

Shorter University

**ANNUAL SECURITY & FIRE SAFETY REPORT
AND STATEMENT OF CAMPUS
SECURITY POLICY**

(Revised September 2011)

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SECTION I

Preparation of this Report

Shorter University Annual Security Report and Statement of Campus Security Policy (the "Report") is prepared, published and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Higher Education Amendments of 1998, and all implementing regulations issued by the U.S. Office of Education (34 C.F.R. Part 668.46; hereinafter the "Regulations").

Policies followed in preparing the University Annual Security Report

Each year, personnel from the Shorter University Campus Safety Office collect and compile the statistics, information, and other data required for this Report in accordance with the latest statutory and regulatory requirements.

Campus Safety maintains incident reports on an annual basis. Shorter University Campus Safety Office records, by date, crimes reported to Shorter University Campus Safety Office that occurred on "*campus*," or on a "*non-campus building or property*." It is important to note that under the Regulations, each of the foregoing italicized terms has a special definition that requires the reporting of statistics for certain crimes that occur outside the specific geographic boundaries of the campus property owned by Shorter University.

As required by law, Shorter University Campus Safety Office determines which crime classification to assign to a reported incident by using the definitions of crimes found in the Federal Bureau of Investigation's Uniform Crime Reporting Guidelines (UCR). Shorter University Campus Safety Office also makes the determination as to whether or not a particular crime can be classified as a "*hate crime*" by using the UCR's definition of that term.

Shorter University Campus Safety Office compiles its crime statistics based not only on information that it receives directly, but also from crimes reported to the following sources on or near all Shorter campuses: (a) other "*campus security authorities*" (as that term is defined in the Regulations), including campus security officers, Residence Life personnel, and Campus personnel; and (b) crimes reported to local police authorities. Reports of crimes made by persons or agencies outside Shorter University Campus Safety Office are solicited by written request from Shorter University Campus Safety Office. A formal police report of a crime is not necessary for the crime report to be included in the statistical compilation. Crime victims' names are not disclosed in the statistical report.

The statistics and any additions or changes to policy or informational statements are compiled into a draft Report by the Shorter University Campus Safety Office. The Director of Campus Safety serves as the Campus Security Survey Administrator and submits the annual Report to the Office of Education. The Vice President for Student Affairs notifies all students and employees by email annually of the posting of the Report on the Internet. A paper copy will be provided upon request.

SECTION II

Report of Crime Statistics for All Campuses

Criminal Offenses – On Campus			
	Total Criminal Offenses on Campus		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	12	6	5
h. Motor vehicle theft	0	0	1
i. Arson	0	0	0
Caveat:			
Criminal Offenses – On Campus – Residence Halls			
	Total Criminal Offenses on Campus in residence halls		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	12	6	4
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Caveat:			
Criminal Offenses – Non-campus			
	Total Criminal Offenses Non-campus		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Caveat:			

Criminal Offenses – Public property			
	Total Criminal Offenses On public property		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	1
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Caveat:			
Hate Crimes – On campus			
Note: Your institution is required to disclose data on hate crimes of prejudice in your Annual Security Report. For purposes of this data collection, only the total number of hate crimes is required.	Total Hate Crimes on Campus		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0
Caveat:			
Hate Crimes – On campus – Residence Halls			
Note: Your institution is required to disclose data on hate crimes of prejudice in your Annual Security Report. For purposes of this data collection, only the total number of hate crimes is required.	Total Hate Crimes on Campus in Residence Halls		
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0
Caveat:			

Hate Crimes – Non-Campus			
Note: Your institution is required to disclose data on hate crimes of prejudice in your Annual Security Report. For purposes of this data collection, only the total number of hate crimes is required.		Total Hate Crimes Non-campus	
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0
Caveat:			
Hate Crimes – Public Property			
Note: Your institution is required to disclose data on hate crimes of prejudice in your Annual Security Report. For purposes of this data collection, only the total number of hate crimes is required.		Total Hate Crimes on Public Property	
Criminal Offense	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex Offenses – Forcible	0	0	0
d. Sex Offenses – Non-forcible (Include only incest & statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0
Caveat:			
Arrests – On Campus			
		Total arrests on campus	
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
Caveat:			

