



### **MESSAGE FROM THE DIRECTOR OF SECURITY**

This annual report is designed to provide you with important information about your safety and security on campus. Throughout this annual report you will observe that Brenau University is an extremely safe campus due in part to combined efforts of students, faculty, staff and visitors.

Brenau Security serves to protect life and safeguard property. It is our responsibility to provide law enforcement deterrence and response to violations of State law and applicable local ordinances. Brenau Security provides continuous patrols of the Gainesville campus. These patrols are performed to deter acts of crime. They are also performed to detect and intervene when criminal activity occurs, 24 hours a day and 7 days a week.

This annual report includes statistics for the previous three years concerning reported crimes that occurred on- campus; in certain off-campus building or property owned or controlled by Brenau University; and on public property within, or immediately adjacent to and accessible from the campus. The report includes university policies concerning campus security. You can obtain a copy of this report by contacting Brenau Security or by accessing the following website at:

<https://intranet.brenau.edu/?s=fire+and+safety>

If at any time you have questions or would like further information about safety and security at Brenau University, please feel free to contact me at:

Phone: 770-297-5896

Email: [pland@brenau.edu](mailto:pland@brenau.edu)

Paula Dampier  
Director Brenau Security

## POLICIES AND PROCEDURES

### 1. Policy Subject: Security: Administrative Reporting & Compliance

**Policy Number: EVP-SEC-400-01**

#### **PURPOSE:**

To establish an interdepartmental administrative reporting system for the Brenau University Security Department. Reports required will provide information within the Department on a day-to-day operational basis as well as provide a mechanism to report Departmental activity outside the immediate structure of the Brenau Security Department. Administrative reporting will also provide university officials with information needed for analytical planning. Additionally, these reports shall ensure accountability for Departmental forms that include procedures for development, modification, approval, and review.

#### **PROCEDURE: A. DAILY REPORTS**

Each on-duty Security Officer shall compile a report outlining shift activity in the form of a Daily Report; the format as approved by the Director of Security. Reports shall include, but not be limited to, date of incident, incident number, persons involved (ex. non-student/victim), location, incident type, and names of arrested individuals; **excluding** student identifiers (FERPA regulations). Such Daily Reports are disseminated electronically to staff designated by the Director of Brenau Security. Additionally, a printed copy of the Daily Report shall be filed by month at the conclusion of the month's activity. Original copies of the Daily Report shall be maintained for a period of three years by the Director of Security pursuant to CLEARLY guidelines.

#### **B. TRAINING REPORTS**

The officer assigned as the Training Coordinator shall submit a report detailing accomplished training activities. The report shall include a list of participants as well as success/failure achievements of individual employees. Departmental impact and cost will be included. Copies of this report shall be forwarded to the Director of Security and the Assistant Vice President for Administrative Services.

#### **C. YEARLY REPORTS**

The Director of Security shall have the responsibility for the creation of an annual Departmental report.

The report shall contain the following information:

- a. An analysis of activity obtained from Daily and Training reports;
- b. Information regarding progress made towards attainment of Departmental goals and objectives; and any significant activity(s) or incident(s) from the previous year.
- c. Yearly compliance to CLEARLY guidelines will be reported and filed in accordance with the Cleary requirements of the specific year of the report. A printed copy of the filed CLEARLY report will be maintained by the Director of Security for three years.

A copy of the report shall be disseminated to the Executive Staff, Departmental employees, made available to students pursuant to CLEARLY guidelines, and the public upon request and any other party as directed by the Director of Security. The Director of Security shall maintain original copies of the yearly report for three years unless otherwise dictated by Executive staff, updated or new requirements, and/or legislation.

#### **D. CONTROL OF INTERDEPARTMENTAL REPORTING FORMS**

1. The Director of Security shall maintain a master file of all interdepartmental reporting forms.
2. The creation and implementation of all interdepartmental forms shall be coordinated through the Director of Security or his/her designee.
3. New forms shall be reviewed at Departmental staff meetings for approval and/or recommendations from the Director of Security, or designee, prior to implementation.
4. Interdepartmental forms, which are no longer applicable to Departmental operations, shall be brought to the attention of the Director of Security for revision or deletion of the form.

## **POLICIES AND PROCEDURES**

**Policy Subject: Security: Crime Analysis & Cleary Act Crime Statistics Reporting**

**Policy Number: EVP/CFO-SEC-400-02**

### **Crime Analysis & Cleary Act Reporting**

#### **PURPOSE:**

This policy is necessary to establish procedures for crime analysis as well as violations of Brenau rules and regulations. A compilation of this information will aid the Brenau Security Department in identifying available and needed resources and provide the basis for Cleary Act annual crime statistics reporting and the annual fire safety report.

#### **POLICY:**

This function of the Brenau Security Department shall be shared by all Departmental personnel. The Director of Security shall have responsibility for the overall coordination of Departmental crime analysis activities. The crime analysis activities for the Brenau Security Department shall include, but not be limited to, the collection, collation, and analysis of criminal activity and violations of Brenau University policies and procedures. The information shall be utilized by Departmental personnel to facilitate the prevention and deterrence of crime and violations of Brenau rules and regulations, apprehend offenders, and to increase the effectiveness of Departmental operations. Specific information shall be gathered and submitted as required by the Cleary Act by the designated reporting date of each academic year.

#### **PROCEDURES:**

##### **A. INFORMATION SOURCES**

The primary source of information for crime analysis shall be the Departmental records system, which provides statistical information obtained from Departmental Incident Reports, Accident Reports, Honor Court Records, Arrest Records, Citations, and other Departmental activities.

Additional sources of information include, but are not limited to, other law enforcement agency or criminal justice agency records.

##### **B. ANALYSIS OF CRIME DATA**

1. The analysis of crime data shall include a minimum of the following:

- a. Frequency by type of crime/violation;
- b. Geographic (location) factors;
- c. Temporal (time related) factors;
- d. Victim and target descriptors;
- e. Suspect descriptors;
- f. Modus operandi factors; and
- g. Physical evidence information.

2. Departmental members may access crime analysis information from the Director of Security.

Requests made to the Director of Security from executive staff, Cleary Act representatives, law enforcement, parents, students, or faculty/staff for crime analysis information shall be expedited. The information shall be provided in a written format and document, at a minimum, the information identified above if such information is available from identified resources.

#### C. DISTRIBUTION, FEEDBACK, AND CRIME ANALYSIS PROGRAM EVALUATION

Crime analysis statistics may be presented at Departmental staff meetings conducted by the Director of Security which shall be the primary forum for the distribution, feedback, and program evaluation of the crime analysis function. The topic of Crime Analysis shall be a regular agenda item at Departmental staff meetings.

1. Security Officers shall provide feedback concerning the crime analysis information provided and make recommendations for additional information or additional analysis. Officers shall also provide feedback on the quality of provided information, its value to operational objectives, and other evaluation of the crime analysis program as appropriate.
2. Security Officers shall have the responsibility for utilizing the provided crime analysis information for purposes of preventing and suppressing criminal activity, University rules violations, and apprehending offenders.
3. The Director of Security shall be briefed at Departmental staff meetings of identified or suspected crime and/or University rules violation patterns and trends.
4. Statistics on selected crimes and/or University rules violations may be released to the public as required by the Cleary Act.

#### D. CLEARY ACT – Reporting the Annual Disclosure of Crime Statistics & Annual Fire Safety Report

Pursuant to 20 United States Code section 1092(f), the “Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act,” and the Code of Federal Regulations (CFR) each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual report containing crime statistics and statements of security policy. An annual fire safety report is also required and will be posted with the crime statistics report.

Brenau University Security Department shall gather and maintain those statistics as required by the Cleary Act for inclusion in the annual report. Campus crime, arrest and referral statistics include those reported to Brenau Campus Safety & Security, designated campus officials (including but not limited to Student Life staff, student organization advisors, athletic department coaches & staff, deans, department heads, campus judicial system officials, students/student organizations, faculty members) and local law enforcement agencies. The university counseling staff and pastoral staff inform their clients of the procedures to report crime to Campus Security on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially to Campus Security.

An annual fire safety report will be compiled and reported in the same manner as the crime statistics report.

The annual reporting of crime statistics for inclusion in the national Clery Act website, as well as the annual fire safety report, will be done by the Director of Campus Safety & Security. In addition, an annual Disclosure of Crime Statistics Report and annual fire safety report will be posted on the University Intranet (Security site) for viewing by current students, faculty and staff of Brenau University. A link and access instructions will be provided for notification of the report's availability to prospective students and employees through Admissions and Human Resources. An annual email notification will be sent to current students, faculty and staff providing notice that these reports are available. A written version of the same reports will be available and accessible to all entitled parties in the Office of Campus Safety and Security on the Gainesville Campus.

## **Definitions of Clery reportable crimes**

### **Criminal homicide:**

- Murder and non-negligent manslaughter – the willful (non-negligent) killing of one human being by another.
  
- Manslaughter by Negligence – the killing of another person through gross negligence.

### **Sex Offenses:**

- **Rape** –  
Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  
- **Fondling** –  
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
  
- **Incest** –  
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  
- **Statutory rape** –  
Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:**

- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated assault:**

- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:**

- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

**Motor vehicle theft:**

- The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

**Arson:**

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

**Weapon, Drug, and Liquor Law Violations:**

- **Weapon law violations** – the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
- **Liquor law violations** – the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities.

(Drunkenness and driving under the influence are not included in this definition.)

- **Drug abuse violations** – violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

## **Clery Bias (Hate) Crime Definitions**

### **Larceny:**

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive Possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

### **Simple Assault:**

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

### **Intimidation:**

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

### **Destruction/Damage/Vandalism of Property:**

- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Clery Bias (Hate) Crime Categories Defined**

### **Disability:**

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

### **Ethnicity:**

- A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage and/or ideology that stresses common ancestry.

### **National Origin:**

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

### **Gender:**

- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender..

### **Gender Identity:**

- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

**National Origin:**

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

**Race:**

- A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Religion:**

- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual Orientation:**

- A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

## **Alcoholic Beverages**

The Brenau Security Department enforces the laws of the State of Georgia and local ordinances pertaining to the illegal possession, use and sale of alcoholic beverages, and underage drinking.

**Alcoholic Beverages**

- Consumption, possession, or transportation of alcoholic beverages by any student under legal age.
- Consumption or possession of alcoholic beverages on university premises or at university sponsored activities, except when authorized at social functions in designated areas.
- Furnishing and/or distributing alcoholic beverages to any student under legal age.
- Being in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.
- Driving under the influence of alcohol.



## **Penalties for Alcohol – Georgia**

- A. Alcohol possession and selling violations
  1. Under 21 years of age – First Offense
    - a. Up to 6 months imprisonment
    - b. Up to \$300 fine
    - c. Probation and/or Community Service
  2. Providing to Under 21 – First Offense
    - a. Up to 6 months imprisonment
    - b. Up to \$300 fine
    - c. Probation and/or Community Service
- B. Driving under the influence - Age 21 or Over – First Offense
  1. Ten days to one year imprisonment
  2. \$300 to \$1000 fine
  3. Possible suspension of license
  4. Perform no less than 40 hours of community service
    - a. No less than 20 hours if BAC less than 0.08 at time of offense
- C. Open-container
  1. Fine not to exceed \$200

## **Illegal Drugs**

The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both the State of Georgia and federal laws. Such laws are strictly enforced by the Brenau Security Department.

