonment; fine of not more than $2 million individual, $5 million other than individual. Second offenses carry penalties of not less than 10 years, not more than life imprisonment; if death or serious injury, not less than life imprisonment; fine of not more than $4 million individual, $10 million other than individual.

For trafficking in Methamphetamine (100 gm or more than 1 kg or more mixture), heroin (1 kg or more mixture) cocaine (5 kg or more mixture), cocaine base (50 gm or more mixture), PCP (100 gm or more or 1 kg or more mixture), LSD (10 gm or more mixture), Fentanyl (400 gm or more mixture), or Fentanyl Analogue (100 gm or more mixture), carries first offense penalties of not less than 10 years or more than life imprisonment; if death or serious injury, not less than 20 years, not more than life imprisonment; fine of not more than $4 million individual, $10 million other than individual. Second offenses carry penalties of not
less than 20 years, not more than life imprisonment; if death or serious injury, not less than life imprisonment; fine of not more than $8 million individual, $20 million other than individual.

- Trafficking in other controlled substances also carry very severe penalties.

Other Federal Penalties Which May be Imposed in Drug Cases:

- Forfeiture of personal and real property used to possess or to facilitate possession of controlled substance if that offense is punishable by more than 1-year imprisonment.
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to $10,000
- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.
- Ineligible to receive or purchase a firearm.
- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol:

1. Alcohol

- Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. In 1996 there were 17,126 alcohol-related traffic fatalities.

- Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Studies show that at least 1/3 of all offenders of violent crimes were using alcohol at the time of the offense and that in cases where the offender and victim were “intimates,” i.e., boyfriend-girlfriend, married, formerly married, etc., at least 67 percent of the violent crimes involved alcohol usage.

- Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information.

- Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the same effects.

- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

- Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

2. Cannabis (marijuana, tetrahydrocannabinol, hashish, hashish oil)

- Physical effects are: substantial increases in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.
- May impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that people to not retain knowledge when they are high. Motivation and cognition may be altered, making the acquisition of new information difficult.
- Marijuana can also produce paranoia and psychosis.
- Because users often inhale the unfiltered smoke deeply and hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.
- Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

3. Hallucinogens (LSD, mescaline and peyote, amphetamine variants, phencyclidine, psilocybin, etc.)

- Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
- The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.
- Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders - depression, anxiety, and violent behavior – also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations.
- Large doses of PCP may produce convulsions and coma as well as heart and lung failure.
- Lysergic acid (LSD), mescaline, and psilocybin (“magic mushrooms”) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.
- Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.
4. **Stimulants (cocaine, amphetamines, methamphetamines) phenmetrazine, methylphenidate, etc.)**

- Stimulants (some of which are known as speed, uppers, black beauties, crank, crystal meth, etc.) can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may also experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety.

- Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, convulsions, even physical collapse, possible death.

- An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

- In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

5. **Depressants (chloral hydrate, barbiturates, benzodiazepines, methaqualone, gluthimide, tranquilizers, etc.)**

- The effects of depressants (also known as downers, bars, blue devils, red devils, yellow jackets, quaaludes, valium, librium, etc.) are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression and death.

- The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

- The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed.

- When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

- Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavior problems may also result.

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
6. Narcotics (opium, morphine, codeine, heroin, hydromorphone, meperidine, pethidine, methadone, etc.)

- Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching.
- An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.
- Tolerance (the need for more to do the same thing) to narcotics develops rapidly and dependence (i.e., physical and psychological addiction) is likely.
- The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.
- Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

7. Inhalants (nitrous oxide (laughing gas), amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons)

- The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment.
- Amyl and butyl nitrite (also known as poppers, snappers, rush, bolt, locker room, bullet, and climax) cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.
- Deeply inhaling the vapors or using large amounts over a short time may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.
- Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

8. Others:

- GHB (Gamma-Hydroxybutyrate), also known as a date-rape drug, can lead to: dizziness, nausea, breathing problems, memory loss, seizures, unconsciousness and, in some cases, death. Particularly life threatening when ingested with alcohol and/or other drugs.
- Rophynol (flunitrazepam), a potent tranquilizer is similar in nature to Valium, but many times stronger. Sedation occurs 20-30 minutes after administration of a 2-mg table and lasts for about 8 hours. Has been used in sexual assaults to render a victim helpless. It produces sedative effects, including amnesia, muscle relaxation and psychological dependence, which increases with dose and duration of use.
- Ecstasy (MDMA), a “designer drug” often distributed at “rave” parties, is a synthetic psychoactive drug that possesses the stimulant properties of methamphetamine and
hallucinogenic qualities most similar to mescaline. Its use can lead to: sensory distortion and heightened arousal, severe thirst, heat exhaustion, anxiety, paranoia, cardiac difficulties and can permanently alter serotonin levels in the brain.

Web sites for more information on drugs and their effects:

www.drugfreeamerica.org/  http://www.streetdrugs.org/

Getting Help with a Drug or Alcohol Problem:

1. East Georgia College does not provide formal programs of drug and/or alcohol counseling, treatment, rehabilitation, or re-entry for students and employees. Referrals for off-campus services are made for students by the Office of the Vice President for Student and Enrollment Services (289-2015) and for employees by the Director of Human Resources (289-2035).

2. In Swainsboro/Emanuel County outpatient substance abuse services are available from Ogeechee Behavioral Health Services at 223 North Anderson Drive, Swainsboro, Ga. (478) 289-2530.

3. In-patient detoxification services, New Directions Ambulatory Detox (through Ogeechee Behavioral Health) provides education about addiction, day and evening groups, outpatient groups, medication to assist with withdrawal symptoms, short term stays, assistance with referral to long term centers.

3. Toll-Free Information:

- **1-800-Cocaine: Cocaine Helpline** A round-the-clock information and referral service. Recovering cocaine addict counselors answer the phones, offer guidance, and refer drug users and parents to local public and private treatment centers and family learning centers.