Arrests – On Campus – Residence Halls			
	Total arrests on campus in residence halls		
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
Caveat:			
Disciplinary Actions – On Campus			
	Number of persons referred for disciplinary action on campus		
Law Violation	2008	2009	2010
a. Illegal weapons possession	6	0	0
b. Drug law violations	10	2	12
c. Liquor law violations	21	10	20
Caveat:			
Arrests – Non-campus			
	Total arrests non-campus		
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
Caveat:			
Disciplinary Actions – Non-Campus			
	Number of persons referred for disciplinary action non-campus		
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
Caveat:			

Arrests – Public Property			
Do NOT include drunkenness or driving under the influence in Liquor Law violations.	Total arrests on public property		
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0
Caveat:			
Disciplinary Actions – Public Property			
	Number of persons referred for disciplinary action on public property		
Law Violation	2008	2009	2010
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	1
Caveat:			
Code of Conduct violations Alcohol Policy Violations Drug Policy Violations Theft/Larceny			

SECTION III

Security Policies and Information

Policy encouraging the reporting of crimes

Shorter University strongly and actively encourages all of its students, faculty and employees to report crimes and any suspicious activity to the Shorter University Campus Safety Office or local police authorities and to cooperate with those authorities in their law enforcement activities.

Reporting is done by calling the Campus Safety Office at 706-233-7218; or if it is an urgent call, then 7911 or 706-233-7911, or the gatehouse at 706-295-5334. In case of a life-threatening emergency, dial 9-911 from a campus phone or 911 from a phone not connected to Shorter's phone system. All incidents are reported to the University for follow up. Incidents involving criminal activity and violent crime are reported to the Rome Police Office.

The officer who receives the report and has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority. Any person required to make a report pursuant to the code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor (Georgia Code 20-2-1184).

Confidential reporting of crimes

A student at his or her option may confidentially report a crime to Shorter University Campus Safety Office, Residence Life Director, or to a staff member of the Office of Vice President for Student Affairs. The student will be encouraged to make an official police report; but if he/she is not willing to do so, then only the fact that an incident occurred and details sufficient to enable appropriate classification of the incident will be disclosed to Shorter University Campus Safety Office so that the incident can be included in the statistical section of this Report.

If a report of a crime is made to a "*pastoral counselor*" or "*professional counselor*", then at the student's request, no report will be made of the crime to Shorter University Campus Safety Office. Such counselors, however, may in their professional discretion encourage a student to file an official police report or to permit disclosure of the occurrence to Shorter University Campus Safety Office for inclusion in the statistical section of this Report.

Where to report crimes and emergencies occurring on campus

Report Crimes and Emergencies to Shorter University Campus Safety Office by:

- Dialing 7911 from any on-campus phone or by dialing (706) 233-7911 from a non-campus or cell phone, 24 hrs/day, 7 days/wk.
- Using emergency phones located inside elevators.
- Using phones inside residence halls.
- Visiting the office of Shorter University Campus Safety Office at Room 124 in the Fitton Student Union building.

By calling (706) 233-7218 and providing anonymous information concerning criminal or suspicious activity on the voice mail for Shorter University Campus Safety Office.

Warnings to the campus communities:

The occurrence of murder, forcible and non-forcible sex offenses, robbery, burglary, aggravated assault, and motor vehicle theft are reported to campus security authorities or local police agencies and are considered to represent a continuing threat to students and/or employees of the University (collectively referred to as the "Notice Crimes").

Shorter has implemented a "Crisis Communication Plan" with timely notification of the occurrence of crimes covered by the Clery Act. The crisis communication is listed below.

When a criminal incident is reported to Shorter University Campus Safety Office: The Director of Campus Safety or designee determines if the reported incident represents a crime reportable under the Clery Act and/or represents a continued threat to members of the Shorter community.

The Director of Campus Safety or designee notifies the University Vice President for Student Affairs and provides information contained on the incident report.

Vice President for Student Affairs informs other University personnel as appropriate (i.e., President's Cabinet, Student Life, individual deans, etc.) in advance of notice distribution.