## **Penalties for Possession of Marijuana**

- A. Possession of Marijuana – one ounce or less (misdemeanor)
  1. Imprisonment not to exceed 12 months
  2. or fine not exceed \$1000
  3. or both
- B. Possession of Marijuana-more than one ounce (felony)
  1. Imprisonment for not less than one year nor more than 10 years

## **Drugs**

- Possession, use (without valid medical or dental prescription) manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law.
- Possession of drug paraphernalia.
- Being under the influence of a narcotic or other controlled substance except as permitted by law or valid medical prescription.

## POLICIES AND PROCEDURES

### 3. Policy Subject: Security: Missing Persons (General) Procedures

Policy Number: EVP/CFO-SEC-400-03

Also see Policy #EVP/CFO-SEC-400-03A: Notification

**PURPOSE:** To establish guidelines and procedures in the response to reports of missing students, adults, and children.

The Brenau Security Department will aggressively investigate all reports of missing/abducted persons and the recovery of unidentified children/adults with all resources and personnel available in an effort to ensure the safe return of the child or adult.

#### DEFINITIONS:

A. MISSING ADULT: A person who is 17 years of age or older and whose absence is contrary to his or her normal patterns of behavior to an extent that would cause a reasonable person to conclude that the missing person should be considered at risk.

B. MISSING CHILD: A person who is younger than 17 years of age and whose whereabouts are unknown to his or her parent, guardian, CDC, or responsible party.

C. FAMILY ABDUCTION: A non-custodial family member flees with a child, usually in direct violation of a court ordered custody arrangement.

D. NONFAMILY ABDUCTION: Child taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.

E. RUNAWAY: Most often a teenager, who leaves voluntarily for a variety of reasons.

F. THROWN AWAY: A child whose caretaker makes no effort to recover the child who has run away, or who has been abandoned or deserted.

G. UNIDENTIFIED CHILDREN/ADULT: A child or adult, recovered by security or Law Enforcement personnel that due to age, mental capacity, or unwillingness are unable to furnish their identity or address.

#### GUIDELINES TO CONSIDER WHEN DETERMINING IF SOMEONE MAY BE CONSIDERED MISSING:

1. A missing child 13 years of age or younger: The Federal Missing Children Assistance Act established this age because children of this age group have not established independence for parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets.

2. A child or an adult who is missing and believed to be characterized by one or more of the items noted below.

a. Out of the zone of safety for his or her age and physical and mental condition. The zone of safety will vary depending on age. In the case of a school-aged child the zone of safety might be the immediate neighborhood or route taken between home and school. In the case of an elderly person of diminished physical and/or mental health, the zone of safety might include the close proximity and availability of a caregiver familiar with that individual's condition and needs.

b. Mentally diminished. If the person is developmentally disabled or emotionally disturbed, or the victim of disease, he or she may have difficulty communicating with others about needs, identity, or address. The disability places the person in danger of exploitation or other harm.

c. If the child and/or adult are drug dependent, including prescribed medication and/or illegal substances and the dependency is potentially life threatening.

- d. A potential victim of foul play or sexual exploitation where the investigation indicates a possible abduction, violence at the scene of abduction, or signs of sexual abuse.
- e. In life-threatening situations where the environment where the person is missing is particularly hazardous. Examples include a busy street for a toddler or an outdoor environment in inclement weather for a child or elderly missing person.
- f. The missing child has been absent from home for more than 24 hours before being reported to the police. A delay in reporting might indicate the existence of neglect or abuse within the family.
- g. Based on available information it is believed that the missing person is in the company of persons who could endanger his or her welfare.
- h. The child or adult is absent under circumstances inconsistent with established patterns of behavior that would cause a reasonable person to conclude that the missing person should be considered at risk.

### **COMMUNICATION PROCEDURES:**

Brenau Security personnel shall follow established procedures for responding to the report of a missing person. The following information about the missing person is a minimum that should be collected from the reporting party.

- a. Obtain full name
- b. Obtain physical description including clothing.
- c. Obtain date of birth
- d. Obtain last known location or destination.

If the missing person is a child, Law Enforcement shall be immediately notified. Brenau Security will provide information to Hall County Central Communications Center who will enter the missing child on the GCIC/NCIC system if enough basic information is obtained from the call. They will also issue a preliminarily lookout to the local Law Enforcement agencies based on the initial call taken from the complainant.

### **PRELIMINARY INVESTIGATION – MISSING ADULTS**

When responding to the report of a missing adult, the officer shall:

- A. Make contact with the complainant.
- B. Conduct a preliminary investigation and write the initial report to include but not limited to:
  - 1. Full description of the missing adult.
  - 2. Obtaining a photograph, when available.
  - 3. Obtain information regarding known associates, places frequented, drug dependency, suicidal tendencies, etc.
  - 4. Have a lookout placed on campus and with Law Enforcement.
  - 5. Consult with Student Services and locate Missing Persons Release Form if one was completed by the missing student. Follow up with contacts listed to obtain further information on possible whereabouts of the student.
- C. If the responding officer, Student Services, or other university official feels that the missing adult is at risk based on the aforementioned guidelines, law enforcement shall be contacted. Persons listed as Emergency Contacts on the Missing Persons Release Form will be contacted.
- D. Information regarding the missing adult should be disseminated to other security shifts at shift change and if deemed appropriate by responding university official and/or Director of Security or his/her designee. A Campus e2Alert may be issued at the discretion of the Exec. Vice President & CFO or the Vice President for Student Services.

E. If the missing adult is recovered, Law Enforcement shall be notified to have the entry removed from the GCIC/NCIC system.

#### **FOLLOW-UP INVESTIGATION-MISSING ADULTS**

The missing person report will be forwarded to Student Services or university official for follow-up investigation relative to the events surrounding the incident. Law Enforcement and or child services will conduct their independent investigation.

## **PRELIMINARY INVESTIGATION – MISSING CHILDREN**

When responding to the report of a missing child, the officer shall conduct a preliminary investigation and document on the initial report the results. The responding officer shall:

- A. Make personal contact with the complainant and immediately determine if:
  - 1. The missing child has **NOT** been the subject of any prior missing (runaway) report.
  - 2. Determine if any special circumstances are involved that would increase the child's risk of being missing.
  - 3. The complainant has reason to believe that the missing child may have been abducted either by a family member or a non-family member.
- B. If the responding officer feels that any of the above exists then Law Enforcement shall be contacted to respond to the situation
- C. Obtain a detailed description of the missing child and have disseminated to Law Enforcement, other Security Officers, and others involved in the search.
- D. Initial Search procedures should include but not limited to:
  - 1. Thorough check of residential areas, or CDC if appropriate.
  - 2. Search of immediate area.
  - 3. Check areas where other children of the same age of the missing child might congregate or locations the child is known to frequent.
  - 4. Contact friends and/or relatives.
  - 5. Brenau neighborhood canvas.
  - 6. Obtain a recent photograph of the child

## **FOLLOW-UP INVESTIGATION-MISSING CHILDREN**

The missing person report will be forwarded to Student Services or university official for follow-up investigation relative to the events surrounding the incident. Law Enforcement and or child services will conduct their independent investigation.

## **RECOVERY OF UNIDENTIFIED CHILDREN/ADULTS, RUNAWAYS AND ABDUCTED CHILDREN**

When responding to the report of the recovery of unidentified children/adults, runaways and abducted children Security Officer(s) shall respond and contact Law Enforcement immediately:

### **A. UNIDENTIFIED CHILDREN/ADULTS**

- 1. Make contact with the complainant and take custody of the child or adult.
- 2. Call local Law Enforcement and Emergency Medical Services to respond immediately and evaluate the person for any obvious health concerns.
- 3. Notify the Director of Security of recovery and circumstances.

### **B. RUNAWAYS**

- 1. Take custody of the runaway.
- 2. Have Emergency Medical Services respond and evaluate the runaway if the officer observes any obvious health concerns.
- 3. Notify the appropriate Law Enforcement agency of the recovery.

## C. ABDUCTED CHILDREN

### 1. Non-Family Abductions

- a. Take custody of the child.
- b. Have Emergency Medical Services respond and evaluate the child's physical condition.
- c. Law Enforcement is notified and briefed to the situation so as to have the proper authorities respond (i.e. Criminal Investigations, the jurisdictional Law Enforcement agency, GBI and/or the FBI).
- d. Notify the Director of Security.

### 2. Family Abductions

- a. Take custody of the child.
- b. Have Emergency Medical Services respond and evaluate the child's physical condition.
- c. Law Enforcement is notified and briefed to the situation so as to have the proper authorities respond (i.e. Criminal Investigations, the jurisdictional Law Enforcement agency, GBI and/or the FBI).
- d. Notify the Director of Security.

## **FOLLOW-UP INVESTIGATION – RECOVERY OF UNIDENTIFIED CHILDREN/ADULTS, RUNAWAYS AND ABDUCTED CHILDREN**

Recovery reports will be provided to the Law Enforcement investigator for follow-up investigation.

### **POLICIES AND PROCEDURES**

**Policy Subject: Missing Student: Notification of Designated Contacts & Procedures**

**Policy Number: EVP/CFO-SEC-400-03A**

Also see Policy # EVP/CFO-SEC-400-03 (General Missing Persons procedures)

## **Brenau University Missing Student Notification Policy and Missing Student Procedures**

### **Purpose:**

To provide a plan to inform Brenau University residential students of the university's policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

This plan is a good faith effort to comply with the August 14, 2008 Higher Education Opportunity Act, Section 485 (j).

### **Policy:**

Students will be informed each academic year that any student, age 18 or above, has the option to identify a person whom they designate as a confidential contact to be notified by Brenau University not later than twenty-four (24) hours after the time the student is believed to be missing. Additionally, students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

A student may register such confidential contact information:

- o during the first two weeks of each semester by filing a form (see Appendix B) provided by the Office of Student Services which is located in the Owens building.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for any update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Services. Student Services is then responsible for ensuring that campus security receives the completed forms.

Students will be informed that Brenau University will notify the appropriate law enforcement agency not later than 24-hours after the time the student is believed to be missing.

### **Missing Person Procedures:**

A student is determined to be missing when a report comes to the attention of Brenau University and the university determines the report to be credible. Circumstances that indicate a credible missing person may include, but are not limited to:

- a. a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts fail;
- b. a criminal act is suspected, even lacking twenty-four (24) hours in time;
- c. there are indications that physical safety is in danger, even lacking twenty-four (24) hours in time;
- d. medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
- e. existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report received by any student or university official will be forwarded immediately to the Brenau University Security Department to investigate in conjunction with the Student Services Division and make a determination that a student who is the subject of a missing persons report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a Security Incident report:

- Name and location / contact information of the person reporting the missing student
- Name / vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact (time /date last seen or in contact with )
- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a Brenau University official; parental notice or notice from reporting person outside the University; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Brenau University facilities / services; concern of criminal act, etc.)
- Dates and times of notifications made

The Vice President of Student Services or his/her designee will be informed by the Brenau University Security Department when the officer's attempts to contact the student do not successfully establish contact or lead to information that results in actual contact being made with the student.