- **1-800-NCA-Call National Council on Alcoholism Information Line** The National Council on Alcoholism, Inc., is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. Provides information about NCA’s State and local affiliates’ activities in their areas. Also provides referral services to families and individuals seeking help with an alcohol or other drug problem.

- **1-800-662-Help NIDA Hotline** Operated by the National Institute on Drug Abuse, is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use also are distributed in response to inquiries.

- **1-800-241-9746 Pride Drug Information Hotline** A national resource and information center, Parents’ Resource Institute for Drug Education (PRIDE) refers concerned parents to parent groups in their State or local area; gives information on how parents can form a group in their community; provides telephone consultation and referrals to emergency centers.
health centers; and maintains a series of drug information tapes that callers can listen to, free of charge, by calling after 5:00 p.m.

4. Web sites:
   - www.collegedrinkingprevention.gov/ College Drinking
   - www.madd.org/home/ Mothers Against Drunk Driving
   - www.casacolumbia.org/ The National Center on Addiction and Substance Abuse at Columbia University

### Reportable Crime Statistics for Calendar Years 2006-2008*

<table>
<thead>
<tr>
<th>Crime Reported</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>Location of Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>a. Murder &amp; Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>b. Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Forcible or Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crime Reported</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Arrests (or other administrative action) reported for Crimes on Campus

<table>
<thead>
<tr>
<th>Crime Reported</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>Location of Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>On Campus Facility</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>On Campus Facility</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>On Campus Facility</td>
</tr>
</tbody>
</table>

*Statistics are disclosed by location category: on campus, non-campus, public property, or student residential facilities.
Crime Prevention/Safety Programs

Public Safety provides the campus community with safety and crime prevention information. A public safety information manual, disseminated to all students, faculty, and staff, contains crime prevention tips and safety information. Presentations and materials are available on topics including personal safety, fire safety, alcohol/drug issues, and date rape prevention. East Georgia College Public Safety Department will be certified to teach the Rape Aggression Defense System to the campus community in Fall 2011. The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to our free lifetime return and practice policy for R.A.D. graduates. Please call the office or check the website for more information.

Crime prevention and safety programs including fire prevention information sessions are provided each semester at residence hall meetings. The EGC Counseling and Disability Services Office also conducts educational sessions on alcohol and drug issues.

Additional Public Safety Services

EGC 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

Driving/Parking at East Georgia College

Driving Tips:

1. College Circle is the main road that runs through East Georgia College and its pedestrian crosswalks are also heavily traveled. For that reason, stay well within the 15 M.P.H. speed limit, be alert for pedestrian traffic and for cars pulling out, and do not park facing into traffic.

2. Pay attention to the signs: One-way, Three way stop, Stop…etc. Besides increasing your chances for a traffic accident, you will be ticketed for violating these signs.

3. If you have an accident, and if it does not constitute a safety hazard, leave both vehicles where they are and immediately notify Public Safety at telephone (478) 455-0125 or dial 911.
Parking Tips:
1. There are 538 parking spaces on campus.
2. Come early if you want a prime parking space. If you are late, settle for a parking space in one of the other parking areas, all within short walking distances of the classrooms. Once you find a parking space, stay parked there instead of trying to move your vehicle from class to class.
3. If you’re not faculty/staff, do not park in spaces marked for them in Lots #1, 2, 4, 5 and the east half of Lot#7. (These spaces are in YELLOW). Do not park in the Visitor Spaces.
4. Yellow curbing warns you that if you park there you will be illegally parking and may receive a ticket.
5. Purchase a parking permit from the Business Office in the Student Services Building as soon as you can and save yourself a ticket.

EGC Traffic Regulations

I. General:
   a. Maintaining or operating a motor vehicle on campus is a privilege extended by East Georgia College in return for adherence to certain commonly accepted regulations designed to promote the safety and welfare of all.
   b. These regulations apply to all faculty, staff, visitors, and students of this institution.
   c. In addition to these regulations, all provisions of the Georgia Traffic code apply on campus. Public Safety Officers may cite violators under the East Georgia College Traffic Regulations or the Georgia Traffic code.

II. Vehicle Registration:
   a. No one shall park or operate a motor vehicle on campus unless qualified to do so under applicable state, local and East Georgia College regulations and law. Vehicles parked or operated on campus must be registered with the Department of Public Safety from the operator’s home state or the State of Georgia.
   b. All vehicles operated on campus must have a permit be displayed on the vehicle no later than 5 p.m. the first day of scheduled classes.
   c. Registration permits must be permanently affixed to the left rear bumper or the left lower back window, except in the cases of a motorcycle they should be on the rear fender or the windshield.
   d. Student parking permit fees are assessed each semester. The issued parking decal is valid for the current school year (Fall Semester thru Summer Semester). Student decals/permits are not transferable from one vehicle to the other. If for any reason a student must drive a vehicle other than the one registered, a temporary registration permit will be issued, free of charge, at the Business Office.
   e. When a student wishes to terminate a vehicle’s registration and register another vehicle, the parking permit should be scraped from the vehicle and the remains brought to the Public Safety office, where a replacement will be issued.
f. To obtain an East Georgia College permit, you must have the following:
   1. Current operator’s permit.
   2. A fully operable motor vehicle.
   3. Current state vehicle registration.

III. Parking
   a. Restrictions in controlled parking (yellow lined spaces and handicapped spaces) areas are in effect 24 hours a day.
   b. Students, visitors, or faculty/staff may park in any parking area unless it is posted otherwise.
   c. There are some faculty, staff, and visitors’ parking areas designated by appropriate signs. Signs identifying other restricted areas are displayed in a conspicuous manner.
   d. Students with physical disabilities who do not have a state issued handicap tag/decal may apply to the Business office for a temporary handicap parking permit in order to park in the handicap parking areas. Verification of the condition may be required.
   e. Parking is prohibited on grass or areas under cultivation, unless otherwise designated.
   f. Vehicles are not permitted to park or wait at a yellow curb, or in driveways/fire lanes.
   g. Parking is prohibited in walkways, which normally are lined with white paint.
   h. Parking is prohibited within 15 feet of fire hydrant, or intersection.
   i. Neither parking nor stopping is permitted in loading zones. These areas are marked as restricted parking areas.
   j. Two-wheel motor vehicles must comply with all parking regulations and must be parked in the same area as automobiles. Special areas may be designated for the parking of two-wheel motor vehicles.
   k. Parking on the left side of two-way streets is prohibited.