Enforcement authority of security personnel

Shorter Office of Campus Safety is staffed by trained security officers. The non P.O.S.T. certified officers do not have arrest powers on Shorter University property. Shorter Office of Campus Safety works in cooperation with the Rome and Floyd County Police Office to uphold and enforce all local, state and federal laws along with Shorter University rules and regulations.

Privacy Act (FERPA)

Campus Safety does not maintain student records. Incident reports and police reports are sent to the Office of Student Conduct for adjudication when appropriate. Otherwise incident reports are protected under **FERPA** due to recording students' names and ID numbers on the reports.¹

Missing Student Notification

Policy

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Shorter University Student Affairs and the Campus Safety Office to investigate any report of a missing student who resides on-campus at Shorter University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Shorter University Campus Safety Office which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

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Each student living in an on-campus student housing facility is required on an annual basis to identify an individual to be contacted by Shorter University not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by Shorter University. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. This confidential information is maintained in the Shorter University Campus Safety Office.

Procedure Notification

In the event that Campus Safety receives a report of a student that is considered missing, the Director or Assistant Director of Campus Safety shall be notified as soon as possible. If after a brief investigation it is determined that the student is, in fact, missing, the Vice President for Student Affairs will be notified along with Rome Police Office. If the student is less than 18 years old, the parent or guardian will be notified. If a student is over 18 years old, the person designated as a contact will be notified. Campus Safety will cooperate with the Rome City Police Office, Floyd County, and state law enforcement agencies by providing any information they may need to launch a missing person report and investigation.

Crisis Communication Plan

In order to have a warning posted under the Crisis Communication Plan and/or to have a crime included within the statistical section of this Report, the crime report should be made to the following persons/offices: Shorter Campus Safety Office, Office of the Director of Residence Life and Student Conduct, and the Office of the Vice President Student Affairs/Dean of Students.

Any reports not initially made to the Campus Safety Office shall be forwarded to Shorter University Campus Safety Office. The Campus Safety office shall contact Rome/Floyd County law enforcement authorities as necessary and appropriate.

Under the Crisis Communication Plan, notice of the crime reported is provided to the campus community via the university e-mail systems and/or signs posted in and about the area in which the crime occurred.

Shorter 2 U is a mass telephone and email notification system that enables Campus Safety to alert students, faculty and staff of any urgent or emergency situation, such as tornado, chemical spills, or an intruder on campus. The system is activated by the Campus Safety office.

Crisis Response Manual

In addition to the above crisis communication plan, Shorter has implemented a *Crisis Response Manual* that outlines our procedures to address other emergency situations; i.e., accident or serious injury, armed intruder, biohazard, bomb threat, death on campus, fire, or severe weather situations.

Sexual assault policy

Shorter University has a Sexual Assault Policy Statement that applies to all students of the university. This Policy is published annually in the student handbook that is provided to each student. The following is a list of offices that a student may contact to report a possible sexual assault and to seek mental health and counseling services:

Making Reports:

To make a report call: Shorter University Campus Safety Office at 7911 or (706) 233-7911; Residence Life Staff at (706) 233-7233; the Office of the Vice President for Student Affairs, (706) 233-7231, or the Office of Student Support Services at (706) 233-7323. The Office of Student Support Services can provide counseling and make recommendation for referrals if necessary.

Once an alleged assault has been reported to the Shorter University Campus Safety Office, the appropriate local police authorities may be notified. If a student does not initially report the alleged assault to a law enforcement agency, the student should be aware that the option to report the occurrence to either the campus security or local police authorities still exists. Upon request by the student, the university will provide assistance in doing so through Shorter University Campus Safety Office.

The victim of an alleged sexual assault should take care to preserve any evidence that may be necessary to prove the occurrence of the alleged criminal assault. In this respect, after an alleged assault has occurred, victims are advised to consult law enforcement authorities before showering/bathing or changing or laundering any clothing that was worn during the assault.

In order to accommodate the victim of a sex offense, the university may provide for certain changes in the victim's academic and living situation. With respect to the victim's academic schedule, the university may permit the victim to withdraw from courses; grant an incomplete in a course with arrangements to complete the coursework at a later time; and, with the consent of the course instructor, rearrange coursework deadlines and exam times.