The emergency contact listed with Student Services will be notified as part of the investigation in attempting to establish contact with the reported missing student. In the case of a non-emancipated student under the age of eighteen (18), contact will be made with the custodial parent. The contact will be initiated by University officials in addition to local law enforcement.

## Appendix A

To: The Brenau University Residential Community  
From: Paula Dampier, Director of Security and Safety  
Date:  
Re: Missing Student Policy

This communication is intended to inform each residential student of Brenau University of new information and requirements provided under the federal Higher Education Opportunity Act, Section 485(j) regarding missing students:

- You, as a Brenau University student, eighteen (18) years of age or older, have the option to identify an individual to be contacted by the University's administration not later than twenty-four (24) hours after the time circumstances indicate that you, as a student, are believed to be missing. If you are a student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that you, as a student, are believed to be missing.
- The confidential contact is a person designated by the student. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, alternate emergency contacts provided to the University will be used. The emergency contact may be notified in addition to any confidential contact provided if the situation warrants such action.
- You may register a person whom you designate as a confidential contact during the first two weeks of each semester by filing a form provided by the Office of Student Services. You are solely responsible for the accuracy of the information, as well as any update of information regarding your confidential contact. An update of information may be filed with the Office of Student Services during business hours at any time during the semester.

Brenau University officials receiving a missing persons report relating to a student are required to notify the Brenau Security Department immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. The Brenau University Security Department will initiate the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four hours of time has elapsed), or immediately if circumstances of a criminal act are determined to be involved. The Office of Student Services or other University Administration official will initiate the notification to the confidential contacts, as provided above, for investigative and / or notification purposes in conjunction with local law enforcement or emergency responders.

Each year some students come to the attention of a Brenau University official as out of contact with Brenau University voluntarily, by absence from classes, by leaving campus on impromptu trips without notifying anyone of their absence, or by failing to respond to faculty or emails and phone calls. Each such report generates a response to establish whether the student is voluntarily out of contact or whether there is a safety issue involved. An investigation into a report of a student who is out of contact because of the aforementioned circumstances is very serious. It is therefore very helpful to the community as a whole for students to inform their friends and family if they expect to be away from campus for a period of time, so that energy and resources are applied only to genuine emergencies.

Notification to the public to include parents and students of this policy will be via information provided in the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

## Appendix B:

The following form is disseminated by the Student Services Office via Resident Advisors to each residential student. Forms are returned to the Student Services Office for filing and reference by Campus Security and university officials dealing with a missing student.

(Scroll to next page for a printable version of the form)





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## MISSING PERSONS RELEASE FORM

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In the event you are missing or thought to be missing, the University needs your permission to contact your parent or other designee. By checking yes, you give permission for the University to contact this person via telephone. If we do not have your permission to contact someone on your behalf, please check no. Any contact by the University will likely be in addition to action taken by Law Enforcement.

Please be aware that Law Enforcement officials will take whatever action they deem necessary and appropriate during the course of their investigation.

ACADEMIC YEAR \_\_\_\_\_

### PERSONAL INFORMATION

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Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Last, First Middle  
Permanent Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street City State Zip

### PLEASE CHECK ONE BELOW

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- Yes, I would like a parent or someone else notified. Please contact:

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Last, First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone #: \_\_\_\_\_  
Home Cell Work

I further understand that it is my responsibility to keep the University informed should this contact number change. \_\_\_\_\_ (student initials)

- No, I would not like the University to contact a parent or anyone else if I am missing or believed to be missing. I understand that Law Enforcement action is independent of University action, and they will take whatever action is appropriate and necessary. \_\_\_\_\_ (student initials)

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If you have any questions about this form or any security issue, please contact the Security Office at 770.534.6202.

## POLICIES AND PROCEDURES

### 4. Policy Subject: Jurisdiction of the Brenau University Security Department

#### Policy Number: EVP-SEC-400-04

The Brenau Safety & Security Department has responsibility and authority for enforcement of University rules, security policies and other approved and appropriate services within the geographical boundaries of Brenau University. These officers have the authority to ask persons for identification and make a determination of whether or not those individuals have lawful business at the University. Brenau Security officers generally do not have authority to arrest individuals on campus; local law enforcement officials must be called to make arrests. Some Campus Security officers do have arrest powers vested in them by authority of the local law enforcement agencies with whom they are employed. These officers can make arrests on the Brenau University campus.

#### PROCEDURE:

A. Brenau University's main campus is within the city limits of Gainesville, in Hall County, Georgia. Detailed maps demonstrating the geographical boundaries of the University property shall be maintained in the Security Department as well as the office of the Director of Security. These maps shall be inspected and updated regularly. Notifications of property that have been purchased or otherwise constitute ownership by Brenau University shall be made available to the Security Department from the Executive Vice President's Office of the University. These notifications shall be utilized to update the maps and for familiarization purposes for the Security Department. It shall be the responsibility of every employee of the Brenau Security Department to keep themselves up-to-date of the boundaries and properties owned by the University which fall under the responsibility of the Security Department.

B. Jurisdiction within the boundaries of Brenau University.

On-duty Brenau Security Officers: On-duty members have full power and authority, as described and authorized by the Director of Security, as security officers within the boundaries and on properties owned by the University **only**. The Director of Security may limit the exercise of this power and authority based on good and sufficient reason.

Off-duty Brenau Security Officers: Off-duty Security employees normally have **no** power or authority, even within geographical boundaries and owned properties of the University. When confronting a situation within the jurisdiction of the Security Department and the employee is **off-duty**, notification shall be immediately made to the on-duty Security officer(s). The off duty employee shall safely observe the situation to provide responding security, law enforcement, and/or medical and other first responders information that may assist in the resolution of the situation. If the off-duty employee believes that immediate police action is appropriate, the employee shall immediately notify 911 and then the on-duty Security officer(s).

C. Jurisdiction outside of the geographic boundaries or off the properties owned by Brenau University.

Streets, sidewalks, and properties which encompass, pass through or border Brenau University properties which are the jurisdiction of the City of Gainesville, the State of Georgia, or any private citizen or entity are **not** within the jurisdiction of Brenau Security Officers. **Brenau Security Officers are not authorized to take or initiate any action on properties not owned by Brenau University.**

If the employee reasonably believes that, in the employee's presence, a person is about to commit a felony, and action is necessary to prevent serious bodily injury to any person, the employee has no authority granted by the University and therefore any action taken would only be that of a private citizen. Under these circumstances local law enforcement should always be called.

D. Jurisdiction/Law Enforcement Agencies

1. The university enjoys a supportive and professional relationship with local law enforcement agencies. Criminal incidents are referred to the Gainesville Police Department who will provide the initial response to calls for service, arrests, preliminary investigation, and follow-up investigation of criminal offenses committed on Brenau University owned property.

2. Nothing in this section should be construed to authorize Brenau Security Department personnel to interfere in any investigation or law enforcement operation being conducted by personnel of any law enforcement agency having jurisdiction. Those agencies include, but are not limited to the Gainesville or State of Georgia Fire Marshall, Gainesville/Hall County Code Enforcement, Hall County Sheriffs Office, the Georgia State Patrol, the Georgia Bureau of

Investigation, the (federal) Drug Enforcement Administration; Bureau of Alcohol, Tobacco and Firearms, the Internal Revenue Service, Environmental Protection Agency, Federal Bureau of Investigation, and United States Marshall Service.

3. Brenau Security Department personnel will provide all legal and reasonable assistance requested by any member of a law enforcement agency involved in a lawful action or investigation and with jurisdiction which includes Brenau University property. Direct participation by Security Department personnel in investigations or law enforcement operations being conducted by law enforcement agencies will require the prior approval of the Director of Security. Additionally, the Executive Vice President and Chief Financial Officer or his/her designee must be apprised of the situation.

## POLICIES AND PROCEDURES

### 6. Policy Subject: Reporting a Crime or University Policy Infraction

#### Policy Number: EVP-SEC-400-05

Any emergency on-campus requiring immediate medical or local law enforcement response should be reported by dialing 911 or using the “Blue Emergency Phones” located throughout campus. “Blue Phones” will connect you with an operator who will immediately summon local law enforcement and/or EMT’s as appropriate. Campus Safety and Security should then be notified to provide assistance at the scene by calling 1234 from any campus phone, or dialing 770-534-6202.

Criminal incidents or university policy infractions that are non-emergent should be reported to Campus Safety and Security by dialing 1234 from a campus telephone, or 770-534-6202 from any other telephone. Incidents may also be reported to the Student Life staff, Resident Assistants, University Counselors, Student Health Service, or any other campus official. Incident information will be shared with the Campus Safety & Security Office for follow-up and reporting purposes. The source of the information can remain confidential if requested.

Incident reports will be completed for internal use by Campus Safety and Security on all investigations of crime/rule infractions on campus.

The Gainesville Police Department may be called at the discretion of the Campus Security officer to assist in investigating any criminal activity on campus.

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

As a result of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and

Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis, either confidentially or openly, for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

- o *Pastoral Counselor* – An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

- o *Professional Counselor* – An employee of an institution whose official responsibilities includes providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual, who meets the definition of a counselor, is considered to be a counselor for the purposes of the Clery Act.

## POLICIES AND PROCEDURES

**Policy Subject: Emergency Communication & Timely Warning Policy**

**Policy Number: SVPA-SEC-400-06**

**Purpose:** To provide a plan to inform the Brenau University community in a timely manner of emergency situations. The following methods are employed to communicate emergency procedures to the campus community:

**E2Campus Alert:** Brenau University utilizes an emergency notification system, *e2Campus Alert*, which when activated, sends a text message to cell phones, an email message to web mailboxes, and/or leaves a voice message on land line telephones and cell phones. The campus community can register for this service, free of charge, and is responsible for selecting and updating their preferred method(s) of receiving campus alerts. Registration is accomplished through the Intranet at <http://www.e2campus.com/my/brenau/>. The *e2Campus Alert* system can be activated and programmed with an appropriate emergency message by Campus Security, IT, the Office of Communication & Public Relations, or members of the Critical Incident Management Team. Messages should be authorized for distribution by the University President, the Sr. Vice President for Administration & CFO or the Sr. Vice President & Dean of Admissions.

The *e2Campus Alert* system is tested regularly and results used in further development and implementation of efficient emergency responses.

**Weather Emergencies:** Messages to students, faculty and staff regarding inclement weather warnings or school closings will be distributed by *e2Campus Alert* upon authorization of the Sr. Vice President for Administration & CFO, or his designee. Each campus building has been assigned an appropriate shelter location.

**Quick Reference Guides:** Quick reference guides covering several different kinds of emergency situations and responses are posted across the campus. Community members are advised to check the guide if they are uncertain of the appropriate response to an emergency.

**Faculty/Staff Guidelines:** The faculty and staff guidelines are prepared by Human Resources and housed on the Intranet. Emergency procedures are outlined in these guidelines and regularly updated as needed.

