

## **2013 Agnes Scott College Annual Security and Fire Safety Report**

### **Preparation of the Campus Security Report**

This combined report is prepared in accordance to the Jeanne Clery Act of 1990, and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. A Fire Safety Report is also required and is also included for compliance. These federal laws require colleges and universities to disclose statistics concerning the occurrence of certain criminal offenses, fire and fire damage reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority.

The ASC Department of Public Safety is responsible for preparing, publishing and distributing an Annual Security Report by October 1 of each year, for the purpose of disclosing and disseminating certain information regarding crime statistics, security policies and campus law enforcement. These mandate documents and policies can be review at (<http://legacy.agnesscott.edu/studentlife/publicsafety>) by requesting a hard copy via phone (404-471-6355) or walk in to the Department of Public Safety – 137 S McDonough St, Decatur, GA 30030.

Agnes Scott College Campus Security Authorities include:

- The Director of Public Safety
- Dean of Student s or designee
- Director of Athletics
- Director of Residence Life
- Director of Human Resources
- Honor Court President
- Judicial Board President
- Physicians and Counselors of the campus Wellness Center

The Department of Public Safety will send all Campus Security Authorities annual requests for information on crimes which were reported for inclusion in yearly campus safety statistical reporting. Campus Security Authorities who reported an incident to Public Safety when it occurred have met their reporting requirements for that incident.

### **Agnes Scott College Department of Public Safety**

The Department of Public Safety serves Agnes Scott College with jurisdiction on campus and 500 yards beyond. The department is staffed 24 hours a day, seven days a week to provide immediate emergency response, performance of security patrols, monitoring of campus and providing other police services to the campus community. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus security.

The Department of Public Safety is staffed by professionally trained officers who attained state certification through the Georgia Peace Officers Standards and Training Council. After the initial basic-mandate certification, the officers are required to maintain certification through in-service training, consisting of 20 hours of annual service curriculum. Our officers are first responders on campus and have arrest authority. This allows Agnes Scott to maintain a staff of highly trained, skilled and competent officers.

Agnes Scott officers patrol the campus by vehicle, bike and walking patrols on a 24-hour basis. They are present to prevent illegal activity, enforce college rules, check suspicious persons and provide assistance and information to the campus community.

### **Personal Responsibility**

Members of the Agnes Scott faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Although we try to insure the safety of the campus population by making sure grounds are well lit and patrolled, crime does occur. We publish crime statistics so that students, faculty, staff and our visitors will be aware of the potential for crime. We subscribe to the philosophy that publicizing crime and campus safety information will only help make the campus safer.

### **Reporting Crimes:**

#### Ways to Report a Crime

The ASC Department of Public Safety has dispatchers and police officers on duty twenty-four (24) hours a day. You can report crimes or other emergencies calling:

**Non Emergencies (404) 471-6355    Emergencies (404) 471-6400**

- Dial 911: To report emergencies on or off campus.
- Emergency phones: Use any emergency phones located throughout campus; these provide a direct line to the Department of Public Safety.

If a crime victim or witness does not wish to file a police report, Public Safety encourages voluntary, anonymous and confidential reports of crimes listed under the Clery Act. Every attempt to substantiate facts will be made. Voluntary and confidential reports of crime made by the following:

Anonymous Tip – ([Link](#))

In writing to: Agnes Scott College Department of Public Safety, 141 E College Ave, Decatur, 30030

### **Timely Warnings**

If there is an immediate and ongoing threat to the health or safety of students or employees occurring on campus, the College will issue timely warnings through the emergency notification system. Situations for which the Agnes Scott College emergency notification system will be used may include but are not limited to:

- Facility Emergencies
  - Fire or Explosions
  - Power Outages
- Campus Evacuations
- Dangerous Weather Conditions

- Tornado
  - Flooding
- Violent Criminal Behavior
  - Murder
  - Robbery
  - Active Shooter
- Off campus incidents that may have an immediate threat to the health or safety of students or employees.
  - Chemical or Hazardous Material Spills or Accidents
  - Violent Criminal Behavior

## CAMPUS SECURITY REPORT

In response to the rising concerns of the American public about crime on college campuses, the U.S. Congress passed the Clery Act. According to the Act, all colleges receiving federal aid are required to publish an annual report to the students, faculty and employees by October of each year. The ASC Department of Public Safety provides all of the required information (statistics, policies and procedures) to the college community through a variety of sources. The Department publishes the Annual Security Report in the fall semester and distributes the report at various crime prevention programs throughout the year. In the event of a serious crime or criminal attempt occurs on campus or in the surrounding community, safety advisories are sent to inform the community of the situation.