IV. Speed Restrictions
   a. The speed limit on East Georgia College streets and parking areas is 15 MPH unless otherwise posted.
   b. All traffic must follow the traffic flow plan as posted. This includes private and service vehicles. This does not apply to emergency vehicles on emergency runs.
   c. Moving violations may be cited into either city or state court.

V. Other General Traffic Rules:
   a. Officers issuing traffic citations do not have the authority to arbitrate citations.
   b. East Georgia College assumes no responsibility for damage to vehicles or loss from vehicles while the vehicles are being operated on property under the control of the College.
   c. The registrant of a vehicle is responsible for the safe operation and proper parking of the vehicle, regardless of who may be the operator. A citation will not be excused on the grounds that another person was operating the vehicle.
   d. An illegally parked vehicle may be towed away, impounded, or a restraining device applied if the vehicle presents a hazard, creates an inconvenience or nuisance, or has been...
involved in previous offenses. The College assumes no liability for possible damage incurred from such movement. The registrant shall be responsible for all towing and storing charges.

e. The operation on campus of a vehicle which has an excessively loud or faulty muffler on campus, or from which excessively loud noise issues from the vehicle, will be a violation of traffic regulations.

f. Failure to answer promptly to a notice regarding a traffic citation may result in one or more of the following:
   1. Withholding of academic transcripts.
   2. Suspension from College and/or dismissal from College employment.

g. No person shall willfully fail or refuse to comply with any lawful order or direction of any officer with authority to direct, control or regulate traffic.

h. All posted traffic signs must be obeyed.

i. The registrant of a vehicle is responsible for showing current proof of insurance.

j. Occupants of moving vehicles are not to engage in any unsafe acts, including, but not limited to: riding on the outside of the vehicle, standing in the back of a truck while it is moving, or riding in the trunks of vehicles. The offending occupant(s) and the driver of the vehicle may be issued citations.

VI. Vehicle Accidents:

a. All accidents should be immediately reported to the East Georgia College Public Safety Department.

b. The driver of the vehicle that collides with an unattended vehicle shall immediately stop and notify either the owner or a Public Safety officer before leaving the scene of the accident. If neither can be located, the driver shall leave in a conspicuous place on the stricken vehicle written notice giving the name and address of the driver and the owner of the vehicle causing the damage.

VII. Loss of Driving/Registration Privileges:

a. East Georgia College regards a person's use of a motor vehicle as a privilege that may be revoked for cause at any time. Some specific reasons for which a person may lose the privilege of operating a motor vehicle on campus are:
   1. Driving under the influence of alcohol and/or drugs.
   2. Failure to demonstrate a courteous and responsible behavior toward College or local regulations.
   3. Failure to satisfactorily settle traffic violation notices.
   4. Excessive traffic violations.
   5. Other appropriate reasons.

b. If the privilege of operating a motor vehicle on campus is lost and the person operates a vehicle on campus again during the period of time the revocation is in effect, the vehicle may be towed away, impounded, or a restraining device applied.

VIII. Driving While Under the Influence of Alcohol or Drugs:
The driver of any vehicle found guilty of driving while under the influence of alcohol or drugs on campus may lose campus driving privileges and be subject to prosecution under the applicable state law.
IX. Procedures for Administering Parking Violations:
   a. Campus parking violation fines are administrative and non-judicial. Campus parking
      violation citations will be voided only in case of error by the issuing officer. Questions of
      error may be discussed with the Chief of Public Safety, who is the only Public Safety
      officer authorized to void a citation. The Chief of Public Safety may also change a
      citation to a warning under extenuating circumstances.
   b. Persons who wish to appeal a campus citation must do so in writing. This must be done
      within 24 hours of discussing the citation with the Chief of Public Safety. Normal
      appellate procedures apply. The fine will be paid regardless of appeal and refunded upon
      presentation of a receipt, should the appeal be upheld.
   c. Upon receipt of the fourth traffic ticket in a semester, the student may be referred to the
      Vice President for Student and Enrollment Services for additional administrative action,
      such as a suspension of driving privileges on campus.

Fines: Standard Administrative Actions for Traffic Violations

<table>
<thead>
<tr>
<th>Violations</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Failure to register vehicle or failure to properly display decal</td>
<td>$25.00</td>
</tr>
<tr>
<td>2. False registration of vehicle</td>
<td>$25.00</td>
</tr>
<tr>
<td>3a. Illegal parking</td>
<td>$40.00</td>
</tr>
<tr>
<td>3b. Parking in a faculty space</td>
<td>$40.00</td>
</tr>
<tr>
<td>3c. Parking in a handicap space</td>
<td>$50.00</td>
</tr>
<tr>
<td>4. Excessively loud</td>
<td>$50.00</td>
</tr>
<tr>
<td>5. Driving in a prohibited area</td>
<td>$40.00</td>
</tr>
<tr>
<td>6. Failure to obey directions of a traffic officer</td>
<td>$50.00</td>
</tr>
<tr>
<td>7. Blocking fire lane or fire hydrant</td>
<td>$40.00</td>
</tr>
<tr>
<td>8. Driving to, bringing to, or failing to remove from campus a car with revoked registration</td>
<td>$25.00</td>
</tr>
<tr>
<td>9. Unsafe acts in/on a moving vehicle</td>
<td>$50.00</td>
</tr>
<tr>
<td>10. Littering</td>
<td>$50.00</td>
</tr>
<tr>
<td>11. Driving on the Grass</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Registrant Responsibility
The registrant of a vehicle is responsible for payment of any fines incurred through operation of
that vehicle for any violations cited here.