**Security Website:** Campus Safety & Security maintains a website accessible to the Brenau community. Various topics are addressed on the website, including emergency response procedures. Messages are posted as necessary on this website which originate from the local police to inform the Brenau community of situations which may be occurring in the local

community (ie. rashes of car break-ins, vandalism, etc.).

**Student Handbooks:** Handbooks distributed to all students contain emergency communication information and response procedures. Campus Safety & Security work with the residence life staff (student and professional staff) to assure that policies and procedures are disseminated and understood by residential students. Drills are supervised by Campus Safety & Security in conjunction with the Student Life Staff.

There is often confusion about the difference between timely warnings and immediate notification. In fact, they are often believed to be the same. Here is a table showing the differences between the two to assist.

<b>Timely Warning</b>	<b>Immediate Notification</b>
<ul style="list-style-type: none"><li>• Goal is to aid in the prevention of similar crimes;</li><li>• Is to put out quickly, i.e. in a “timely manner”;</li><li>• Allows you to evaluate incidents on a case-by-case basis;</li><li>• Is only required for Clery reportable crimes.</li></ul>	<ul style="list-style-type: none"><li>• Goal is to alert community immediately about a significant emergency or dangerous situation involving an immediate threat to the health and safety of the University community;</li><li>• A crime doesn’t have to have occurred yet;</li><li>• Can be for the Clery reportable crimes as well as other types of incidents.</li></ul>

## **POLICIES AND PROCEDURES**

### **8. Policy Subject: Building Security & Access**

#### **Policy Number: EVP-SEC-400-07**

Campus facilities are intended for use by university personnel and students, invited guests and those authorized to utilize designated spaces on campus for specified periods of time. Buildings are secured as follows:

During normal business hours (8:30AM-5:00PM, Monday through Friday), most university buildings (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. Some buildings have longer operating hours (ie. Fitness Center, Library, Dining Hall) and will be locked at their posted closing time.

During non business hours, access to all university facilities is by key, if issued, or by admittance with proper authorization via the Campus Safety & Security Department.

Residence halls and sorority houses are locked at all times and residents are issued keys through the Student Services division. During extended breaks, the doors of all residential facilities will be secured around the clock and facilities must be vacated unless proper authorization is obtained from the Student Services division. Door locks may be changed during breaks to prevent unauthorized entrance to the facility.

All classroom buildings are locked not later than 11:00PM, Monday-Friday. Students with valid ID's are allowed to remain in the Simmons Visual Arts Center and the Burd Center for the Performing Arts classrooms until 12:00AM if they work in pairs. All classroom buildings are locked on weekends, except when the Evening & Weekend College is in session. Students with valid ID's may be given entrance on Saturday/Sunday 9:00AM-6:00PM. After these hours, prior arrangements need to be made between a responsible professor and Security or entrance to buildings will be denied.

All use of university facilities by non-Brenau personnel must be authorized by a Brenau sponsor/organization or the Office of Special Events and such clearance must be communicated to Campus Safety & Security.

Campus Security, Aramark Facilities & Maintenance, and Student Services departments will periodically examine overall campus physical security (lighting, locks, alarms, walkways, landscaping, etc.) and make recommendations for improvements to the appropriate department. Any security concerns from any source should be forwarded to the Campus Security department for immediate attention or referral to the proper campus unit.

## **POLICIES AND PROCEDURES**

**Policy Subject: Crime Prevention and Security Awareness Programs**

**Policy Number: EVP/CFO-SEC-400-08**

The department of Campus Safety & Security will sponsor and support programming each year to provide the campus community with information about crime prevention and personal safety or security awareness.

- Personal responsibility for one's safety and the safety of others will be emphasized, as well as the necessity of community members informing Security of unwanted or suspicious people or activities on the campus.
- Programs for parents will be presented each year at sessions during orientation and pre-registration activities, etc. when parents are present on campus. Additionally, parents and the campus community are encouraged to review the emergency flip-charts that are posted in numerous places around campus. The flip-charts explain campus emergencies, desired actions, and resources.
- Programming on various topics such as sexual assault and rape prevention, domestic violence (Take Back the Night program), bystander intervention, alcohol and drug abuse, personal safety, self-defense, etc. will be presented to students in conjunction with the department of Student Services. Programming may be done in the residence units on topics of particular importance to that environment (eg. fire safety, evacuation protocols, etc.). Lastly, AS 100 classes will have a class period dedicated to security awareness and crime prevention.
- Employees receive trainings from the Office of Human Resources. These topics include drug & alcohol abuse (Haven Program) as well as Title IV training.
- Campus Safety & Security will advertise and offer escort services to students, faculty and staff at any time.
- Campus Safety & Security will issue campus wide alerts regarding any criminal activity occurring in the vicinity of campus. Depending on the nature of the activity, such alerts may be disseminated via the Intranet, Security website, email or campus mail distributions, e2Campus Alerts, posters, etc. Brenau also has a personalized Brenau mobile app which has an Emergency icon.
- Campus Safety & Security will serve as a resource for other campus organizations seeking program materials or speakers on crime prevention and security awareness topics.



## POLICIES AND PROCEDURES

### **Policy Subject: Automobile Parking Regulations**

### **Policy Number: EVP-SEC-400-09**

Additional sites: Student Handbook: General Policies & Procedures  
<https://intranet.brenau.edu/student-services/#handbook>

### **Automobile Parking Regulations**

These are the general parking policies on the Gainesville campus of Brenau University. Students at regional campuses should consult with their Regional Campus Director for more information regarding parking at their location.

1. Parking regulations are subject to change at any time. Notification of changes will be made by email.
2. Parking privileges will be granted to all registered students as well as employees of the institution. It is the responsibility of the vehicle operator to know and abide by all traffic and university parking regulations. Please note that obtaining a parking permit does not guarantee the availability of a parking space. Inability to locate an authorized parking space is not considered a reasonable cause for violating these regulations.
3. Parking decals are to be displayed at all times. The decal should be placed on the rear window, back left-hand side.
4. Parking permit holders cannot park in visitor or restricted parking spaces. Pedestrians will be given the right-of-way at all times. Misuse or excessive violations of the parking rules and regulations may cause parking privileges to be revoked. The university assumes no responsibility for damage to private property.
5. Permits are issued annually by the Security Office. Registered students are assessed a safety and security fee of \$50 per student per year, specifically \$25.00 in the fall and \$25.00 in the spring.
6. Temporary permits may be obtained at the Security Office.
7. Any cars parked illegally or in an unauthorized area are subject to fines and or vehicle impoundment. Fines must be paid in the Accounting Office.
8. Appeals regarding parking violations should be made to the Director of Security. *Appeals will not be heard based on lack of knowledge of regulations, appointment tardiness, or inability to locate an authorized parking space.*

## **POLICIES AND PROCEDURES**

### **11. Policy Subject: Sexual Offenders Listing**

**Policy Number: EVP-SEC-400-10**

Additional sites:

Student Handbook: General Policies & Procedures

<https://intranet.brenau.edu/student-services/#handbook>

#### **Sexual Offenders Listing**

1. The federal government requires all universities and colleges to provide information on how to access information on sex offenders living on or near the campus. To obtain this information go to [www.ganet.org/gbi/siclainm.html](http://www.ganet.org/gbi/siclainm.html).

You may obtain registered offenders in a number of ways. It can be done by zip code, city, country, or name.

There is a link to this website from Brenau's Security web page accessed from the Brenau Intranet at <https://intranet.brenau.edu/security/>

The link is entitled Ga Sex Offender Registry.

2. The Security Office will maintain a current list of registered sex offenders for Hall County. This list can also be accessed on the webpage under the link for Security.

## POLICIES AND PROCEDURES

**Policy Subject: Sexual Assault Victim's Rights**

**Policy Number: EVP/CFO-SEC-400-11**

Additional sites:

Security Website: <https://intranet.brenau.edu/security/>

### **Sexual Assault Victims Bill of Rights:**

An Amendment to Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1902(f)) entitled "Campus Sexual Assault Victims Bill of Rights Act" of 1991 relating to the treatment by campus officials of sexual assault victims, effective September 1, 1992, requires all institutions of higher education to publish the following information and policy statement. It is the intent of this policy to state that the campus-related sexual assault of an employee or student is a serious offense, and that the victim shall be accorded by Brenau University the rights that are contained in the policy. It is also the intent of the policy to empower the victim of campus-related sexual assaults with certain rights and to certify that Brenau University complies with the requirements of the Act.

### **Victim's Rights: The following rights shall be accorded, by all officers, administrators, and employees of Brenau University to victims of campus-related sexual assaults:**

- I. The right to have any and all assaults against them treated with seriousness; the right, as victims, to be treated with dignity.
- II. The right to have these assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of Brenau personnel in notifying the proper authorities. The foregoing shall be in addition to any Brenau Disciplinary proceedings. The Sexual Misconduct policy addresses Brenau's adjudication of sexual assault.
- III. The right to be free from any kind of pressure from Brenau personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victim perceives them to be.
- IV. The right to be free from any kind of suggestions that campus assault victims not report, or under report, crimes because: a.) victims are somehow responsible for the commission of crimes against them; b.) by reporting crimes they would incur unwanted personal publicity.
- V. The right to choose a representative present and to have that representative present at all proceedings and the right to be notified of the outcome of such proceedings.
- VI. The right to have Brenau University personnel assist the victim in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

VII. The right to be made aware of, and assist in exercising any options, as provided by State and Federal Laws or regulations, with regard to mandatory testing of assault suspects for communicable diseases and with regard to notifications to victims of the results of such testing.

VIII. The right to counseling from the university counselor.

IX. If a campus sexual assault is reported; Brenau University personnel will take necessary steps or actions to prevent any unnecessary or unwanted contact with alleged assailants, including but not limited to immediate relocation of the victim to safe and secure alternative housing.

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking. In the State of Georgia, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

O.C.G.A § 17-17-1 provides individuals who are victims of certain crimes specific rights. These rights include:

- The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
- The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
- The right not to be excluded from any scheduled court proceedings, except as provided by law;
- The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
- The right to file a written objection in any parole proceedings involving the accused;
- The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
- The right to restitution as provided by law;
- The right to proceedings free from unreasonable delay; and
- The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

The Crime Victims Bill of Rights specifically applies to victims of the following crimes:

- Homicide
- Assault and Battery
- Kidnapping, False Imprisonment and related offenses
- Reckless Conduct
- Cruelty to Children
- Feticide
- Stalking/Aggravated Stalking
- Cruelty to a Person 65 Years of Age or Older
- All Sexual Offenses
- Burglary
- Arson, Bombs and Explosives
- Theft
- Robbery
- Forgery, Deposit Account Fraud, Illegal Use of Financial Transaction Cards, Other Fraud Related Offenses, Computer Crimes, & Identity Theft
- Sale or Distribution of Harmful Materials to Minors
- Elder Abuse
- Homicide by Vehicle
- Feticide by Vehicle
- Serious Injury by Vehicle

In general, after the crime occurs and is reported, and upon initial contact with a victim, law enforcement and court personnel must advise him or her of the following:

- That it is possible that the accused may be released from custody prior to trial;
- That victims have certain rights during various stages of the criminal justice system;
- That victims have the right to refuse or agree to be interviewed by the accused, the accused's attorney, or anyone who represents or contacts you on behalf of the accused;
- That additional information about these stages can be obtained by contacting the pertinent state and/or local agency involved, or by contacting the Criminal Justice Coordinating Council at 404-559-4949;
- That victims may be eligible for monetary compensation for certain out-of-pocket losses incurred as a result of their victimization from the State's Crime Victims Emergency Fund (Crime Victims Compensation) which is administered by the Criminal Justice Coordinating Council;
- That victims may have available to them community-based victim service programs and that more information may be obtained by contacting the Governor's Victim Assistance Helpline at 1-800-338-6745.

