

**GORDON
STATE
COLLEGE**

**Annual Security Report
Annual Fire Safety Report
2014**

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Message from the Chief of Police

This Annual Report is designed to provide you with important information about safety and security on campus. Throughout this annual report you will observe that Gordon State College (GSC) is an extremely safe campus due in part to combined efforts of students, faculty, staff and visitors.

The Department of Public Safety and the GSC Police serves a population of approximately 4300 students and approximately 400 faculty and staff. Public Safety 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. GSC Police provide continuous patrols of the College community to deter acts of crime and to detect and intervene when criminal activity occurs. This service is provided 24 hours daily 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 Gordon State College; and on public property within, or immediately adjacent to and accessible from, the campus. It also includes institutional policies concerning campus security, policies concerning sexual assault, and other important matters of the College. You can obtain a copy of this report by contacting Gordon State College Department of Public Safety or by accessing the following website at:
<http://www2.gordonstate.edu/publicsafety/safety> .

If at any time you have questions or would like further information about safety and security at Gordon State College, please feel free to contact this office at:

Phone: 678-359-5101

Fax: 678-359-5102

Email: jeffreym@gordonstate.edu

*Jeffrey Mason
Chief of Police*

Timely Warnings

In the event that a serious crime arises that in the judgment of the Chief of Police constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College emergency system to students, faculty and staff.

Timely Warnings are usually distributed for Uniformed Crime Reporting Program (UCR) incidents in conjunction with the National Incident Based Reporting System (NIBRS) classification system composed of: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by GSC Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other GSC community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the GSC Police Department. The GSC Police Chief or his/her designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications, as deemed necessary.

Timely Warnings may be issued through the College emergency system to students, faculty and staff. The alerts are generally written by the Chief of Police or a designee and approved and distributed to the community by Media Relations.

Depending on the particular circumstances of the crime, especially in all situations that could pose an ongoing or serious threat to the community and individuals, the Department of Public Safety may also post a notice on the campus-wide electronic bulletin board on the Gordon State College website at: www.gordonstate.edu providing the college community with more immediate notification. In such instances, a copy of the notice is posted at the front door of each residence hall.

A combination of some or all of these methods may be used to issue a timely warning notice. The chart below illustrates these modalities and how they can be issued in a time of emergency.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
Emergency System (Mass Texts, Calls, & Emails)					
SECONDARY					
GSC Website					
Posters					

Anyone with information warranting a timely warning should report the circumstances to the GSC Police Department, by phone 678-359-5101 or in person at the Public Safety Office in Gordon Hall.

Reporting the Annual Disclosure of Crime Statistics

Gordon State College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at: <http://www2.gordonstate.edu/publicsafety/safety>.

Crime statistics are collected for crimes that occurred on-campus; in certain off-campus building or property owned or controlled by Gordon State College; and on public property within, or immediately adjacent to and accessible from the campus.

Campus crime, arrests and referral statistics include those reported to the GSC Police, local law enforcement agencies, and designated campus officials (including but not limited to directors, deans, department heads, staff, student affairs, advisors to student/student organizations, athletic coaches, residence life staff), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students and current employees that provide the website to access this report. Copies of the report may also be obtained at GSC Public Safety or by calling 678-359-5101. All prospective students and employees may obtain a copy from Human Resources located in The Georgia House or by calling 678-359-5011. A description of this report is located in the Student Handbook.

Reporting Criminal Offenses

To Report a Crime:

If a crime or an incident needs to be reported to the police dial 678-359-5101 if you are located on the Gordon State College Campus. To report crimes or incidents on the Henry County High School Gordon State College Campus call 911.

Emergency call boxes located in parking lots, and other areas throughout the campus community are also available to contact campus police. Any suspicious activity or person seen in the parking lots should be reported. In addition, suspicious persons seen loitering around vehicles, inside buildings or around residential halls should be reported to the police department.

GSC Police have mutual aid and working agreements with the Lamar County Sheriff's Office. These mutual aid and working agreements do not specifically cover the investigation of any one particular type of criminal incident. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions and works together for the resolution of any incident that may have occurred in one or multiple jurisdictions.

General Procedures

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety related incidents to the GSC Police in a timely manner.

Crimes should be reported to the GSC Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Response to a Report

Dispatchers are available at the above respective telephone numbers 24 hours a day to answer your calls. In response to a call, GSC Police will take the required action, either by dispatching an officer or asking the victim to report to GSC Police Department to file an incident report. All reported crimes will be investigated by the College and will become a matter of public record. All GSC Police incident reports involving members of the campus community are forwarded to Student Affairs for review and referral to the Behavioral Assessment Team for potential action as appropriate.

GSC Police will investigate a report when it is deemed an appropriate response. Additional information obtained via the investigation will also be forwarded to the GSC Student Affairs. If assistance is required from local authorities, or the local fire department, GSC Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including GSC Police, will offer the victim a wide variety of services including, but not limited to health care options, counseling, and victim assistance.