The University will permit the victim of an alleged sexual assault to make certain changes to the victim's living arrangements, including the following: cancelling the housing contract; arranging for alternate on-campus housing; arranging to live with family at home; requiring an alleged assailant to move to alternate housing until the case is resolved; barring an alleged assailant from entering a victim's residence hall; or arranging for an escort to classes.

The University shall proceed with disciplinary and/or remedial actions as needed when it appears that the university prohibition against any form of sexual assault has been violated. A student charged with sexual assault may be disciplined under the applicable University Principles of Conduct as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time; and the University need not await the disposition of any criminal prosecution. University disciplinary action shall be handled in accordance with the Principles of Conduct of the University. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University's "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused"). Sanctions that the University may impose following a final determination of a Principles of Conduct violation include the following: written warnings; University and/or residence hall probation; loss of visitation

privileges; restitution; discretionary sanctions, (i.e., work assignments or service to the University or community); suspension or expulsion from the University. The sanction of residence hall suspension, University suspension, and/or expulsion is entered permanently on a student's disciplinary record. Probation is entered on a student's record for the term of the probation.

The University conducts various educational programs on request to make both students and employees aware of and to attempt to minimize incidents of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The following are some of the programs conducted by the University for these purposes: Safe Campus Awareness, Residence Hall Director and Advisor Orientation, Sexual Assault, Safety and Security Programs upon request, Sexual Assault Awareness Programs, Self-Defense and Assault Avoidance for Women Programs, Alcohol Awareness Programs, and generalized safety and security programs conducted in residence halls. Personal protection programs and rape awareness and response programs are co-sponsored by local law enforcement and the Floyd County District Attorney Office.

Sex offender registries

The following is a website on which can be found information required by the federal Campus Sex Crimes Prevention Act regarding registered sex offenders living in the City of Rome and Floyd County.

City of Rome and Floyd County: <http://www.ganet.org/gbi/sorsch.cgi>

This site is the Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia.

Section IV

Policies Concerning Security and Access to Campus Facilities

Shorter University Safety Council shall meet on a quarterly basis to review and offer suggestions for safety and security programs to be offered to all students and employees.

False identification

It is illegal and prohibited by Georgia Law for an individual to provide a false name, address, or date of birth.

Residence halls— Shorter University residence halls are locked 24 hours per day. Residents who enter or leave by secured security doors are responsible for leaving the doors locked. Propping doors open is a violation of Residence Life policy. Residents are advised to lock their windows and doors at all times when not present. Keys and ID should be carried at all times. Keys are not to be loaned or duplicated. Residents should report anyone or anything suspicious, or any lost or stolen items to the Office of Campus Safety.

Other Shorter facilities—Faculty and staff who must enter or remain within a facility after normal business hours must possess valid identification and a key. Facilities Management maintains a record of all keys that are issued to official representatives located at the various facilities; those representatives may then further issue such keys to appropriate personnel. Students who remain in or enter facilities after normal business hours must possess a valid student identification card. Shorter Office of Campus Safety, along with the Shorter Safety Council, makes recommendations for the installation of additional lighting on campus. Facilities maintenance staff checks smoke detectors, fire extinguishers, emergency lights and exit lights in every residence hall for proper operation. Anything not working is reported and repaired within the week. Shorter Office of Campus Safety patrols all areas of campus regularly by motorized vehicle, Segway, electric golf cart and foot patrol.

SECTION V

Shorter University Alcohol and Drug Abuse Policy for Faculty, Staff, and Students

Health risk of drugs and alcohol

The scope and impact of health risks from alcohol and drug misuse and abuse are extensive and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to classmates, co-workers, family, friends, organizations and society at large. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various and even death. In addition, substance use negatively impacts health and wellness.

University alcohol policy

Pursuant to federal law, the University maintains an Alcohol and Drug Abuse Policy. All students, faculty and employees of Shorter University shall abide by the requirements of the "Shorter University Alcohol and Drug Abuse Policy for Faculty, Staff and Students," which is set forth in this Report.

Shorter University is an alcohol free campus, so alcohol is not permitted on any property owned or controlled by Shorter University. Any person found in possession of or distributing an alcoholic beverage on Shorter's property is in violation of Shorter University policy and regulation. The use and possession of alcohol by anyone on Shorter's campus is prohibited.