Further, Brenau University complies with Georgia law in recognizing orders of protection, such as Restraining Orders, Temporary Protective Orders, Stalking Orders, etc. Any person who obtains an order of protection from Georgia or any other state should provide a copy to Brenau Security Department

## POLICIES AND PROCEDURES

**Policy Subject: Sexual Assault: Reporting an Incident**

**Policy Number: EVP/CFO-SEC-400-12**

Additional sites:

Security Website: <https://intranet.brenau.edu/security/>

*If you or someone you know has been assaulted or if an assault was attempted:*

1. To officially report an incident that occurred on the Gainesville campus, contact Security at 1234 from on-campus or 770-534-6202 from off-campus. Contact local law enforcement in case of an off-campus assault. Dial 911.
2. As difficult as it may be, follow instructions given in regards to the preservation of evidence. Medical attention is important after a sexual assault for the health and well being of the victim. In the event that the victim decides to press charges, the physical exam is also important as evidence. One should not shower or change clothes until after the exam has been completed.
3. The Student Services staff is available upon request to assist in notifying the proper authorities and for counseling to help victims work through emotional issues associated with the incident.
4. Student Services will help address any judicial and academic concerns victims may have as a result of the assault. This may include the possibility of notifying the victim's faculty and/or class adjustments.
5. Victims needing counseling for mental or physical reasons may contact one of the following campus offices for further information and assistance:
  - University Student Counseling Center, 770-534-6121
  - Vice President for Student Services, 770-534-6108
  - Coordinator “On call” (Student Services staff (24/7)) 770-826-0975
  - Student Health Services, 770-534-6135
  - Victims also are encouraged to call Rape Response in Gainesville at 770-503-7273

## **Brenau Sexual Misconduct Policy**

### **Notice of Non-Discrimination**

Brenau University is committed to maintaining an environment free from all forms of discrimination. As a recipient of Federal funds, the University complies with Title IX of the Higher Education Amendments (1972). Title IX prohibits discrimination from any educational program or activity on the basis of sex, gender identity, failure to conform to stereotypical notions masculinity or femininity or actual or perceived sexual orientation. Brenau University recognizes sexual misconduct and/or harassment may create an environment of discrimination and has created the following policy to define, educate and address issues relating to sexual discrimination.

**Scope of Sexual Misconduct and Violence Against Women Act Policies:** This policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this policy

1. The policy applies to all Brenau University faculty, staff, students, and campuses. Each member of the Brenau community is responsible for their actions and behaviors both on and off campus. As such, this policy is applicable to on campus conduct and, when applicable, off campus conduct.
2. This policy applies to guests and individuals conducting business on all University property.

### **Prohibited Conduct and Definitions**

Prohibited conduct may be described as:

- **Sex or gender-based discrimination-** refers to the inequitable treatment of individuals on the basis of sex, sexual orientation, gender identity, or gender expression
- **Sex or Gender-based harassment-** harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature
- **Harassment-** conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status including sex, sexual orientation, gender identity, or gender expression
- **Sexual harassment-** unwanted and unsolicited sexual advances, request for sexual favors, and other deliberate or repeated communication of a sexual nature. The communication may be, but is not limited to; spoken, written, physical or pictorial. These actions constitute sexual harassment when:
  - Submission to said conduct is made either explicitly or implicitly a term or condition of employment, education, or participation in a program

- Rejection of said conduct is used explicitly or implicitly to negatively impact conditions of employment, education, or participation in a program.
- Said conduct creates an intimidating, hostile, or offensive environment

### **Forms and definitions of Sexual Misconduct**

- **Sexual assault-** is having or attempting to have sexual intercourse or sexual contact with another individual without consent or by means of force or coercion, as defined:
- **Coercion-** is the use of pressure to compel another individual to participate in or continue sexual activity against an individual's will. Coercion can include, but is not limited to intimidation, manipulation, threats, or blackmail
- **Consent-** agreement to participate in sexual activity must be actively agreed upon by all parties, and must be informed, knowing, and voluntary. Consent is demonstrated through mutually understood words or gestures and can never be given by an individual incapacitated by alcohol or drugs or other mental incapacitation
- **Force-** the use or threat of physical violence to require an individual to participate in an unwanted activity
- **Sexual intercourse-** includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger) or object or oral copulation by mouth to genital contact
- **Non-consensual sexual contact-** having or attempting to have sexual contact with another individual without consent. Sexual contact may include, but is not limited to; kissing, disrobing, or touching in a sexual manner
- **Sexual communications-** unwanted communication of, but not limited to, words or images of a sexual nature
- **Sexual exploitation-** taking non-consensual or abusive sexual advantage of another separate from other listed misconduct offenses. Exploitation includes but is not limited to:
  - prostituting another individual
  - non-consensual recording in any capacity a sexual activity
  - knowingly allowing others to observe a sexual activity without the consent of the partner
  - distributing photos or recording of a sexual nature without the consent of all parties involved
  - engaging in voyeurism (peeping tom)
- **Dating violence-** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the parties involved in the relationship.
- **Domestic violence-** is a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other



person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction in which the crime of violence occurred.

- **Intimate partner violence**- commonly referred to as domestic or dating violence, a situation where one person in the relationship is being physically, emotionally, or sexually abused by the other person
- **Stalking**- occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

### **Confidentiality and Anonymity**

Brenau University's ability to respond to a complaint of prohibited conduct, to prevent its recurrence, or to address its effects may be severely limited if the Complainant requests confidentiality, does not provide the name of the Respondent, or asks that the report not be pursued. The University is further limited when a report is made anonymously. In cases where the Complainant requests confidentiality or requests Brenau University not pursue an investigation, the Title IX Officer or his/her designee will conduct a preliminary assessment of the alleged misconduct and may weigh the Complainant's request against the following factors, including, but not limited to: the severity of the alleged sexual misconduct, the Complainant's age, or whether there have been other complaints or reports of sexual misconduct against the same accused individual. The Title IX Officer may determine that, in the interest of providing a safe and nondiscriminatory environment for students, it is necessary to act on information it has received.

In cases where the Complainant files a formal complaint and seeks a formal resolution, or where the University is required to conduct a formal investigation, Brenau cannot keep the Complainant's identity from the accused student. A charge of sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant. However, the University may provide options during the hearing for questioning without confrontation, including using a room divider, using separate hearing rooms, or using technology such as Skype.

### **Reporting an incident**

1. Individuals are encouraged to call 911 if they feel they are in immediate danger.
2. All victims of sexual assault have the right to a criminal investigation, and are encouraged to contact the local authorities.
3. Individuals are encouraged to seek medical treatment immediately at the local emergency room and ask for a Sexual Assault Nurse Exam (SANE). Preserve evidence by avoiding bathing or showering, brushing teeth, changing clothes, or washing hands. If you change clothes, you should place all clothing worn at the time of assault in a paper bag. Even if you are uncertain about taking the matter to the police, you may change your mind later on, and the evidence cannot be recreated.
4. Any individual who feels they have been a victim of sexual misconduct should consider the following methods of University reporting and how those reports are handled: Ideally, all incidents should be reported directly to:

**Safety and Security**  
520 Washington ST.  
770-534-6202  
security@brenau.edu

Students wishing to speak with a female may contact:

**Paula Dampier**  
Director of Security  
520 Washington ST.  
770-297-5896  
pland@brenau.edu

The only Brenau University staff members who are able to keep the report **completely confidential** are:

**Gay Baldwin**  
University Counselor  
The Center for Health and Well Being  
205 Boulevard  
770-534-6121  
gbaldwin@brenau.edu

The Title IX Coordinator is a staff member charged with overseeing the University response to allegations of sexual misconduct. Brenau University's Title IX Coordinator is:

**Amanda Lammers**  
Vice President of Student Services Owens  
Student Center  
770-534-6108  
alammers@brenau.edu

Once University officials learn of sexual misconduct complaints, written or unwritten, the University is required to investigate and to take action consistent with its policies and procedures. All faculty and staff are encouraged to report any incidents that are made aware of to the Title IX coordinator.

There are other resources available to sexual assault victims.

In the Gainesville community victims are encouraged to contact:

**Rape Response**  
Crisis Line: 770-503-7273 Toll  
Free: 800-721-1999

**National Sexual Assault Hotline**  
800-656-HOPE

### **After An Incident Is Reported (Rights of Complainant)**

1. After reporting an incident, the individual will be referred to as the complainant.
2. Complainants may receive accommodations after reporting an incident. These accommodations include but are not limited to: no contact orders, relocation of residence, rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
3. Complainants are not to be retaliated against. Retaliation is defined as a strike back against an accusation, a form of revenge or reaction, or an additional act of discrimination based on the complaint filed.
4. Complainants may not be charged with other violations related to the sexual misconduct (i.e. if the alleged victim was drinking on campus at the time of the assault, an alcohol charge may not be filed).
5. The investigation and hearing will be conducted in a timely manner.
6. The respondent and the complainant are entitled to have one person present for support or to act as an adviser during a campus disciplinary proceeding. The advisers for the complainant nor the respondent may participate in the proceedings.
7. In cases of sexual assault, the complainant will be notified in writing of the outcome of the investigation and hearing simultaneously with the respondent.
8. The complainant has the right to request an appeal on the grounds of improper procedure or new or previously unavailable, compelling information related to the case. Appeals must be made in writing to the Title IX Coordinator.

### **After An Incident is Reported (Rights of Respondent)**

1. When an accusation has been made against an individual, that person is referred to as the respondent.
2. Respondents have the right to ask for accommodations once a complaint has been filed against them. These accommodations include but are not limited to: no contact orders, relocation of residence, and rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
3. Respondents will be informed of the definition and repercussions of retaliation.
4. The investigation and hearing will be conducted in a timely manner.
5. The Respondent and the Complainant are entitled to the same opportunities to have one person present for support or to act as an adviser during a campus disciplinary proceeding. Neither adviser for the complainant nor the respondent may participate in the proceedings.
6. The Respondent will be notified in writing of the outcome of the investigation and hearing. In cases of sexual assault this notification will occur simultaneously with the notification of the Complainant.
7. The Respondent has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, or compelling information related to the case. Appeals must be made in writing to the Title IX Coordinator.

### **Investigating a Complaint**

1. All allegations of sexual misconduct will be investigated by the Title IX Coordinator or designee.
2. Upon receipt of a written complaint an investigation will begin no later than thirty (30) Brenau business days.
3. From the time an investigation begins, the investigation report will be submitted to the Title IX coordinator in no later than thirty (30) Brenau business days.