XI. Towing of Vehicles
All vehicles parked on campus must have a visible parking decal. Any vehicle parked on the
campus without a visible parking decal may be towed at the driver/owner’s expense. This policy
will be enforced if one or more parking citations have been issued to the vehicle or if the vehicle
is parked in such a way that it is causing a traffic hazard or might cause an accident.
EAST GEORGIA COLLEGE

EMERGENCY RESPONSE PROCEDURES


Plant Operations Office: 289-2095

Emergency: 911

August 2010
EMERGENCY EVACUATION PROCEDURES

Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, if possible. At the beginning of each semester faculty should instruct students of the emergency evacuation route for their classroom room and designate an assembly point outside of the building.

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security, Connect Ed, Plant Operations staff or Building Representative.
- When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- Assist the handicap in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
- Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point to congregate once outside.
- DO NOT RETURN to an evacuated building unless instructed to do so by a College official.

IMPORTANT: After the evacuation, report to your designated assembly point. Stay there until all personnel are accounted for or if directed to return to the building.

Campus Area Evacuation

- Evacuation of all or part of the campus grounds will be announced by Campus Security.
- All persons are to immediately vacate the area in question and move to another part of campus as directed. Building Representatives are responsible for aiding handicap persons. NOTE: Stay in the area designated until permission to return to the building is given.

MY DEPARTMENT INFORMATION

Direct Supervisor: _________________________ Phone Number: _________________________

Building Representative: _________________________ Phone Number: _________________________

Assembly Point: __________________________________________________________

The person that I report to at my assembly point for headcount: _________________________

CAMPUS SECURITY: 289-2090 or 455-0125 (cell)

Other important telephone numbers: ____________________________________________

________________________________________________________________________

________________________________________________________________________
EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.

2. Campus Security should be notified as soon as possible at 289-2090 or 455-0125 cell.

3. If necessary, or when directed to do so, activate the building fire alarm. CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – YOU MUST REPORT THE EMERGENCY TO THE CAMPUS SECURITY AS SOON AS POSSIBLE.

4. Assist the handicapped in exiting the building. Do not use the elevators in case of fire.

5. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly points.

6. If requested, assist emergency personnel as necessary.

7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

8. A campus emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

FIRE

All incidents of unintentional/non control burn fires will be reported to the Campus Security immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas. All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees.
In the event of Fire:

1. If a fire is reported and confirmed activate the building fire alarm and contact Campus Security as soon as possible at 455-0125 or 289-2090 and call 911.
   a. If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the Campus Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame and sweep the extinguisher around the burning area.
   b. On large fires that do not appear controllable, IMMEDIATELY, activate the building alarm and contact, or direct someone to contact Campus Security. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. DO NOT LOCK DOORS!

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.

3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of by-standers or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.

4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. DO NOT ATTEMPT TO RESCUE! NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.

Additional Information about Fires:

Fires
1. Report all incidents immediately to Public Safety at 478-455-0125 and sound the building fire alarm. If for some reason you cannot get through to the 478-455-0125 number, then dial 911.
2. Attempt to fight a fire ONLY if you know proper techniques and you can do so safely. Never fight a fire alone.
3. As a general rule, smoke first accumulates in a room at the ceiling. Keep low to avoid it, even crawl!
4. Check all doors by touch prior to opening. If warm, do not open; there may be a fire on the other side. Close any interior doors to prevent the spread of fire and smoke. **Do not lock the doors!**
5. **Do not** attempt to use elevators.
6. Remember – sounding of a building fire alarm constitutes an order to leave, not a request. The dormitory manager will levy a $100 fine on any who fail to leave the building promptly— even if it turns out to be a false alarm or a test.
7. If your clothes should catch fire – stop, drop to the ground, or floor, and roll over and over, covering your face with your hands.
8. Fire doors, such as the doors leading to stairwells, prevent fire and smoke from spreading and provide a safe escape route. Keep them closed at all times and report any that need repair or have been propped open.
9. If you’re trapped in your room:
   - Keep the door closed.
   - Seal cracks around the door with tape, clothes, sheets, etc.
   - Open windows slightly if there’s no smoke outside. Open at top to vent smoke, or open at the bottom to let fresh air in.
   - Tie a wet cloth over your nose and mouth to aid breathing.
   - Stay low, where air is fresher.
   - Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
   - Don’t jump if you are higher than 2 stories.
10. Once outside, stand clear of the building, out of the way of firefighters. Never go back into a burning building for any reason. Report to your meeting place.
11. Report hazards (i.e., chemical, high voltage lines, structure damage, etc.) to responding emergency personnel.

**EARTHQUAKE**

During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.
2. IF OUTDOORS move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
3. If in a automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
4. After the initial shock, remain alert for after-shocks or subsequent explosions. Evaluate the situation and if emergency help is necessary, call Campus Security at 455-0125 or 289-2090.
5. Damaged facilities should be reported to Plant Operations at 289-2095. Note gas leaks and power lines create specific hazards.
6. If an emergency exists, and there is NO gas leak, activate the building alarm.

**CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING YOU MUST REPORT THE EMERGENCY TO THE CAMPUS POLICE AS SOON AS POSSIBLE AT 455-0125 OR 289-2090.**
Severe Weather Emergency Tornado, Severe Lightning Preparedness

**Monitoring:** Campus Security will monitor the National Weather Service radio and other weather information outlets for notification of potential severe weather reports for the immediate area.

**Tornado/Thunderstorm/Wind WATCH** – indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should monitor weather conditions closely and be prepared to act without warning if necessary.

**Tornado/Thunderstorm/Wind WARNING** – indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the Campus Security will issue notification via Connect Ed, fax, posters, messages, text and telephone communications to the campus and/or utilize a Public Address System located within buildings and on police vehicles when necessary.