The Agnes Scott College Department of Public Safety presents the following crime statistics in compliance with the Clery Act. All crime categories in crimes reported to the Agnes Scott Department of Public Safety and crime reported to local police or campus officials that occurred on college property. Specific location and crime definitions are as follows:

### LOCATIONS:

**On Campus:** any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls (**NOTE: because this definition includes residence halls, any crime occurring in a residence hall will be counted both under the Residential Facilities and the On Campus columns. Therefore the total in the Total column does not count those incidents in the Residential Facilities column, because they are also reported under On Campus.**); and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.

**Residential Facilities:** residential facilities for students on campus.

**Non-Campus Buildings & Property:** any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch

campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

## **CRIMES:**

### **Criminal Homicide**

- Manslaughter by Negligence: The killing of another person through gross negligence.

- Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

**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 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 which could and probably would result in serious personal injury if the crime were successfully completed.)

**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.

**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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**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.

**Forcible Sex Offenses:** Any sexual act directed against another person, 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.

- Forcible Rape

- Forcible Sodomy
- Sexual Assault With An Object
- Forcible Fondling

**Non-forcible Sex Offenses:** Unlawful, nonforcible sexual intercourse.

- Incest & Statutory Rape

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**Hate Crimes:** Hate crimes are words or actions that are prejudice nature used to intimidate or subject a person(s) to tyranny, which occurs as the result of the victim being of a particular group. Groups that are affected by bias-motivated crimes include: ethnic, religion, gender, disability, race and sexual orientation. Hate crimes can include but are not limited to physical attacks, rapes, bombing, murders, and terrorist threats. Hate crimes include all reported crimes in the general disclosure as well as any other crime involving bodily injury and reported to local police or campus security authorities.

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Murder & Non Neglect Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Forcible Sex Offenses	2012	1	1	0	0
	2011	1	0	0	0
	2010	0	0	0	0
Non forcible Sex Offenses	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Robbery	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	1
Aggravated Assault	2012	0	0	0	0
	2011	1	1	0	0
	2010	0	0	0	0
Burglary	2012	2	0	0	0
	2011	1	0	0	0
	2010	5	0	0	0
Motor Vehicle Theft	2012	3	0	0	0
	2011	1	0	0	0
	2010	1	0	0	0
Arson	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

HATE CRIMES REPORTED TO ASC AND LOCAL POLICE

<b>Hate Crimes Total</b>	<b>Year</b>	<b>On Campus</b>	<b>Student Residential Facility</b>	<b>Non Campus Bldg/Property</b>	<b>Public Property</b>
Murder/ Non-neglect Manslaughter	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Negligent Manslaughter	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Sex offenses Forcible	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Sexual Non-forcible	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Robbery	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Aggravated Assault	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Burglary	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Motor Vehicle Theft	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Arson	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Larceny-theft	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Simple Assault	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Intimidation	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Destruction Damage/vandali	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0

sm of property	<b>2010</b>	0	0	0	0
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**NUMBER OF ARRESTS FOR SELECTED OFFENSES REPORTED ASC AND LOCAL POLICE**

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	1	0	0	1
	<b>2010</b>	0	0	0	0
Drug Violations	<b>2012</b>	7	3	0	4
	<b>2011</b>	7	5	0	0
	<b>2010</b>	0	0	0	0
Weapons Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	1	1	0	0
	<b>2010</b>	0	0	0	0

**DISCIPLINARY ACTIONS REPORTED TO ASC AND LOCAL POLICE**

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Drug Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0
Weapons Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0

**DISCIPLINARY ACTIONS REPORTED TO NON-POLICE CAMPUS OFFICIALS**

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	<b>2012</b>	6	6	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	4	4	0	0
Drug Violations	<b>2012</b>	7	7	0	0
	<b>2011</b>	1	1	0	0
	<b>2010</b>	1	0	0	0
Weapons Violations	<b>2012</b>	0	0	0	0
	<b>2011</b>	0	0	0	0
	<b>2010</b>	0	0	0	0

# Agnes Scott College Fire Safety Policy and Annual Fire Safety Report

## INTRODUCTION

Agnes Scott College is committed to providing a fire-safe environment for the faculty, staff, students and visitors, and to protecting its property through an effective fire prevention, protection, preparedness and response program. The following policies are in effect to assist the campus community in working together to maintain an environment that reduces the risk of fire hazards.

## Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

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

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person—

(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

(2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

## Fire Safety in the Residence Halls

Fires inside residence halls can occur at any time and prevention is everyone’s concern and the manner in which residents react in the event of a fire can mean the difference between life and death. For these reasons, the following information is provided to you.

The residence halls at Agnes Scott College are designed for a reasonable level of fire safety. The fire alarms, sprinkler systems, smoke detectors, and extinguishers are all checked annually during the

summer months by a certified fire protection company and repairs or adjustments are made whenever a problem is found.

The alarms are monitored by the Department of Public Safety on a 24 hour basis 365 days a year. The Department of Public Safety notifies the Fire Department upon discovering or receiving reports of a fire on campus

Students, faculty and staff should report all fires to the Department of Public Safety by dialing X6400 from any college phone line or 404 471-6400 from any phone line.

### **Hazards in Residence Halls and Resident's rooms**

**Smoking Policy:** Refer to the Smoking Policy, which appears in the STUDENT CONDUCT section. Smoking is strictly prohibited in all facilities (e.g. classrooms, computer labs, offices, residence halls and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall or building entrance. Smoking is prohibited in Avery Glen apartment units. Violations of the college's smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator and/or judicial body. (See Judicial Board Auto sanctions.)

### **Electrical Appliances**

- a. No changes or additions may be made in the wiring or electrical fixtures in any room without approval from the College electrician. Care should be taken not to overload the existing circuits.
- b. No extension cords may be used from the hallway plugs to the rooms.
- c. Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.). Electrical appliances are not to be used in student rooms. If you have questions regarding the approval of storage of your appliances or electrical equipment, please contact the Residence Life office at ext. 6408.

**Open flames:** Many fires occurring in the residence halls are a result of burning candles. Camp stoves, candles (decorative or functional, wick or no wick), open coil heating or cooking elements, kerosene lamps, etc., can be extremely hazardous. Open flame devices are not permitted in student rooms. Similarly, burning incense is not allowed. Cooking on barbecue grills and hibachis is not allowed in or around the residence halls or apartments.

**Flammable Liquids (and other hazardous chemical):** Gasoline, ether, paint, glue, etc. are not permitted in residence halls and or student rooms or storage areas. Motorized vehicles are not allowed in the building under any circumstances.

**Halogen Lamps:** Due to the high temperature emitted from halogen lamps, they are prohibited in the residence halls. It has been reported that many fires are caused by materials coming in contact with the halogen bulb or other parts of the lamp.

**Cooking:** Cook safely and only in permitted and designated areas or kitchens using proper appliances. Microwaves can cause burns, or even start a fire. Residents should never leave cooking food unattended.

**Tampering with Fire Alarm Systems:** The fire alarm system and firefighting equipment in the residence halls are for your protection. Tampering with smoke detectors, sprinkler heads, sprinkler piping, alarm boxes, and fire extinguishers is prohibited and may subject you to criminal prosecution. No items are to be hung or placed over smoke detectors or placed over lighting fixtures within any building. Hanging items from the sprinkler head or pipes is prohibited. Remember this is your life safety equipment. You will be held accountable and liable for any damage that may endanger the lives of other who reside in the building.

**False Alarms:** Fire alarms may be set off in residence halls accidentally or due to tampering. How do you know if it is a false alarm? You don't... so get out immediately!

### **Fire Evacuation Drills**

Unannounced drills are conducted by the department of public safety in collaboration with the residence life office and the City of Decatur Fire Department once per semester. Drills are conducted to let resident students practice safe evacuation procedures and to evaluate staff performance. Buildings that do not pass a drill (e.g., evacuation too slow, students remain in building, etc.) are reported to resident life for follow-up educational and/or disciplinary action and are subject to retesting.

### **Evacuation Procedures**

Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants.