### **Adjudication of a Complaint**

1. Grievance procedures may include voluntary informal methods of resolution (e.g. mediation). However, the complainant has the right to discontinue the informal process at any time and begin formal proceedings. Every attempt will be made to adjudicate Title IX complaints within 60 days barring a legitimate reason. **Allegations of sexual assault will never be mediated.**
2. Upon receipt of a written investigation report, the Title IX coordinator or designee will schedule a hearing in no later than thirty (30) Brenau business days.
3. A hearing board will be assembled by the Title IX coordinator or designee. Those on the hearing board will be trained to adjudicate matters of sexual misconduct.
4. The chair of the hearing committee will be the Title IX coordinator or designee. The committee will consist of the chair and three (3) members of the faculty and staff.
5. The chair of the hearing committee will read the investigation report aloud.
6. The Complainant and the Respondent may read prepared statements if agreed upon with the chair prior to the hearing.
7. The complainant may choose to be physically separated from the respondent during hearing proceedings or require the respondent to submit all questions in writing to the chair during the hearing. This request should be communicated to the chair at least two (2) Brenau business days prior to the hearing.
8. The Complainant, the Respondent, nor any member of the hearing board may ask repetitive questions of any witness.
9. In determining whether an alleged incident constitutes sexual misconduct, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances. An adequate, reliable and impartial investigation will occur, and a decision rendered based on a preponderance of evidence.
10. University sanctions for someone found responsible for sexual offenses (forcible and non-forcible) may include but are not limited to expulsion, forced withdrawal, disciplinary suspension, disciplinary probation, reprimand, and /or restrictions.

## **POLICIES AND PROCEDURES**

### **14. Policy Subject: Sexual Assault: Campus Judicial System**

**Policy Number: EVP-SEC-400-13**

Additional sites:

Student Handbook: <https://intranet.brenau.edu/student-services/#handbook>

See also policy #SS-GP-200-28: Harassment

#### **Sexual Assault and the Campus Judicial System**

1. In the event of an alleged offense that is brought before the campus judicial system, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
2. Both the accused and the accuser shall be informed of the outcome of any institutional disciplinary proceeding brought alleging an offense of this category.
3. University sanctions for someone convicted of rape, acquaintance rape, or other assault offenses (forcible and non-forcible) include expulsion, forced withdrawal, disciplinary suspension, disciplinary probation, reprimand, and/or restrictions.

## POLICIES AND PROCEDURES

### 15. Policy Subject: Emergency Procedures

#### Policy Number: SS-GP-200-23

Additional sites:

Student Handbook: General Policies & Procedures

<https://intranet.brenau.edu/student-services/#handbook>

Also see Policy EVP-SEC-400-06:Emergency Communications **Emergency**

#### Procedures

##### 1. Fire

- a. If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (ie. in a wastebasket), call 911 or 8.911 **IMMEDIATELY**. (Campus Security may be summoned for assistance with inconsequential fires by calling 770.534.6202, or 1234 from a campus telephone.)
- b. If there is any doubt about whether to call the fire department, err on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions.
- c. Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe. Once you have evacuated, call Campus Security if they are not already on the scene.

##### 2. Tornado/Severe Weather

- a. If there is a notification of severe weather, proceed to the first floor interior hallway or basement in your area; walk rapidly, but do not run. Assist any student who has difficulty with ambulatory movement.
- b. Position yourself on the floor against interior wall away from windows; cover your head with arms. If a window is near your location, cover yourself with a mattress.
- c. If you are in an unprotected area, crawl under heavy furniture. Outside, get into a ditch or depression, or lie flat on the ground; protect your head.

##### 3. Inclement Weather

- a. The University has a phone message service which will be activated during questionable weather periods and will provide a taped message advising you whether or not classes are in session. The number will not transfer you to another Brenau extension or provide any information other than the taped message.
- b. In periods of inclement weather the campus switchboard may, or may not, be functioning. However, the pre-recorded line is available 24 hours per day. Brenau will continue to use the local media outlets in Gainesville as well as the major networks in Atlanta for weather related bulletins; however, they cannot provide information customized to our campus.
- c. CALL 770-534-6772 (from off-campus) for a pre-recorded message service.
- d. OR 770-534-6772 (from on-campus phones)

##### 4. Medical Emergency

- a. For emergencies that are not life threatening, call the Student Health Service (534-6135) for assistance. After 4:30pm or on weekends, please call your RA on-cal, or Security. Numbers are posted in the residence halls and sororities for a 24 hour on-call nursing service.
- b. IN CASE OF LIFE THREATENING EMERGENCIES, CALL 911.

## **POLICIES AND PROCEDURES**

### **16. Policy Subject: Firearms & Weapons on Campus**

#### **Policy Number: SS-GP-200-25**

Additional sites:

Student Handbook: General Policies & Procedures

<https://intranet.brenau.edu/student-services/#handbook>

#### **Firearms/Weapons Policy**

1. Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and referred to the appropriate judicial system.
2. Firearms and other dangerous weapons are absolutely prohibited at all times on all University properties.
3. Firearms cannot be stored in vehicles.
4. Weapons include but are not limited to firearms, knives with a longer than 2 inch blade, dangerous weapons, slingshots, explosives, air guns, paintball guns, unapproved inflammable fluids and materials, kerosene heaters, dangerous chemical mixtures, fireworks or propelled missiles or any item which is used in a threatening manner.

## POLICIES AND PROCEDURES

### 17. Policy Subject: Appliances in Residential Facilities

#### Policy Number: SS-RL-700-05

Additional sites:

Student Handbook: Women's College, Residence Life & Housing Section

<https://intranet.brenau.edu/student-services/#handbook>

#### Appliances

1. The capacity of the electrical system in the residence halls and sorority houses is limited, and overloading these systems can present fire and safety hazards.
2. Use of electrical "octopi" (multiple head plugs) to obtain a greater number of outlets is prohibited as well as use of extension cords. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection.
3. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
4. The following items are not permitted in residence halls or sorority houses:
  - a. Open element appliances (i.e., hot plates, broilers, space heaters, coffee pots immersion heaters, ovens, toasters, or kerosene heaters)
  - b. Power tools
  - c. Halogen touchier lamps
  - d. Sun lamps
  - e. Outside antennae
  - f. Air conditioners
  - g. Microwave ovens, between 600-700 watts, and small refrigerators, 2.5 cu. Ft. not to exceed 4 cu. Ft., are allowed only in the residence halls and Alpha Gamma Delta sorority house. Microwaves and refrigerators must be plugged directly into the dedicated wall outlets. Microwaves and refrigerators must maintain reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation.
5. It is critical that users exercise precautionary measures when using appliances. Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings.
6. Placing cords under an item, such as a rug is prohibited. All Fire Code regulations, which are in accordance with the Gainesville Fire Marshal, must be met at all times. Failure to do so could result in the closing of a house or halls, or a personal fine to those in violation.
7. Health and safety inspections of all living areas will occur to insure compliance with said procedures on or before the 15th of each month.



## **POLICIES AND PROCEDURES**

### **18. Policy Subject: Evacuation Procedures in Residential Units**

#### **Policy Number: SS-RL-700-15**

Additional sites: Student Handbook: Women's College, Residence Life & Housing Section

<https://intranet.brenau.edu/student-services/#handbook>

#### **Evacuation of a Residence Hall, House, or Apartment**

1. When a fire alarm sounds or it is necessary to evacuate a living facility, the following must be followed:
  - a. Leave the room immediately, taking with you room keys, identification, and coat (if cold outside), if easily accessible.
  - b. Close the room door.
  - c. Knock hard on each room and check each bathroom and common space as you exit the building. DO NOT retrace your steps, only check those areas that are on your path out of the building. Move quickly but do not run.
  - d. Head to the nearest exit and/or stairwell.
  - e. Move away from the hall or house to the designate rendezvous area which will be provide by the RAs.
  - f. Report directly to your RA or House Manager in rendezvous location.
2. A Residence Life staff member or an official Brenau employee will inform the students when they may reenter the building.

## **POLICIES AND PROCEDURES**

### **19. Policy Subject: Fire Drills in Residential Units**

**Policy Number: SS-RL-700-16**

Additional sites:

Student Handbook: Women's College, Residence Life & Housing Section

<https://intranet.brenau.edu/student-services/#handbook>

#### **Fire Drills**

- o Drills will occur periodically throughout the semester and will be managed by the Residence Life Staff and Campus Security.
- o When the alarm sounds, DO NOT assume it is a drill. Drills will not be announced.
- o Follow the "Evacuation of a Residence Hall or House".
- o The Cleary Act.

## **POLICIES AND PROCEDURES**

### **20. Policy Subject: Fire Safety Regulations in Residential Units**

**Policy Number: SS-RL-700-17**

Additional sites:

Student Handbook: Women's College, Residence Life & Housing Section

<https://intranet.brenau.edu/student-services/#handbook>

Also see Policy SS-RL-700-16 (Fire Drills)

#### **Fire Safety**

1. Due to fire regulations, the following are mandated by the Gainesville Fire Marshal and set forth by local, state, and federal law:
  - a. Extension cords are prohibited;
  - b. Multi-plug outlets require surge protection and must be hung 18 inches from the floor;
  - c. Microwaves and refrigerators must be plugged directly into the dedicated electrical outlet marked in each room, not first into a surge protector;
  - d. Storage areas must have a ceiling clearance of 24 inches;
  - e. The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited;
  - f. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited;
  - g. Prohibits the use of open flame or ember devices such as candles, incense or oil lamps are prohibited;
  - h. Fire doors cannot be propped open;
  - i. The use of electric Christmas lights is prohibited;
  - j. No live Christmas trees are allowed;
  - k. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area;
  - l. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance.
  - m. All pathways/stairwells leading to exits must be clear of all obstructions.
  - n. Mechanical rooms cannot have any storage items in them.
  - o. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
  - p. Students cannot alter or repair electrical equipment or fixtures which belong to the University. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
  - q. Any wall hangings must be hung at least 18" from the ceiling.
2. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited.

3. Failure on the part of any student to follow fire safety policy stated above will result in a fine of \$50 and possible referral to the judicial process.

4. The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system.

a. Every student and their guests are required to follow the procedure for evacuating the building and follow the staff's instructions.

b. Failure to leave the facility or respond to staff's request will result in a referral to Honor Court.