**NOTE:** Weather conditions can deteriorate rapidly, without warning; therefore, everyone should maintain a close watch on weather conditions via Internet, radio, and/or through personal observation. Individuals need to be prepared to act without notification when severe weather is experienced.

**NOTE:** In the event an employee feels that weather is immediately threatening they will initiate the following actions:

**Take Cover** – Instruct students, employees and others in the immediate area to move to the designated severe weather shelter areas*, time permitting, or find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a ‘ball’ or fetal position near the wall, place their hands over their head and remain in the position until severe weather passes.

*The following symbol prominently displayed on doors will indicate Designated Severe Weather Rooms:

![Designated Severe Weather Room](image)

**DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES.** When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until the weather passes.

**BUILDING**        **SHELTER ROOMS**

**Academic Room**  Lower Level Humanities, Upper Level Restrooms, Social Science Conference Room

**Student Center**  Classroom 112, Meeting Room 3, Faculty/Staff Breakroom, Restrooms, Vault, Mailroom, Admissions Conference Room

**PE Building**  Locker Rooms, Restrooms, Inner hallway old wing,

**Geo. L. Smith**  Inner hallway, Restrooms, Vault

**Gambrell**  J-531, J528, Library Storage Area, Restrooms, VP Academic Affairs File Room

**Plant Operations**  Breakroom, Restrooms

**Community Learning Center**  Storage Area, Hallways

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
SNOW, ICE, FLOODING

Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. Campus Security will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the on duty security office will notify the Chief of Campus Security.

2. The Chief will contact the President and the Emergency Response Committee: Vice President for Academic Affairs, Vice President for Student and Enrollment Services, Vice President for Fiscal Affairs, Vice President for Legal & External Affairs, Director of Plant Operations and Director of IT.

3. The President and Emergency Response Committee will determine if the College operations are to be suspended. If they are to be suspended the remainder of the Senior Staff Council will be notified.

4. The President and Emergency Response Committee will direct the Senior Staff Council to initiate College notifications, news releases, modify the College information line recording, etc.

5. Campus Security will initiate steps to secure the College facilities and grounds, preventing entry to the campus under hazardous conditions. Campus Security will continue to monitor the weather conditions and campus conditions and periodically update the Emergency Response Committee.

NOTE: College employees should monitor their local media stations for information as to the suspension of College operations. Information will be provided to local news media as soon as it is determined that the College operations will be suspended.

CHEMICAL OR RADIATION SPILL

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spillage of a hazardous chemical or radioactive material will be reported to Campus Security immediately.

2. When reporting, be specific about the material involved and approximate quantities. Campus Security will initiate the response of appropriate hazardous material response teams to effectively clean-up the spill.

3. The site should be evacuated immediately and sealed off to prevent further contamination of other areas. AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS BEEN EVACUATED.

4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.
BOMB THREAT

In recent years, explosive devices have been detonated in various locations with and without warning. All staff and faculty are required to report any suspicious packages or objects found on campus to the Campus Security immediately. DO NOT HANDLE THE OBJECT. In addition, they are to report any bomb threats received via email, telephone or other means of communication.

1. Receipt of Bomb Threat – Anyone receiving a threat that a bomb is located on College property should attempt to obtain the following information:
   a. When is the bomb going to explode?
   b. Where is the bomb located? What area?
   c. Why did you place the bomb?
   d. What type of bomb is it?
   e. What does it look like?
   f. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time, the person receiving the threat should attempt to listen for any background noises, accent of the caller, or any information that may be helpful.

2. Keep talking to the caller as long as possible and record the following information:
   a. Time of call
   b. Age and sex of caller
   c. Speech pattern, accent, nationality, etc.,
   d. Emotional state of caller
   e. The number dialed by the caller,
   f. Background noise.

3. Report the incident immediately to Campus Security, 455-0125 or 289-2090. If possible, have someone contact the Campus Security ASAP while you are on the phone.

4. Upon notification, the Campus Security will immediately notify the Chief of Campus Security.

5. A decision will be made as to whether the building or area will be evacuated.
   a. Evacuation Ordered – Staff and faculty will assist in the evacuation of the building by ensuring that person(s) leave the area. Individuals evacuating the building shall move to a location that is approximately 1,500 feet away from any buildings. Generally, the parking areas at the farthest points from the buildings are the most acceptable.
   b. Evacuation Not Ordered – In the event an evacuation is not ordered, a covert search may be conducted of the area. Employees will be asked to discreetly check their work areas for any suspicious packages or objects.

6. Bomb/Suspicious Package/Object Located – The Campus Security will order the immediate evacuation of the area and identify a telephone in the immediate area to establish an on-site communications center. Two-way radios will not be used within 1,500 feet of the suspected device! Communications Officers will notify Plant Operations personnel to cease use of radios. The Campus Security will call 911. The President will be immediately contacted.
East Georgia College Campus Security
Bomb Threat Report Form
Threatening Phone Call

Time call received: ________  Date: _________

Exact words of person making call:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

QUESTIONS TO ASK
When is the bomb going to explode? ____________________________________________

Where is the bomb located? What area?___________________________________________

Why did you place the bomb?___________________________________________________

What type of bomb is it?_______________________________________________________

What does it look like? _________________________________________________________

What is your name? ___________________________________________________________

Are you a student or employee? _________________________________________________

Department and Phone number where call was received: _____________________________

Description of Caller's voice: (  ) male (  ) female  Tone / Accent ____________________

Background noises (bells, factory, traffic, etc) _______________________________________

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
VIOLENT OR CRIMINAL BEHAVIOR

Campus Security provides 24 hour assistance. In the event actual or potential violent, hostile or criminal behavior is witnessed, immediately contact Campus Security 455-0125 or 289-2090.

1. Leave the immediate area whenever possible and direct others to do so.
2. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.