The use and possession of alcohol by any student organization or athletic team or event on or off campus is prohibited.

Neither student activity funds nor institutional funds are used for the purchase of alcoholic beverages.

Neither the University's name, the names of its organizations, nor its logos, mascots, marks or other identifying indicia may be used in conjunction with any materials, references or imagery, including commercial sponsorship, related to alcoholic beverages or controlled substances.

General Georgia and Floyd County restrictions

All students and employees are required to abide by Georgia and Floyd County laws, ordinances, and regulations pertaining to the possession, sale and use of alcohol and other drugs and are expected to inform themselves as to what those require.

Shorter University abides by and enforces all state and local laws, regulations and ordinances regarding possession, consumption, sale or distribution of alcoholic beverages. The legal drinking age in Georgia is 21 years of age. Any student or employee under the age of 21 who

purchases or knowingly possesses an alcoholic beverage is in violation of state law. Similarly any person who furnishes an alcoholic beverage to a person less than 21 years of age is also in violation.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a University campus in the State of Georgia is also prohibited, regardless of the existence of a license.

Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

Illegal drug policy

The unlawful manufacturing, distributing, selling, dispensing, possessing or using of a controlled substance illegal drug, (as defined by state and federal law), is strictly prohibited at Shorter University. Any students, staff, faculty or other members of the Shorter University community who manufacture, distribute, dispense, possess or use controlled substances may be referred for prosecution according to state and or federal law, as well as referral for University disciplinary sanctions.

As a recipient of federal grants and contracts, Shorter University adheres to the provisions of the Drug-Free Workplace Act of 1988 (as amended) and any applicable regulations issued pursuant thereto.

Sanctions and penalties

Any member of Shorter University Faculty, staff or student body who violates any of the Principles of Conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment, and referral to the appropriate federal, state or local authorities for prosecution in the courts. Students facing legal action off campus may be held accountable through the Shorter University judicial system.

Depending upon the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Director of Student Conduct. The Director of Student Conduct shall have the authority to make the appropriate referrals and to impose on students and student organizations such sanctions for violations of the policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification, and/or loss of privileges.

Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines and/or incarceration for various periods of time, including life, forfeiture of assets, or suspension or loss of driver's, business or professional licenses.

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the Policy, the period of ineligibility depends on whether the conviction was for sale or possession and whether the student had previous offenses ranging from one year to an

indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Employee notification of drug related convictions

As of the effective date of the policy, the following is a summary of the notification requirements, upon a drug related conviction:

(1) In accordance with the mandates of the Drug-Free Workplace Act of 1988, and as a condition of employment at Shorter, all employees (including student employees) will:

(a) Abide by the terms of this Policy; and

(b) Notify, as appropriate, their supervisor, vice president, administrator, dean, or office head if they have been convicted of any criminal drug statute violation occurring in the workplace no later than five days after such a conviction. Failure to notify within the five day period may result in disciplinary action.

(2) Within thirty (30) calendar days of receiving notice of a conviction, the person notified under Paragraph 4.1(a) above shall consult with the human resources office of Shorter University (human resources office may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

(a) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act;

(b) Require the employee to participate successfully, and provide evidence of such participation, in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Student notification of drug-related convictions

In accordance with the State of Georgia's Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Shorter University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the Policy, the denial of state funds shall become effective on the first day of the term for which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a

student to receive first offender treatment. The denial of funds shall continue through the end of said term.

Drug and alcohol abuse education programs

Shorter Office of Campus Safety, by special request, schedules presentations designed to educate the Shorter community about drug and alcohol-related issues. These informative programs focus on alcohol and substance abuse and outline information regarding their possession, use, and laws prohibiting driving under the influence. In addition, *MyStudentBody*, an online interactive comprehensive University health tool, is required for all freshmen. This is coordinated through Health Services at Shorter University.

Resources for education, consultation, and counseling

The University encourages its members to seek assistance from support services if they think that they may have a problem with alcohol or drug use. Student Support Services can administer an assessment for drug and/or alcohol abuse and make referrals and recommend treatment centers when appropriate. The Office of Health Services can also make referrals and recommend treatment centers.