# Brenau Crime and Fire Statistics

1. [Augusta/Ft. Gordon](#)
2. [Fairburn/North Atlanta](#)
3. [Gainesville Campus](#)
4. [Jacksonville](#)
5. [Kings Bay](#)
6. [Norcross/South Atlanta](#)

## Augusta/Ft. Gordon

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0

Destruction/Damage/Vandalism of Property	0	0	0
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<b>Crimes that manifest evidence of prejudice based on the victim's:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
National Origin	0	0	0
Religion	0	0	0

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0	0	0

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0



# Fairburn/North Atlanta

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Crimes that manifest evidence of prejudice based on the victim's:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
National Origin	0	0	0
Religion	0	0	0

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0	0	0

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

# Gainesville Campus

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	2	1
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-On Campus Student Housing Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	2	1
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	1
Arson	0	0	0

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-On Campus Student Housing Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	1

<b>VAWA Offenses-On Campus Student Housing Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	1

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0

<b>Arrests-On Campus Student Housing Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	3
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	2	0
Drug Abuse Violations	3	5	7
Liquor Law Violations	2	7	17

<b>Disciplinary Actions-On Campus Student Housing Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	2	0
Drug Abuse Violations	3	5	7
Liquor Law Violations	2	7	17



<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0	0	0

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	1	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

# Jacksonville

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Crimes that manifest evidence of prejudice based on the victim's:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
National Origin	0	0	0
Religion	0	0	0

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0	0	0

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

# Kings Bay

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0		
Manslaughter by Negligence	0		
Rape	0		
Fondling	0		
Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor vehicle theft	0		
Arson	0		

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0		
Manslaughter by Negligence	0		
Rape	0		
Fondling	0		
Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor vehicle theft	0		
Arson	0		

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0		
Manslaughter by Negligence	0		
Rape	0		
Fondling	0		

Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor vehicle theft	0		
Arson	0		
Simple assault	0		
Larceny - Theft	0		
Intimidation	0		
Destruction/Damage/Vandalism of Property	0		

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0		
Manslaughter by Negligence	0		
Rape	0		
Fondling	0		
Incest	0		
Statutory Rape	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Motor vehicle theft	0		
Arson	0		
Simple assault	0		
Larceny - Theft	0		
Intimidation	0		
Destruction/Damage/Vandalism of Property	0		

<b>Crimes that manifest evidence of prejudice based on the victim's:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Race	0		
Gender	0		
Gender Identity	0		
Sexual Orientation	0		
Ethnicity	0		
Disability	0		
National Origin	0		
Religion	0		

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0		
Dating Violence	0		
Stalking	0		

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0		
Dating Violence	0		
Stalking	0		

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		



<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		

<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0		
Drug Abuse Violations	0		
Liquor Law Violations	0		

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0		

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	0		
Damages	0		
Injuries	0		
Fatalities	0		

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0		
Damages	0		
Injuries	0		
Fatalities	0		

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0		
Damages	0		
Injuries	0		
Fatalities	0		

# Norcross/South Atlanta

<b>Criminal Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0

Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Hate Crimes-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder & Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny - Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

<b>Crimes that manifest evidence of prejudice based on the victim's:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Race	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
National Origin	0	0	0
Religion	0	0	0

<b>VAWA Offenses-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>VAWA Offenses-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Arrests-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Arrests-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-On Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions-Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Weapons Possessions, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Unfounded Crimes</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Unfounded Crimes	0	0	0

<b>Total Unintentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Unintentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Intentional Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Intentional Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

<b>Total Undetermined Fires</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Undetermined Fires	0	0	0
Damages	0	0	0
Injuries	0	0	0
Fatalities	0	0	0

# **Brenau Fire Safety Plan**

## **SECTION I – EXECUTIVE SUMMARY**

Brenau University, specifically the Gainesville Campus, will maintain and modify, as needed, its fire safety plan. The preservation of life, the protection of property, and the continuity of academic and business operations are the major goals of the plan. The overall objective is to ensure the:

1. effective management of emergency efforts involved in preparing for and responding to fire emergencies;
2. conforming to local, state, and federal law;
3. annual review of the plan will occur every September. Additionally, an update to the plan for continuous improvement will be inserted into the Critical Incident Plan;
4. education and continued education of the Brenau community;
5. maintenance and fostering of a viable working relationship with the Gainesville Fire Department and related entities;
6. commitment of resources necessary to maintain a safe campus environment.

The responsibilities of the fire safety plan will be shared. The Director of Security and Aramark Facilities and other relevant entities will work in conjunction with the Fire Marshall in a partnership to ensure that optimal results are achieved. In addition, the Director of Residence Life will assist in these efforts as they relate to the student body.

The Brenau Security Department in conjunction with Residence Life staff and Aramark Facilities will be notified of any fire or potential threat of fire on campus. The department has created and will maintain a fire log to assist with the compilation of statistical data. This information will be reported on an annual basis along with the mandatory Clery (crime statistics) reporting for the institution.

## SECTION II – ASSESSMENT OF CURRENT FACILITIES

Aramark Facilities is responsible for the maintenance and purchasing of all fire equipment. Additionally, Aramark Facilities will coordinate all communication with outside vendors as it relates to any aspect of fire safety. Facilities staff in conjunction with Security personnel will periodically check that emergency exit lights are working properly and that evacuation plans of emergency routes are posted in each building. Residence Life staff will also help with reporting fire safety concerns within the residence halls.

Aramark Facilities is responsible for a current assessment of all buildings on campus. Upon review of the current assessment, a detailed list of improvements and future recommendations will be submitted to the Senior Vice President for Administration/Chief Financial Officer. Included with this information are recommendations pertaining to fire suppression systems and fire monitoring systems. Any additional recommendations for improvements will be outlined based on consultation with the Fire Marshall or other relevant entities. All of the relevant data will be stored and maintained in the office of Aramark Facilities. This information is paramount to developing and sustaining a viable fire plan.

Below is a descriptive list of fire safety systems for each on-campus housing facility:

**INDEX: LOCAL=Alarm must be heard or seen Monitored=Notifies Fire Department and Brenau Security**

**TABLE A**

**Fire Safety Amenities in Brenau University Residential Facilities (Apartments and Housing) and High Traffic Areas**

<b>Building</b>	<b>Monitored</b>	<b>Alarm Present</b>	<b>System Type</b>	<b>Fire Drills</b>
Crudup Hall	Yes	Yes	Firelite w/ ESC	1
Van Hoose	Yes	Yes	Firelite w/ ESC	1
Delta Delta Delta	Yes	Yes	Firelite w/ ESC	1
Virginia Hall	Yes	Yes	Firelite w/ ESC	1
Wilkes Hall	Yes	Yes	Firelite w/ ESC	1
East Hall	Yes	Yes	Firelite w/ ESC	0
North Hall	Yes	Yes	Firelite w/ ESC	0
Yonah Hall	Yes	Yes	Firelite w/ ESC	1
ADPi	Yes	Yes	Firelite w/ ESC	1
ZTA	Yes	Yes	Firelite w/ ESC	1
Guest House	Yes	Yes	Firelite w/ ESC	1
Simmons Hall	Yes	Yes	Firelite w/ ESC	1
Alpha Chi Omega	Yes	Yes	Firelite w/ ESC	1
Senior Hall (620)	Yes	Yes	Firelite w/ ESC	1
PhiMu	Yes	Yes	Firelite w/ ESC	1
Alpha Gamma	Yes	Yes	Firelite w/ ESC	1
West Hall	Yes	Yes	Firelite w/ ESC	1
New Dorm	Yes	Yes	Firelite w/ ESC	1
Parklane	Yes	Yes	Firelite w/ESC	1
600 Washington St.	Yes	Yes	Firelite w/ESC	0
625 Park St.	Yes	Yes	Firelite w/ESC	1

## **Battery Maintenance**

Aramark Facilities shall test all battery powered smoke detectors annually. Records of the inspections are maintained by them. Additionally, all battery powered alarms have a feature that notifies people within the building when/if the batteries need replacing.

## **SECTION III – STRATEGIC PLANNING FOR PHYSICAL COMPLIANCE & RISK MANAGEMENT**

Brenau University has and will continue to consult with the Gainesville Fire Department and our insurance carriers, as it relates to fire protection. All of our facilities are inspected annually by both parties. All residential areas meet or exceed NFPA (National Fire Protection Association) standards.

### **Knox boxes:**

Brenau maintains Knox Box external key boxes. The Fire Marshall has approved the locations of these external Knox Boxes.

### **Fire notification systems:**

Brenau fire suppression systems are monitored by Electronic Sales Company (ESC) and Cana Communications. Outside monitoring of fire alarms provide the safest environment and reduce losses due to fire. This monitoring first contacts the Gainesville Fire Department and immediately thereafter Brenau Security.

### **Fire suppression systems:**

All fire suppression systems are inspected annually as required by NFPA. Records of these inspections are maintained by Aramark Facilities.

All improvements or new systems will require approval from the Gainesville Fire Marshall. Timelines can be developed once the Executive Vice President for Administration/Chief Financial Officer approves any and all recommendations.

All stoves or cooktops located on campus are equipped with a stove fire suppression system. This equipment is inspected annually as required by NFPA. The record of inspections is maintained by Aramark Facilities.

### **Fire Extinguishers**

The university maintains fire extinguishers in various locations and in compliance with local, state, and federal laws. Annual inspections, testing, recharging, and replacement are completed per NFPA requirements. Records of these inspections are maintained by Aramark Facilities.



## **SECTION IV – REPORTING AND COMPLIANCE**

The Director of Security is responsible for developing the procedures which faculty and staff should follow in relation to fire safety. This information will instruct all faculty/staff on the best practices for responding to a suspected fire or actual fire. The guidelines will be readily accessible through various methods. The venues for disseminating relevant information will include the annual fire safety report (electronic and a hard copy stored in the Security office), faculty/staff guidelines, security webpage, the “Quick Reference” emergency guidelines, and utilization of the mass notification system (e2campus alert) for fire drills.

The Director of Security is responsible for gathering the crime and fire statistics for all Brenau campuses. Any and all fires shall be reported to Security. Security will maintain a fire log that will document all fires and fire related incidents. The compilation of the data will take place annually; each October of the current reporting year. The data will then be submitted in accordance with federal reporting guidelines.

The Director of Security in conjunction with the Executive Office will be responsible for organizing annual fire drills. The Director of Residence Life will be responsible for organizing fire drills for residential facilities. Any problems or concerns will be communicated in writing by either the Director of Security or the Director of Residence Life in a timely manner to the Executive Vice President for Administration/Chief Financial Officer.

The Director of Residence Life will be responsible for communicating to all students the procedures for fire drills and actual fires. This information will be conveyed in several ways. “Quick Reference” emergency guidelines are placed in all residential areas as well as academic buildings. The student handbook and the housing contract contain current policy regarding fire hazards. Additionally, during the first week of school, students are mandated to attend several orientation events, one of which is the first residence hall community meeting. Among the items discussed in the group meeting is fire safety. Students are notified that fire drills will occur and are directed to the fire safety information in the student handbook. Attendance is taken at the first hall meeting. Any student, who is absent or arrives at Brenau after Orientation Week, receives this information in an individual meeting with a Residence Life Staff member.

Residence Life staff members are required to be trained on fire safety. The Gainesville Fire Department teaches a Fire Safety Class for the Residence Life Staff. In the class a video is shown and safety tips relevant to residential living are shared.