HOSTAGE SITUATION

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible. Avoid drastic action.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
3. Don’t speak unless spoken to and then only when necessary. Don’t talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.
9. Be prepared for evasive action in the event entry by police is made. Often they will shout instructions. Follow them immediately.
CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the “Free Speech” areas located at the PE Building’s Front Entrance Grassed area OR at the Student Center’s Campus Green Entrance Grassed area. In the event the “Free Speech” area is not available, alternate locations will be identified by the Chief of Campus Security in consultation with the Director of Plant Operations. Demonstrations will not be disrupted unless one or more of the following conditions exist:

a) INTERFERENCE with normal College operations,
b) PREVENTION of access to offices, buildings, or other College facilities,
c) THREAT of physical harm to persons or damage to College grounds or facilities.

If any of these conditions exist, immediately contact Campus Security. Campus Security will notify the President depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

1. Peaceful, Non-obstructive Demonstration

   a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal College operations.

   b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):

      i. Arrangements will be made by Campus Security to monitor the situation during non-business hours, OR,

      ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see #2).

2. Non-violent, Disruptive Demonstrations

   In the event that a demonstration blocks access to College facilities or interferes with the College operations:

   a. Demonstrators will be asked to terminate the disruptive activity by the Vice President of Student and Enrollment Services or the President,

   b. The Vice President for Student and Enrollment Services or President will have a photographer and/or videographer with them to document the proceedings.

   c. Key College personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.

   d. The Vice President of Student and Enrollment Services or President will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

   e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by Campus Security. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

   f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.

   g. Campus Security will be consulted to determine the need for an injunction of civil authorities.

   h. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.
3. Violent Disruptive Demonstrations

In the event that a violent demonstration, one in which injury to persons or property occurs or appears eminent, the President will be immediately notified.

a. During Regular Operational Hours

1. The Vice President for Student and Enrollment Services and necessary Campus Security personnel will be summoned to the scene.
2. Campus Security will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department, and Emanuel County Sheriff’s Office as needed.

b. After Regular Operational Hours

1. Campus Security should be immediately notified of the demonstration.
2. The President will be notified and determine the following actions to be taken:
   a. Notify Emergency Response Committee members.
   b. Determine if the Vice President for Student and Enrollment Services shall respond to the scene.
   c. Campus Security will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Swainsboro Police Department, and Emanuel County Sheriff’s Office as needed.

NOTE: The Chief of Campus Security or on-duty Security officer will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

FLU PANDEMIC / INFECTIOUS DISEASE

In the event of an influenza or infectious disease pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. East Georgia College’s Pandemic and Infectious Disease Response Plan follows the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) framework specifically designed to assist colleges and universities to prepare for and respond to an influenza and infectious disease pandemic. The plan aligns college response with the World Health Organization (WHO) incident threat levels.

EGC Pandemic and Infectious Disease Coordinator: Dr. Jack H. Austin, Jr., Board certified in Internal Medicine and Infectious Diseases, University Hospital, Augusta, Georgia, will monitor CDC warnings, maintain official tally of reported and suspected cases, and establish protocol and homecare for pandemic and infectious disease cases on EGC campus including on-campus housing.
EGC Chief of Campus Security will tally reported and suspected cases and maintain contact with EGC Pandemic and Infectious Disease Coordinator Dr. Jack Austin, Emanuel County Health Department, 911 and USG Safety and Security.

Prevention and Treatment

These steps may help prevent the spread of respiratory illnesses such as the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue away immediately after use in a designated trash receptacle.
- Wash hands often with soap and water, especially after you cough or sneeze. If you are not near water, use an alcohol-based (60-95%) hand cleaner.
- Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu or suspect that you have the flu, stay home from work. This will help prevent others from catching your illness.
- To avoid spreading germs, try not to touch your eyes, nose, or mouth.

Communication During Outbreak

- Employees should maintain contact with their immediate supervisors for essential information.
- General information pertaining to college operations will be posted on the EGC website, broadcast on the local and regional radio and television stations.
- Sick leave should be reported to Human Resources.
- Refer students to Vice President of Student and Enrollment Services or Vice President for Academic Affairs for information on continuity of instruction. EGC will follow CDC recommendations which include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

My immediate Supervisor's Name: _________________________ Phone: __________________

Alternate Phone: _____________________________

(A more detailed look at all types of hazardous events can be found at: www.fema.gov/areyouready/ )

For an up-to-date copy, go to the policies and procedures page on the EGSC website.)
Protecting Yourself

General Rules:

1. Be aware – Recognize your vulnerability.
2. Report all suspicious persons, vehicles, and activities to Public Safety immediately. Try to get tag numbers if possible.
3. Be a good neighbor and help protect your friends and neighbors by watching out for them and their property, too.

In Buildings:

1. Always lock the door to your room, office, or vehicle when you are away, not only to prevent thefts, but so you won’t have any unwelcome guests waiting on you when you return.
2. Keep your doors locked whenever you find yourself alone in a building.
3. Keep the door(s) to your residence and windows accessible from the outside locked at all times.
4. NEVER sleep in an unlocked room or house.
5. Do not put your name and address on key rings.
6. If you lose the keys to your dorm room or residence, have the lock(s) changed. On-campus residents should notify their dorm manager immediately.
7. Do not study in poorly lit, secluded areas.
8. Require callers to identify themselves before opening your door. Off campus residents should require official identification from all repair or service personnel.
9. Do not let strangers in to use your telephone. Direct them to a public telephone.
10. If you find that your room has been entered, DO NOT GO INSIDE. Go to a neighbor and call Public Safety. If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that is important to the investigation.
11. If you are awakened by an intruder in your room, do not try to apprehend that person. The intruder may be armed or may be easily armed from items within your room. If the intruder poses an immediate threat, get out of the room. If the intruder does not appear to pose a physical threat, common sense may dictate pretending you are asleep.
12. Be cautious when using bathroom facilities when there is no one else around, particularly at night.
13. DO NOT block open the entrance doors to dormitories. The doors were put there to protect you and others from "all the things that go bump in the night."
14. Report lights that are out and any hazardous conditions immediately to Public Safety.
15. If, while waiting for an elevator, you find yourself alone with a stranger, let the stranger take the elevator and wait for its return.
16. If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
17. On an elevator, always stand near the control panel, where you have access to the alarm and floor buttons.
Out Walking:

1. Use the "buddy" system when going out, especially after dark and then stay on traveled and well-lighted routes. Avoid short cuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking. *(Remember that Public Safety will provide escort services upon request after daylight hours.)*
2. Do not hitchhike or accept rides from strangers or casual acquaintances.
3. When walking to your vehicle or residence, have your keys ready in hand.
4. When being dropped off at your residence by taxi or private vehicle, ask the driver to wait until you get inside.
5. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around.
6. When getting out of a car at a public convenience (phone, ATM, rest stop, etc.), take a look around to make sure that you are not being followed.
7. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
8. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a lighted business or residence; enlist the aid of a passerby; flag down a passing motorist; or, as a last resort, break a window in a residence or pull a fire alarm. Do anything that might attract attention or summon assistance.
9. If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further antagonize the assailant and bring forth a more violent reaction. **Above all, you must keep your head and assess the situation before choosing your course of action.** Whether or not the assailant is armed or has made threats against your life will, obviously, be a determining factor in your decision. The key word in this type of situation is survival.

Out Driving

1. Do not pick up hitchhikers.
2. Whenever possible, limit traveling to well-lit, well traveled roads.
3. Keep your windows closed and doors locked.
4. When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
5. Consider installing an alarm system with a panic switch.
6. Avoid stopping in poorly lit, out-of-the-way places.
7. If your vehicle breaks down, signal for assistance by raising your hood and by tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask that he/she call the police. If there appears to be a threat, sound the horn and flash the lights.
8. If you think you are being followed, keep out of desolate areas. Look for a place where there is people, then stop and let the vehicle pass.
9. If the vehicle continues to follow, drive to the nearest location where you can get assistance, i.e., gas stations, shopping centers, police or fire stations, etc.

10. If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn until you attract attention or the vehicle leaves.

11. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.

12. Always remove your ignition keys. Lock the vehicle whenever it is unattended.

13. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

What Women Should Know about Acquaintance Rape

1. Sexual intercourse without consent is rape.
2. Research shows that the majority of rapes are acquaintance rapes and most victims are women.
3. Rape is a crime of power and control.
4. Beware of alcohol and other drugs. It’s much harder to control the situation if you are under the influence. Be aware of how much your date drinks, too.
5. Don’t leave your drink alone and don’t drink something you didn’t open yourself. "Date rape drugs" put in a drink can cause intense drunkenness, difficulty moving, and memory loss.
6. Avoid secluded places. Suggest meeting in public places where help will be nearby or go out with a group or double date.
7. Make it clear before you get into a sexual situation what your limits are.
8. Have your own transportation. If you don’t know him well, drive your own car or use public transportation, if possible.
10. Trust your instincts. If you feel pressured or afraid, you have the right to protest, leave, and get to a safe place.

What Men Should Know about Acquaintance Rape

1. Sexual intercourse without consent is rape; it is a crime for which you can be arrested and prosecuted.
2. Research shows that the majority of rapes are acquaintance rapes.
3. Avoid excessive alcohol in a dating situation. Most acquaintance rapes involve alcohol and you are still responsible for your actions even if you are under the influence. Being drunk does not excuse you from using threats, intimidation, or physical force to force another person to have sex.
4. If you have sex with her and she is incapacitated because of alcohol or drugs, it is rape.
5. Communicate your sexual desires and limits clearly.
6. Respect a woman’s decision when she says "no." Believe what she says. If you have sex with her after she says "no," you have raped her.
7. If she says "yes", but then changes her mind, you do not have the right to pressure or force her to have sex. If you do, it is rape.
8. Previous sexual encounters do not imply permission for future encounters.
Obscene/Harassing Telephone Calls

1. As soon as you hear an obscenity, improper questions, or no response to your sleepy "hello" – hang up!
2. Don’t talk to strangers – be careful when the caller says that he or she is taking a survey. Say that you will call back after you verify the survey, or simply say you don’t do surveys.
3. Don’t play detective – don’t extend the telephone call by trying to figure out who is calling. This or any type reaction is exactly what the caller wants and needs.
4. Keep cool. Don’t let the caller know you are upset or angry.
5. Don’t try to be clever. A witty response may be interpreted as a sign of encouragement.
6. Don’t try to be a counselor. He or she will only be encouraged by your concern and will continue the late night calls.
7. Place ads with caution. When placing an ad in a newspaper, use a newspaper or post office box number if possible. If you must use your telephone, do not list your address.
8. Never volunteer your number to a telephone caller. If your number is the wrong number, the caller does not need to know your telephone number. That could be encouragement to call back.
9. Report obscene or annoying telephone calls to Public Safety. Begin making a record of each call.
10. Beware of scams by callers. Make it a habit not to order products from callers you do not know. If you are interested in their product, ask them to send you some written material so you can check them and their company out. DO NOT give out your credit card number, social security number, etc., to these type callers, even when they say they are representing well-known companies. They may be frauds.

Safety on the Internet

While many of us have grown to love our personal computers and the Internet, there are many dangers involved in their usage. Try to stay current with all aspects of Internet safety and security. A good source for breaking news in computer technology is “TechTV”.

Viruses. Computer viruses are simply programs that can interfere with or even critically damage your computer, programs, and stored data. To help prevent these viruses:
1. Use a good Anti-Virus program and be sure to apply its periodic updates. Never use a disc that belongs to someone else without first checking it for viruses.
2. Do not open e-mail attachments from someone you do not know. Be wary, even if you know that person, because an infected attachment may have been sent if the sender’s computer has become infected without the sender’s knowledge. In those cases, you can scan the attachment with your anti-virus program before opening it. Be sure to not only delete suspicious e-mails, but also delete the attached document from the attachment folder on your C-drive and then empty your recycle bins, both on your e-mail program and your desktop.
3. Beware of hoax e-mails telling you that your computer is probably infected and instructing you to delete certain things on your computer. Check at: www.symantec.com/avcenter/hoax.html or at www.snopes.com for a listing of current hoax e-mails.