1. **Activate the fire alarm.** In the event of a fire or any emergency requiring building evacuation, it is essential to activate the nearest fire alarm pull station or verbally notify building occupants if the building is not equipped with a fire alarm system.
2. **Call Public Safety.** Telephone X6400 and give your name, location, nature of the emergency and telephone number. This call should be made immediately, even if the fire alarm has already been activated.
3. **Exit the building.** At the sound of a fire alarm, all building occupants should proceed to the nearest exit and leave the building immediately. During pre-emergency planning, all occupants should learn two evacuation routes from each building area.
5. **Assist physically impaired individuals.** Physically impaired individuals should be given assistance to a secure area, such as a large stairwell or an office separated from a corridor by a fire door. Emergency personnel must be notified of their locations.
6. **Ensure all personnel are out of the building.** Ensure all personnel are out of the immediate area. If there is time and no present danger, close all doors and windows while evacuating.
7. **Do not use the elevators.** Elevators may lose power during a fire. If elevators are working during a fire emergency, their use is reserved for emergency response personnel only.
8. **Extinguish small fires.** If the fire is small and you know how to use a fire extinguisher, attempt to extinguish the fire yourself. *Do not attempt to extinguish any fire if there is a threat to your safety.*

9. **Report hazardous conditions.** If you are working in a research area and have sufficient time, ensure that the lab and experiments are in safe condition before leaving the area. Report any hazardous conditions to responding emergency personnel.

10. **Stay low.** If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling. All closed doors should be checked for heat prior to opening. If a doorknob is hot, the door should not be opened.

11. **Stay away from the building until it is safe to return.** Do not re-enter the building until advised to do so by the authorities.

### **Evacuation Procedure for Disabled Persons**

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff, office of academic advising and the department of public safety (404)471-6355 of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

The table below lists the assembly sites in place for each residence hall in the event of a fire.

<b><i>Residence Hall</i></b>	<b><i>Assembly location</i></b>
Walters Hall	Alston Campus Center
Winship Hall	Alston Campus Center
Inman Hall	Alston Campus Center
Hopkins Hall	Alston Campus Center
Main Hall	Alston Campus Center
Rebekah Hall	Alston Campus Center
All Theme Houses	Parking Deck area near the public safety office
Avery Glen	Avery Glen parking area as far away from the building as possible

### **Fire Safety Training**

Fire Drills are conducted in each residence hall each semester. Every resident in the residence halls is required to participate with the drill using the techniques that are outlined in the student handbook. Residence Life staff is trained prior to the start of the fall semester regarding fire safety and the use of fire extinguishers.

### **On-Campus Housing Facilities Fire Safety Systems**

The table below lists the safety systems in place at each of the on campus student residence halls at Agnes Scott College.

Residence Halls	Sprinkled	Smoke Detectors Monitored by Building Fire Alarm System
Walters Hall	Yes	Yes
Winship Hall	Yes	Yes
Inman Hall	Yes	Yes
Hopkins Hall	Yes	Yes
Rebekah hall	Yes	Yes
Main Hall	Yes	Yes
Theme House 124	Yes	No
Theme House 132	Yes	No
Theme House 138	Yes	No
Avery Glen	Yes	No

## Fire Safety Policies and Report

### Annual Reporting of Fire Safety Policies

Agnes Scott College Fire Safety Report is published and distributed by the Department of Public Safety in cooperation with the Residence Life office and Facilities department. This report includes fire statistics for the previous year concerning reported fire that occurred in on-campus student housing facilities. This report includes college policies concerning fire safety, such as fire safety systems and other matters. You can obtain a copy of this report by accessing the following web site

This report is published separately from the Annual Reporting of Security and Crime Statistics, which may also be found on the same web site <http://www.agnesscott.edu/studentlife/publicsafety>

### Number of Fire Drills

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2012	2
Winship Hall	2012	2
Inman Hall	2012	2
Hopkins Hall	2012	2
Rebekah hall	2012	2
Agnes Scott (Main) Hall	2012	2
Theme House 124	2012	2
Theme House 132	2012	2
Theme House 138	2012	2
Avery Glen Apartments	2012	1

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2011	2
Winship Hall	2011	2
Inman Hall	2011	2