### **Initial response to a fire alarm in a residential unit:**

In the event of a fire, students are instructed to call Campus Safety and Security and the Resident Assistant (time permitting) and evacuate the building. If the fire is significant, the Gainesville Fire Department should be contacted immediately, followed by a call to Campus Safety & Security and the Resident Assistant. The Resident Assistant should contact the Coordinator on Call as soon as possible. Following are the titles of individuals who should be contacted in case of fire:

- Vice President of Student Affairs
- Executive Vice President for Administration/CFO
- Director of Security
- Director of Residence Life
- Director of Aramark Facilities

## Fire Alarm Evacuation Process:

1. When the alarm goes off, all residents are instructed to exit the building (leaving their trash can outside their room door to denote the room is empty) and assemble at the designated evacuation location. Some buildings have exits from different sides of the house/hall. Regardless of where the exit is, the students must all go to their rendezvous location and report to their Resident Assistant or building fire marshal.
2. Resident Assistants are expected to take their building keys and flashlight, and place their trash can outside of their door to designate that their room is empty. RA's should then go to the room which is the furthest and highest room from the exit, and begin knocking on doors telling everyone to exit immediately. RA's will check all common spaces as they work toward the exit. If someone refuses to leave, the RA should note the student's name and go on. RA's should not take the time to unlock and inspect each room. Rather, they should knock loudly, yell "Evacuate the Building", and move on.
3. RA's: If you are in a building with more than one RA or you have designated additional fire marshals, you should agree at the beginning of the school year to a plan designating where each RA/fire marshal will begin evacuation checks.
4. A specific plan will be devised each semester to assist any handicapped students who may not be able to independently evacuate a building. Special exit routes will be devised to accommodate special needs and appropriate alert mechanisms agreed upon between the student and the RA.
5. Once everyone has exited the building, all the residents of that building must report to their RA(s) or building fire marshals at the agreed upon location. RA's will be responsible for reporting to the Director of Residence Life as to who has, or has not, been accounted for after the evacuation.

<u>Rendezvous Locations</u>	<u>Buildings</u>
Gazebo	Crudup, Simmons
Amphitheatre	Van Hoose, AGD
Owens Front Lawn	AXO
Library Parking Lot	212, 226, and 260 Prior ST, West, 635 Academy
Grassy area next to Virginia Hall	ZTA, ADPi, PM
Academy Front Lawn	DDD, Virginia
Crow's Nest Area	Yonah, Bailey, East, Wilkes, North

Science Building Lawn

Senior Hall, Washington APTS, 530 Washington St.

Library Side Parking Lot

625 Park Street

For a map of Brenau's facilities please visit <http://maps.brenau.edu/>

Evacuation locations are posted on the Brenau University intranet. One may utilize the following link:  
<https://intranet.brenau.edu/security/>

**Policy Subject: Student Services: Residential Facilities: Fire Hazard Regulations**

Additional sites: <https://intranet.brenau.edu/student-services/#handbook>

Student Handbook, see *Appliances, Fire Safety*, Student Housing Contract

In order to protect occupants of university residential facilities from fire hazards and to prevent over-taxing electrical systems, it is necessary for residents to adhere to the following regulations in regard to the use of various appliances and materials in residential facilities:

**Fire Safety**

1. Due to fire regulations, the following are mandated by the Gainesville Fire Marshal and set forth by local, state, and federal law:
  - a. Extension cords and multi octopi" (multiple head plugs) are prohibited;
  - b. UL-approved multiple outlets that contain their own fuse and have surge protection are approved but must be mounted approximately 18 inches from the floor;
  - c. Microwaves and refrigerators must be plugged directly into the dedicated electrical outlet marked in each room, not first into a surge protector;
  - d. Storage areas must have a ceiling clearance of 24 inches;
  - e. The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited;
  - f. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug or within a walkway is prohibited; If a cord has to run near a walkway it cannot be taped down or under a rug but must be protected in the rubber channel protective strips
  - g. The use of open flame or ember devices such as candles, incense or oil lamps as well as plug in heated oil or pad air fresheners or flame heated oil desk top fresheners are prohibited.
  - h. Fire doors cannot be propped open or blocked with furnishings or other items;
  - i. The use of electric Christmas lights is prohibited;
  - j. No live Christmas trees are allowed;
  - k. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area;
  - l. The use of bug bombs and insect foggers is prohibited.
  - m. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance. Items cannot be stacked around, next to or over the sprinkler heads.

- n. All pathways/stairwells leading to exits must be clear of all obstructions.
  - o. Mechanical rooms cannot have any storage items in them.
  - p. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
  - q. Students cannot alter or repair electrical equipment or fixtures which belong to the University. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
  - r. Any wall hangings must be hung at least 18" from the ceiling.
  - s. Motor powered vehicles are not permitted inside the residence halls, houses or apartments
  - t. Door coverings or openings cannot be totally covered with combustible material, such as cloth, paper, posters, crepe paper or tassels. Decoration is accepted if less than 20% of the surface opening is affected.
2. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, doors and fire alarm systems is prohibited.
  3. Electrical stoves installed in sorority houses and apartments have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking. The system isn't triggered by heat or steam that is expected during normal cooking conditions. The system is activated by direct flame contact or temperature that reaches a temperature of 500 degrees. These systems are UL listed and approved by the local fire department for use, as well as the National Fire Protection Association. If the system is activated, a gel type substance will be applied directly to the stove top, via the exposed nozzles visible above the stove. Simultaneously the fire alarm will be activated, thereby notifying the local fire department and Brenau Security, and the power to the stove will be turned off. As with any fire alarm, everyone should evacuate the building immediately. Charges will be incurred to reset the system (Refer to the "Damages" policy for further information).
  4. Failure on the part of any student to follow fire safety policy stated above will result in a fine of \$50 and possible referral to the judicial process.
  5. The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system and a possible fine.
    - a. Every student and their guests are required to follow the procedure for evacuating the building and follow the staff's instructions.

Failure to leave the facility or respond to staff's request will result in a referral to Honor Court and a possible fine.

### **Appliances**

1. The capacity of the electrical system in the residence halls, sorority houses and apartment units is limited, and overloading these systems can present fire and safety hazards.
2. Use of electrical "octopi" (multiple head plugs) and extension cords to obtain a greater number of outlets is prohibited. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection. Relaying surge protectors (i.e., plugging one surge protector into another to reach a greater distance) is not allowed.
3. Surge protectors cannot be placed on the floor or in or near a bed where they can be covered by bedding. Per directive of the local fire marshal, surge protectors need to be mounted approximately 18 inches from the floor on the wall or adhered to the side of the desk. Battery

- backup units (ups) are approved to remain on the floor.
4. Placing cords under an item, such as a rug, or in walkways and doorways is prohibited. If a cord has to run near a walkway it cannot be taped down but must be protected in the rubber channel protective strips. All Fire Code regulations, which are in accordance with the Gainesville Fire Marshal, must be met at all times. Failure to do so could result in the closing of a house or halls, or a personal fine to those in violation.
  5. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
  6. The following items are not permitted in residence halls, sorority houses and apartment units:
    - a. *Open element appliances (i.e., hot plates, broilers, space heaters, coffee cup warmers, coffee pots with open heat elements, ovens, toasters, immersion heaters, kerosene heaters, ceramic or forced air radiant heaters are not allowed)*
    - b. *Power tools*
    - c. *Halogen touchier lamps*
    - d. *Sun lamps / Lava lamps*
    - e. *Outside antennae*
    - f. *Air conditioners*
    - g. *Microwave ovens, between 600-700 watts, and small refrigerators, 2.5 cu. Ft. not to exceed 4 cu. Ft., are allowed only in the residence halls and Alpha Gamma Delta sorority house. Microwaves and refrigerators must be plugged directly into the dedicated wall outlets. Microwaves and refrigerators must maintain reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation.*
  7. It is critical that users exercise precautionary measures when using appliances. Electrical stoves installed in sorority houses and Parklane apartments have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (please see "Damages" and "Fire Safety" for further information on the fire suppression system). Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings.
  8. Health and safety inspections of all living areas will occur to insure compliance with said procedures or on before the 15<sup>th</sup> of each month.

**Brenau University policy on smoking:** *(From Student Handbook)*

1. Realizing the health implications associated with the use of tobacco products, Brenau University has implemented the following policy:
  - a) In an effort to create a modified smoke-free environment on our campuses, not only for the benefit of those who work here, but for the benefit of students and visitors, the policy of the University is that the use of tobacco products is prohibited on campuses with the exception of designated areas.
  - b) No smoking or tobacco use is allowed in any buildings, entrance or exit doorways, or anywhere on the front campus. The designated outside smoking areas are limited.

2. Cigarette refuse containers are provided at the designated smoking areas.
3. Each student, faculty, or staff member is responsible for her/his own behavior at all times.
4. Enforcement of the smoking/tobacco use policy on campus and in University buildings is the responsibility of all members of the University community. Please ask violators to use the nearest designated smoking area.
5. The designated smoking areas are as follows:
  - a) Rear parking lot behind the 226 Prior St. and the Jewell Building by the trash bin;
  - b) Parking lot area between the Science Building, Geiger Hall, and Simmons Visual Arts Center by the trash bin;
  - c) Area outside the rear exit of Hopkins Dining Hall;
  - d) Area in front of entrance to gymnasium and dance studios, adjacent to the parking lot;
  - e) North side of Jacobs Building by post office, upper level;
  - f) Fire lane adjacent to Brenau Trustee Library;
  - g) Behind the Owens Student Center by trash bin.

**Policy on open flames and electrical equipment in university residential facilities:** *(From Housing Contract and Student Handbook)*

Fire Safety: The following rules are mandated by the Gainesville Fire Marshal, and set forth by local, state, and federal law and Brenau University:

- (1) Extension cords are prohibited;
- (2) Multi-plug outlets require surge protection and must be hung 18 inches from the floor;
- (3) Microwaves and refrigerators must be plugged directly into the dedicated electrical outlet marked in each room. They may not be plugged into a surge protector or extension cord.
- (4) Storage areas must have a ceiling clearance of 24 inches;
- (5) The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen lamps, coffee pots, space heaters, sun lamps, and toasters are prohibited;
- (6) Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited;
- (7) The use of open flame or ember devices such as candles, incense or oil lamps is prohibited;
- (8) Fire doors cannot be propped open;
- (9) The use of electric Christmas lights is prohibited;
- (10) No live Christmas trees are allowed;
- (11) All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well ventilated area
- (12) Hanging any objects from the fire sprinkler pipes and/or sprinkler heads is forbidden. A 24 inch clearance must be maintained around a sprinkler head.
- (13) All pathways/stairwells leading to exits must be clear of all obstructions
- (14) Mechanical rooms may not be used for storage
- (15) Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way
- (16) Students cannot alter or repair electrical equipment or fixtures which belong to the University. Defects in electrical equipment must be reported to the Residence Life Staff immediately
- (17) Any wall hangings must be hung at least 18" from the ceiling

**Enforcement of fire safety policies:** *(from Student Handbook, Housing Contract)*

The sounding of false fire alarms and tampering with fire fighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited.

Failure on the part of any student to follow fire safety policy stated above will result in a fine of \$50 and possible referral to the judicial process.

The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system.

**SECTION V.- CONCLUSION**

In conclusion, this plan is open to the public to view. It can be accessed in several ways. It is posted in conjunction with the annual Security Report which is updated every October. This may be viewed on the Brenau intranet as well as the internet. In addition, a hard-copy of the plan may be viewed at anytime by notifying the Director of Security of such inquiry.