4. If your computer becomes infected and begins to infect other computers, unplug your Internet connection and contact someone who knows how to “clean” your computer and make it healthy again.

5. If you have a broadband connection, such as DSL or a cable modem, consider installing a firewall. See www.learnthenet.com/english/section/protect.html for more information on this and other computer security hints. A very effective and free firewall is “ZoneAlarm”. It can be found at www.zonelabs.com.

6. Use passwords and use a different password for each account and keep them secret!! Do not use passwords that can be associated with you, such as spouse’s, children’s or pet names, important dates in your life, favorite teams, vehicles, sports, etc. Make your password complex by incorporating a mix of upper and lower case letters and one or more numbers. The easiest passwords to crack using password-cracking software are those using only lower case letters!

7. Update security patches for your operating system and web browser. (See www.learnthenet.com/english/section/protect.html for more on this subject)

8. Back up your data on a CD or disk just in case something does go wrong, and get in the habit of doing it on a regular basis.

9. Disconnect your Internet connection, or close your Web browser to go off line when you are done for the day. You are most vulnerable when connected to the Net.

Personal Safety:

1. Remember that strangers you meet on the Internet are strangers. They may be saying what they think you want to hear. Victims have been robbed, sexually assaulted, and even killed when they provided strangers enough information for those strangers to locate them or when they foolishly agreed to meet them.

2. Teach children not to give out personal information, such as what school they attend, what sport and team they play on, their name and address, their favorite hangouts and when they are there, etc. Predators know just what questions to ask to get the information they need to locate their next victim. If you cannot supervise your child’s Internet activities, install a software package such as “Net-Nanny” or “Norton’s Internet Security” and set up restrictions. For “A Parent’s Guide to Internet Safety,” go to http://www.fbi.gov/publications/pguide/pguide.htm.

Financial Safety:

There are financial scams on the Internet. Shop only at legitimate and protected on-line sites. When making on-line purchases, be sure the http:// in the URL changes to “shttp://” before entering any financial information. The “s” means you are on a secure web site. Other information about how to determine which sites are legitimate and protected can be found at: www.wiredpatrol.org/wiredhelp/internet101/safe.html#4
Protecting your Property

Residence Hall and Private Residences

1. Avoid bringing large amounts of cash or valuables to campus or to your residence.
2. Keep items of value out of sight.
3. Never lend the key to your residence.
4. Do not hide keys under mats, above doors, in mailboxes, etc.
5. No lock works unless you lock it! When leaving your room in the dormitory, lock it even if you are only going to be gone a minute.
6. If you live in a dormitory, take your room key into the shower with you. Do not leave it in your robe or clothing where someone going through your pockets can find it.
7. Remember to close and lock your windows when you are not going to be in the room. Use the key to lock your residence hall room.
8. When leaving your vehicle at a repair shop/cleaning service, etc., leave only your vehicle key. Take your door keys, etc., with you.
9. If you live in the dormitory, see the dormitory manager to have your valuable property (stereos, televisions, etc.) marked and/or record made of the serial numbers. If you live off campus, make a list of your valuable property, to include serial numbers and markings you have made, and keep the list hidden.

Classrooms, Offices, Labs, Cafe, etc.

1. Do not leave purses or valuable items in plain view if you are leaving the immediate area.
2. Avoid bringing valuable personal property with you.
3. If you are the last one out and you have the key, look around to make sure no one else is there, then turn off the lights and lock the doors.
4. Report to Physical Plant (62095) or Public Safety (62090) or 455-0125 if any locking mechanisms are not working.

Motor Vehicles

1. Keep your vehicle locked and the windows rolled up tightly. Even a small window space will allow access.
2. Packages, luggage, and other valuables should be out of sight, in the trunk preferably.
3. Don’t leave purses, briefcases, wallets, etc., visible within the car.
4. Brand names, model numbers, and serial numbers of stereo tape player, C.B. radios, and other auto accessories should be recorded. If you cannot find one, record your state and driver’s License number on the item.
5. Consider installing anti-theft devices, such as alarms systems, hidden ignition or fuel "kill" switches, steering column ignition switch protectors, steering wheel bars, etc., to prevent the theft of the car itself and locks on the hood, gas cap, mag wheels, spare tires, etc.
6. Park in well lighted areas.
Bicycles

1. Always lock your bicycle, preferably to an immovable object, such as a bicycle rack, telephone pole, sign or lamppost, etc.
2. Whenever possible, keep your bicycle inside, but keep it away from stairways, ramps, elevators and exits.
3. If you must leave your bicycle outside, choose a well-lit, heavily traveled location.

Identification/Debit Cards

1. When you are issued an East Georgia College Identification/Debit Card, protect it as if it were a credit card – as it is a “financial transaction card”.
2. Do not loan your Identification/Debit Card to anyone, as it will be seized when that person attempts to use it. You may treat family and friends, but you must be present.
3. If you lose your card, report that loss immediately to the Business Office in the Student Services Building. If it is stolen, report the theft immediately to the EGC Public Safety Department as well. If you find someone else’s Identification/Debit card, immediately turn it in to Public Safety or to the Business Office in the Student Services Building.
4. The criminal offense of “financial transaction card theft” occurs when a person obtains an EGC Identification/Debit Card of another person without that person’s consent or a person, with knowledge that it has been so obtained, receives the financial transaction card with intent to use it or to sell it or to transfer it to a person other than the issuer or the cardholder. The offense of “financial transaction card theft” is a felony in the state of Georgia, punishable by a fine of not more than $5,000 or imprisonment for not less than one year or more than three years, or both.