When requested, the University will sponsor a program to provide information and professional services for its faculty, staff, and students on matters related to the misuse and abuse of alcohol and drugs. Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success. Therefore, the University expects its faculty, staff, and students to take measures to prevent alcohol and drug misuse and abuse by creating a culture that supports mentoring and protecting one another from high risk use of alcohol and other drugs.

Section VI

Security Awareness Programs

The Pinnacle student handbook is distributed to the Shorter University community members, and this publication explains the proper procedures for reporting crimes to the Office of Campus Safety. Residence Life officials speak to students at mandated hall meetings about the proper and necessary reporting of crimes to Shorter Office of Campus Safety. Shorter Office of Campus Safety personnel are available, upon request, to meet with Resident Advisors and provide presentations on crime prevention and security policy. In addition to Shorter Office of Campus Safety personnel, Residence Life provides a staff member who is on-call 7 days a week, while school is in session, for the purpose of aiding students in emergency or urgent situations. These Residence Life on-call employees reside in the residence halls.

Shorter Office of Campus Safety provides crime prevention programs upon request by student Resident Assistants which include emergency preparedness materials, and campus safety.

Programs to inform students and employees about security procedures.

In order to acquaint and familiarize students and employees with our emergency procedures, the Campus Safety Office conducts quarterly fire and disaster drills. In addition, Campus Safety has created the following educational programs for students and employees concerning critical matters, and with advance notice, is available to discuss them in a classroom setting.

- Sexual Assault: awareness and prevention
- Drug Facilitated Rape
- Protecting Personnel property
- Crime Prevention
- Weapons: types and consequences
- Alcohol Awareness
- Fire Safety

Section VII

Annual Fire Safety Report

Fire Safety

In case of a fire, or if a fire alarm sounds, first check your door. If your door is hot, do not open. Stuff wet towels under the door. If on a lower floor, you should leave by the window. Other residents should hang something out their window and wait until help arrives. If your door is cool, than open the door, look both ways down the hall, then leave by the nearest exit. Go immediately to your designated “Safe Area,” approximately 500 feet away from the fire.

Emergency Protocols

Fire drills are conducted at various times throughout the year in accordance with the local and state regulations. Residents are to cooperate with persons directing the drill and are to remain outside the building until the drill has been completed. When the fire alarm sounds, all students and guests must evacuate the building immediately. Please find the nearest exit and do not linger around the outside exit. Do not return to the building until proper authorization is given by the Residence Life Staff or Campus Safety. Failure to comply will result in disciplinary action.

Note: Tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment is against the law. Likewise, giving false alarms is also against the law. The minimum sanction for the first offense of tampering with the fire and safety equipment is subject to penalties as set forth by State Law. These sanctions include reimbursement, a fine of \$100, and suspension.

Policies and rules of fire related items

Candles: Candles and incense are prohibited in the residence halls, even for decorative purposes.

Toasters: No open coil heating element appliances are permitted in the residence halls. This includes toaster, toaster ovens, hot plates, potpourri warmers, etc.

Inflammables: Volatile or inflammable liquids are prohibited in the residence halls. This includes paint or paint products (left overnight) and any other items which can produce an open flame.

Smoking: Shorter University is a smoke-free, tobacco-free campus. Smoking or tobacco use of any kind is not permitted in any building, including residence halls. Spit cups and ashtrays are not allowed. Tobacco use is only allowed in the gazebos.

Procedures for on-campus student housing evacuation

Cooper/Van Hoose Halls: Evacuate to the courtyard.

Alumni Hall: Evacuate to the parking lot beside Newman Hall.

Newman Hall: Evacuate to the parking lot.

Roberts Hall: Evacuate to the parking lot.

Hazel Hall: Evacuate to the parking lot.

Gwaltney/Mallary/Townes Hall: Evacuate to the Library parking lot.

Bass A, B and C Village: Evacuate to the Ben Brady Field.

Rome, Sheffield-Thompson, Fitton Student Union, Minor Fine Arts, Cooper Fine Arts: Evacuate to the front circle.

Winthrop King Centre: Evacuate to the Tennis courts.

High Acres: Evacuate to the parking lot.