Hopkins Hall	2011	2
Rebekah hall	2011	2
Agnes Scott (Main) Hall	2011	2
Theme House 124	2011	2
Theme House 132	2011	2
Theme House 138	2011	2
Avery Glen Apartments	2010	1

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2010	2
Winship Hall	2010	2
Inman Hall	2010	2
Hopkins Hall	2010	2
Rebekah hall	2010	2
Agnes Scott (Main) Hall	2010	2
Theme House 124	2010	2
Theme House 132	2010	2
Theme House 138	2010	2
Avery Glen Apartments	2010	1

## Fire Report Summary

### **Number of Fires, their cause, and associate injuries and property damage**

The following table lists all fires that have occurred in on-campus student housing.

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
<b>2012</b>	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
<b>2011</b>	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
<b>2010</b>	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

### Emergency Notifications and Procedures

The Agnes Scott College Emergency Notification System is a method to effectively communicate emergency information to a large number of people at virtually the same time. It allows the College to contact the community in the event of an emergency by sending messages via:

- Text message
- Voice message (mobile or land-line)
- Email
- Fax

When an emergency occurs that requires Agnes Scott College community attention or action, the emergency notification system will be activated and you will be notified by the methods noted above using the personal information you have provided. The system will never be used to send non-emergency, routine or spam messages. It is imperative that your contact information is accurate and up to date in order for you to receive emergency notifications.

- Students can update their information through the Registrar's Office.
- Faculty and Staff members can update their information through Human Resources.

If there is an immediate and ongoing threat to the health or safety of students or employees occurring on campus, the Director of Public Safety or designee, Director of Communications or designee, Director of Media Services or designee will issue timely warnings through the emergency notification system. Situations for which the Agnes Scott College emergency notification system will be used may include but are not limited to:

- Facility Emergencies
  - Fire or Explosions
  - Power Outages
- Campus Evacuations
- Dangerous Weather Conditions
  - Tornado
  - Flooding
- Violent Criminal Behavior
  - Murder
  - Robbery
  - Active Shooter
- Off campus incidents that may have an immediate threat to the health or safety of students or employees.
  - Chemical or Hazardous Material Spills or Accidents
  - Violent Criminal Behavior

**The following are conditions that will prevent emergency notification messages from being received.**

- If you are not a registered student or an active employee at the time of notification
- If the information provided to the College is not up-to-date
- Issues with your mobile device service provider
- Spam filter may have blocked an e-mail from being delivered

Not every emergency can be anticipated, however, the College has developed some emergency messages that can be modified easily for use in a number of situations. This will allow notifications to be sent quickly. The messages are deliberately short (140 characters or less).

### **Privacy**

Contact information collected by the College is for use in the emergency notification system only. The College will not use this Information for any other purpose than emergency notification.

### **Testing**

The emergency notification system will be tested once a semester and over each summer. Additional testing may be conducted as part of drills and exercises, or as necessary.

## **CRIME PREVENTION / SAFETY PROGRAMS**

We offer prevention informational tables at the campus dining hall / student center. We work closely with Health Services and College Counselors to provide Rape Awareness / Sexual Assault Acquaintance Rape programs which are usually mandatory for first year students, and optional for others. Personal-defense and empowerment training for women is offered each semester if enough women respond to requests to participate. Crime Prevention tips combined with Pizza and a Movie is sponsored throughout the year. CPR and First Aid Training are provided to all student leaders and a community CPR class is offered each semester. Crime prevention tips and guidelines are made available to all persons within our community through the electronic mail and through the intranet/internet sites as well as the student newspaper, the Profile.

The Crime Prevention Officer and other Officers make safety / security presentations to respective residence halls, various staff and academic disciplines on a specific need basis or on a request basis.

### **Alcohol Policy**

Alcoholic beverages are restricted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

#### **A. Georgia**

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

#### **B. Decatur**

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is unlawful to carry any type of open liquor container in public.

#### **C. Agnes Scott**

Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the dean of students and to designated areas of the residence halls.

Designated residence hall areas for alcohol consumption by students of legal drinking age are:

1. Residence hall rooms: consumption, preparation and storage
2. Hall kitchens: preparation

All alcoholic beverages should only be stored in the resident's room. When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering, unless transporting them between residence hall rooms or from the kitchen to residence hall rooms. Alcohol and alcoholic beverages must be covered when they are transported outside of dorms.

Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the office of residence life or approved by the dean of students; otherwise they are prohibited.

Agnes Scott defines intoxicated on campus as unable to assume normal responsibilities and/or evidencing vulgar or boisterous behavior which is disruptive to the campus community. Agnes Scott's alcohol policy applies to students who are drinking on campus underage or drunk on campus regardless of age and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

Students and/or their guests may not drink alcoholic beverages in any part of the residence halls except designated areas. Students may not drink alcoholic beverages on any area of the grounds except designated areas at campus-wide functions or parties. Students who are underage may not have guests of legal age with alcoholic beverages in their residence hall room. Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the Office of Residence Life or approved by the dean of students; otherwise they are prohibited.

Student Government funds may *only* be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the college or any organization within the college *in accordance with the following guidelines:*

1. In order to facilitate the efficient processing of the alcohol requisition forms, they will be available from the center for student engagement office upon completion of activity approval forms. Requisition forms must be submitted no later than two weeks prior to the date of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events where alcohol may be served.
2. Completed alcohol request forms will be submitted to the center for student engagement.
3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol/bartender.
4. It will be understood that the Agnes Scott alcohol policy and honor system will be enforced at all functions where alcohol is served.
5. Only the director of campus life, center for student engagement staff member, or club adviser may purchase alcohol on behalf of the organization.
6. Only students 21 years or older who have completed the Social Host Certification through the ASC Alcohol Awareness Workshop may serve alcoholic beverages and a nonalcoholic beverage must also be served at the function. Alcoholic beverages which may be served at campus-wide functions are beer and wine.
7. All events at which alcohol will be served must work with the center for student engagement to hire a 3rd party bartender to serve. Neither students nor staff/faculty members are allowed to serve alcoholic beverages at events.

## **Mandatory Alcohol Awareness Workshop**

During the fall, the student activities office sponsors a Social Host Certification workshop. Any college organization planning to serve alcohol at a function during the current academic year must have executive members 21 years or older attend this workshop. To make a special request to participate in the Social Host Certification workshop in spring, contact Joy Griggs, [jgriggs@agnesscott.edu](mailto:jgriggs@agnesscott.edu).

Penalties for Violations of Alcohol Policy:

Judicial Board has first jurisdiction over cases that result from violation of the alcohol policy. Each alcohol sanction includes a fine, community service and an educational component.

- 1. First violation:** \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days and carbon copied (CC'ed) to the Judicial Board's adviser
- 2. Second violation:** \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility.
- 3. Third violation:** \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.

**At the discretion of the Judicial Board members additional sanctions may be implemented based on the severity of the case.**

After three or more violations of the Alcohol Policy, depending upon the severity of the incidents, Judicial Board may present the case to Honor Court with the recommendation of suspension or expulsion.

All violations of the alcohol policy are to be reported directly to a residence life staff member or Judicial Board member who will refer it to the Judicial Board president and dean of students designee. As is the practice with any particularly serious or flagrant violation of policy, the Judicial Board president reserves the right to refer any case involving this policy to a higher court than the one stipulated above. The SGA Constitution provision for Honor Court jurisdiction over Drug Policy violations is interpreted to mean that Honor Court is involved in serious violations of the Alcohol Policy and cases of repeated violation.

In the event that drunken behavior is exhibited by a visitor to campus or non-resident student, public safety and/or the dean of students office may become involved in bringing any such incidents to an acceptable resolution as mandated by state and local laws and college policy.

### **Drug Policy**

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus.

Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever will be

subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee.

As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and who may contact authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase 2012-13 Agnes Scott College Student Handbook 111 (exchange of money or other goods and/or services, whether received or not) or use of controlled substances may involve fines and/or imprisonment.

In the event a visitor to campus is found to be engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever the visitor is in violation of the campus drug policy and as such public safety and/or administration may pursue criminal prosecution of the subjects involved.

Agnes Scott College is in compliance with the Drug Free Schools and Communities Act Amendment of 1989.

- **Drug-Free Workplace**

Agnes Scott complies with the Drug-Free Workplace Act of 1988. Accordingly, the following policy applies to all employees, including faculty, staff and work-study students.