Welcome Center: Evacuate to the event parking lot at the baseball field.

Fire Safety Training

Residence Life Staff members hold mandatory meetings with students at the beginning of each semester to explain school regulations, fire/safety procedures, and the responsibilities of each student for his/her own safety and for that of others. These hall meetings, as well as other programs throughout the year, are designated to provide the students with valuable information to enhance residence hall living.

Resident Assistants host a fire safety session with the Fire Marshall during their fall training of each calendar school year.

The Campus Safety Office offers training for their officers, faculty and staff during the calendar year.

Number of fire drills conducted in a calendar year

Residence Life and Campus Safety participate in one announced and one unannounced fire drill per semester for all residence halls and the campus community (2 per semester, 4 per year total).

Description of fire safety systems for each on campus student housing

The following buildings are equipped with a Simplex fire protection system including pull stations, smoke detectors, and audio/visual indicators in hallways. Also, one 120-volt smoke detector is located in each bedroom.

Cooper Hall
Van Hoose Hall
Alumni Hall
Roberts Hall
Hazel Hall

The following buildings are equipped with a fire sprinkler system complete with supervisory/control valve tamper switches and water flow alarm devices. Also, one 120-volt smoke detector is located in each bedroom.

Newman Hall
Townes Hall
Mallary Hall
Gwaltney Hall
Bass A, B, C Village

Fire Statistics for each on-campus student housing

Bass A, B, & C Village

Townes Hall

Mallery Hall

Gwaltney Hall

Alumni Hall

Van Hoose Hall

Cooper Hall

Roberts Hall

Newman Hall

Hazel Hall

Resident Halls – on campus			
The number of fires and the cause of each fire.			
Intentional Fire	Total intentional fire on campus		
	2008	2009	2010
a. Cooking	0	0	0
b. Smoking materials	0	0	0
c. Open flames	0	0	0
d. Electrical	0	0	0
e. Heating equipment	0	0	0
f. Hazardous products	0	0	0
g. Machinery/Industrial	0	0	0
h. Natural	0	0	0
i. Other	0	0	0
	0	0	0
Caveat:			

Discovering and Reporting a fire on campus rules:

Anyone discovering a fire:

- Pull the fire alarm.
- Call 911 from a cell phone or 9-911 from a campus phone.
- Call Campus Safety at ext. 7911 or 706-233-7911.
- If possible and without jeopardizing your safety, close door to confine the fire.
- Leave the building.

All Faculty, Staff and Students

- Upon hearing the fire alarm, immediately leave the building by the nearest marked emergency exit, closing doors behind you. (Do not lock doors.)
- Alert others of the situation as you are exiting the building.
- Do not use elevators.
- Do not return to an evacuated area unless instructed or permitted to do so by Campus Safety or a college official.
- Move away from the evacuated building at least 500 feet and gather with the class, residence hall floor, or office you were with at the time of the fire.
- Do not block roadways, fireplugs, or access to evacuated areas or buildings.
- Stay clear of emergency operations unless emergency personnel request your assistance.
- Report to Campus Safety information about missing persons, trapped persons, injuries, and other information available about the incident
- In case of inclement weather, move to the Winthrop-King Centre, unless that building is affected by the fire

Faculty/Staff and/or Residence Life

- Gather class or residence hall floor together and take roll.
- Report to officials if anyone is missing, trapped, or injured.

Campus Safety

- Call the Fire Office by calling 911.
- Supervise the evacuation and check for injuries.
- Assign roles to auxiliary persons as needed.
- Keep access roads open.
- Call President, Vice President for Student Affairs, and Director of Institutional Relations.
- When the fire office arrives, make contact with the officer in charge and report information about missing persons, trapped persons, and injuries.

Health Services

- Administer first aid, if needed.

Fire Log is a document to record all fires reported on campus and will be maintained in the Campus Safety Office for public viewing at all time. The fire log must include:

- The nature of the fire.
- The date the fire occurred.

The time of day the fire occurred, and
The general location of the fire.

Review

A biennial review of this policy shall be conducted by a committee appointed by the president that shall include representatives from the Office of the Provost, Vice President for Student Affairs, Office of Campus Safety, Student Support Services and Health Services, as well as a representative of Student Government.