**The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.**

As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

More information regarding this legislation is available in the human resources office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The human resources office and the student health center have reference material about sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

## **Missing Person Policy**

The purpose of this policy is to establish procedures for Agnes Scott College, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the college for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior.

## **Procedure for designation of confidential emergency contact information**

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the dean of students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Public Safety Department, Dean of Students and the Director of Residence Life.

### **Designation of Emergency Contact Information**

1. **Students age 18 and above and emancipated minors:** Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.
2. **Students under the age of 18:** If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

### **Procedure:**

1. Any report of a missing student should be directed to the Department of Public Safety (404 471-6400) immediately. An investigation will be initiated to determine the validity and credibility of the missing person.
2. If a report of a missing student is made to Residence Life, a staff member will immediately contact and work with Public Safety.  
Cooperative efforts may include:
  - Conducting a health and wellness check on the resident,
  - Attempt to make contact via cellular phone, email, or other means,
  - Determine activity of card access(if applicable), meal plan usage, class attendance
  - Identify other students who may be aware of the missing student's whereabouts (i.e. roommate(s), friends, classmates, etc.).
3. The Department of Public Safety with assistance of the Residence Life office will investigate and gather information about the missing student from the reporting person and other individuals who may provide information that will assist with the investigation.
4. No later than 24 hours after determining that an Agnes Scott resident is missing, the Dean of Students or designee will notify the individual identified by the missing students as the emergency contact (for students 18 and above and emancipated minors) or the parent/guardian (for students under the age of 18 and not emancipated) that the student resident is believed to be missing.
5. If search efforts are unsuccessful in locating the student in a reasonable amount of time the Department of Public Safety conduct a full investigation collaborating with local law enforcement agencies and utilizing all resources available.

## SEXUAL ASSUALT

Although adhering to the previously mentioned general crime prevention tips will be **your best safeguard against rape** by a stranger; most rapes are committed by someone who you know. You might want to consider some of the following “tips”. This is particularly true when you are considering going out with someone you have just met.

1. On the first date, choose cozy but public places as opposed to dark parking lots, “country drives” or his apartment to share intimate moments.
2. When you blind date, try to double with a friend.
3. Do not be compromised into submission by engaging in illegal acts or the use of narcotics; this may discourage you from later reporting an assault.
4. Do not judge anyone by the clothes they wear or their occupation. Designer clothes and an illustrious career will not guarantee your safety on a first (or even later) date.
5. Realize your body is yours and no one has the right to touch you unless you give permission for him / her to do so.

*Public Safety works with the Health Services Center to provide informational materials and/or speakers to improve awareness of date / acquaintance rape, and other non-forcible and forcible sex offenses.*

### Help After An Assault

Agnes Scott has professionally trained counselors on staff. **Counselors** can be reached by calling ext. **6117**. Also, the Agnes Scott Wellness Center staff is available to provide medical services and or appropriate referrals at ext. **6346**. Victims of Rape or Assault are encouraged to report the crime to Agnes Scott Department of Public Safety on the **emergency line** at (404) 471-**6400**.

Counselors available 24 hours a day through the DeKalb Rape Crisis Center and the Rape Crisis Center at Grady Memorial Hospital in Atlanta. Both provide a variety of medical and counseling services for rape victims. However, if a student requests the assistance of a particular facility other than what is listed or if the student needs assistance reporting a sexual assault that may have occurred off campus to the police department with jurisdiction, the College will provide the student assistance with help notifying these authorities.

**DeKalb Rape Crisis Center      (404) 377-1428**

**Grady Rape Crisis Center      (404) 616-4861**

Persons who commit these crimes are known to repeat the acts and cannot be caught or stopped without the victim's assistance. The welfare of the victim is the Public Safety Department's primary concern. Crimes of such a sensitive nature are handled with the utmost discretion. Please remember that the victim of sexual assault is a primary component of the evidence in a crime scene. Therefore, we caution the victim to avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way to preserve critical evidence used in the prosecution.

In the event a student becomes a victim of rape or sexual assault, Agnes Scott College will change the student's living and / or academic situation if changes are requested and are reasonably available. Please see the *Student Handbook* for information of the College's sexual harassment policy and guidelines on adjudication of these incidents through on-campus procedures. These procedures include: ". . . neither the college nor the participants will have attorneys or legal representation during the complaint process. . . . recommendations for resolution "must be presented to both parties within ten (10) working days of the complaint". . . Informal complaint recommendations "are negotiated recommendations that both parties must agree to and do not include any suspension or dismissal", however, formal complaint recommendations may affirm the recommendations of the informal complaint or make further recommendations, to include suspension and dismissal from the College (pp. 204-205).

### **Sex Offender Registration Information**

Federal and state sex offender laws require each state to operate a sex offender registry and establishes of a national sex offender registry. The national registry and all of the state registries must be linked so information can be updated immediately.

After being released into the community, a sex offender must register with his or her local jurisdiction. Being required to register applies retroactively. If someone committed a Tier II offense 12 years, he or she is required to register. Offenders must keep their registration current for the entirety of their registration period, excluding any time the offender is imprisoned

A log of sex offenders for Dekalb County in hard form is located in the lobby of the Public Safety Office and can also be found at the following sites:

<http://gbi.georgia.gov/georgia-sex-offender-registry>

<http://services.georgia.gov/gbi/gbisor/SORSearch.jsp>

### **Residence Hall Security**

Residence hall security is the responsibility of every student (and staff and faculty with authorized access) on campus. Doors providing access to the residential areas of the residence halls are locked 24

hours a day. It only takes the carelessness of one student on one occasion to jeopardize the safety of everyone in the residence hall. Ted Bundy entered a dormitory at Florida State through a door that was propped open; he killed several women. Please **remember** to follow the guidelines below.

1. **WHENEVER YOU ENTER OR LEAVE A RESIDENCE HALL, CHECK THE DOOR BEHIND YOU** to be sure it locked properly. This only takes a second and is well worth the effort. The wooden doors in the residence halls are beautiful but, because of their weight and a tendency to swell when the weather changes, they frequently will not lock properly when allowed to close on their own. You may need to pull the panic bar up and then close the door to be sure the lock catches completely.
2. **NEVER PROP A DOOR OPEN UNLESS SOMEONE WILL BE MONITORING IT AT ALL TIMES** to be sure no unauthorized person enters the building (this means the person "on watch" has to be able to see the door at all times). It only takes seconds for someone to slip in a door and get out of sight so they can cause problems later.
3. **ALWAYS HAVE YOUR RESIDENCE HALL KEY WITH YOU.** You are given a key by the college because you are assumed to be mature enough to use it properly. This includes keeping it with you at all times, just as you would with an apartment key, so that you can come and go from your residence hall any time you want to. Keep your key with you at all times! If by accident you are locked out of your residence hall, call your RA, roommate or a friend to let you in. Do not call the Department of Public Safety until you have tried these other alternatives.
4. **CLOSE THE BLINDS OR SHADES IN YOUR ROOM WHEN IT GETS DARK.** Even if you do not live on the ground floor, most upper level rooms in the residence halls are visible to people on the streets in and around the campus.
5. **CONSIDER KEEPING YOUR ROOM LOCKED AT ALL TIMES.** Although Agnes Scott has an honor system that most members of the community take seriously, there are always some people who do not. And of course, the thief off the street will not be at all concerned with the honor system when he or she steals your jewelry or other valuables. If you lived in an apartment you would not leave your door unlocked and a residence hall is not much different. If you want to leave your room unlocked, at least consider locking all valuables in your closet.

### **Security of Other Buildings**

Your safety and security are of concern not only in the residence hall but in other buildings as well. This is particularly true of academic buildings late in the evening, particularly after closing hours. Building hours for each ASC facility are listed in the Student Handbook.

1. **BUILDING MONITORS** will be on duty Monday through Thursday from 5:00 p.m. until 10:00 p.m. in Dana and in Woodruff gym. During these hours you must enter the building by the door at the building monitor's station and sign in. When you leave you must sign out and leave through the same door. Do not exit the building from any other door since some of them will not lock properly behind you, thus jeopardizing everyone's safety.

**FACILITY USE PERMITS** are required if you want to be in an academic building after hours. These permits must be signed by a professor and can be for an evening, a week, a semester or whatever period of time

you will need access to the building. **You must have a facility use permit to remain in a building after hours.** Verbal permission from a professor is not enough; you must have a written