All members of the campus community are encouraged to accurately and promptly report all crimes and emergencies to the campus police or to any other law enforcement agency if they have been the victim of a crime. The department maintains a daily crime log which is available for review by the public during normal business hours. The crime log is available at the GSC Police Department and also online.

GSC Police have mutual aid and working agreements with the Barnesville Police Department or Lamar County Sheriff's Office. These mutual aid and working agreements do not specifically cover the investigation of any one particular type of criminal incident. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions and works together for the resolution of any incident that may have occurred in one or multiple jurisdictions. GSC Police investigate all crimes involving the campus community, even in the event if another agency declines to do so.

Limited Voluntary Confidential Reporting

Crime Reporting

The GSC Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the GSC Police at 678-359-5101. Because police reports are public records under state law, the GSC Police Department cannot hold reports of crime in confidence and therefore, does not have a procedure to allow voluntary confidential reporting of crimes. Members of the campus community can reports crimes and complaints to the GSC Police Department 24 hours daily at the web link <http://www.gordonstate.edu/police/ReportACrime.aspx> . All complaints are addressed through the official investigative process. Professional and Pastoral Counselors do not notify persons they are counseling of voluntary confidential procedures for inclusion in the annual disclosure of crime statistics because there is no procedure for this.

Security/Access & Maintenance of Campus

Security and Access Policy

Academic and Administrative Buildings

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, invitees and members of the general public. During non-business hours, access to all College facilities is by key or swipe card, if issued, or by admittance via the GSC Police. GSC Police will admit only those with prior written approval to all facilities or those with an official verified purpose to be on premise with College identification. GSC Police conduct routine security patrols of the academic and administrative buildings on campus.

Residence Halls

Residence halls are secured 24 hours a day and only residents, their authorized guests and other approved members of the campus community are permitted access to the buildings. Over extended breaks, the doors of all halls will be secured and routinely inspected by Residence Life Staff and GSC Police. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Residential facilities have security measures provided by housing staff members and GSC Police officers. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have security surveys conducted of them.

Maintenance of Campus Facilities

The College considers security in the maintenance of campus facilities in a manner that minimizes physical safety concerns. Malfunctioning locks or light outages are reported to Plant Operations in order to be promptly repaired. Additionally, throughout the year and at a minimum once a month an inspection is conducted of all College lighting and emergency call boxes.

Campus Police Authority and Jurisdiction

Section 20-3-72 of the Official Code of Georgia Annotated expresses the authority of campus police to make arrests on College and Board of Regents property and on public and private property within 500 yards thereof. If minor offenses involving College rules and regulations are committed by College student, GSC Police will also refer the individual to the disciplinary division of Student Affairs. Campus Police enforce all federal, state and local laws as well as institutional policy.

Major offenses such as rape, murder, aggravated assault, and robbery are worked in conjunction with the local police and sheriff's office when necessary. Joint investigative efforts with investigators from GSC and the local authorities are deployed to solve these serious felony crimes. In addition, GSC uses state resources including the Georgia Bureau of Investigation. The prosecution of all criminal offenses are conducted in the appropriate courts of the local jurisdictions and are reviewed by the State Solicitor's Office and if applicable the District Attorney's Office.

Campus Police personnel work closely with local, state, and federal police agencies and have direct communication with the Lamar County Sheriff's Office radio rooms

By mutual agreement with state and federal agencies, The GSC Police Department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer System as well as the criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal enforcement information.

Confidential Reporting (Counselors)

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 not required to report crimes for inclusion into the annual disclosure of crime statistics. Because police reports are public records under state law, the GSC Police Department cannot hold reports of crime in confidence and therefore pastoral and professional counselors cannot inform persons their counseling of confidential reporting procedures.

The rulemaking committee defines counselors as:

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.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs

During orientation, students are informed of services offered by the GSC Police. Handouts are provided and an overview is given by the Chief of Police or his/her designee. The presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention and Sexual Assault Safety Tips are provided on our website.

Periodically during the academic year the GSC Police, in cooperation with other college organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance/date rape), theft, and common-sense safety tips. During the 2013-2014 academic year, there were 24 offered to the GSC community.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the college community through security alerts posted at the entrance to residence halls, throughout the campus, electronic email and on our website located at: <http://www2.gordonstate.edu/publicsafety/>

Crime Prevention Program

Crime Prevention Programs on personal safety and theft prevention are noted on the Gordon State College website and are also sponsored by various campus organizations throughout the year. GSC Police, Residence Life, Student Life, the Wellness Center and Student Affairs facilitate programs for students, faculty and staff. These programs are also extended to the local community based upon the input/survey conducted by the Continuing Education Center. GSC Police also offers a Female Self Defense Instruction (RAD) with hands-on application with an overview focusing on awareness, prevention, risk reduction and avoidance.

Criminal Activity Off-Campus

Gordon State College does not have any officially recognized student organizations with off-campus student housing.

Alcoholic Beverages

The possession, use, sale or distribution of alcohol on the College campus is governed by GSC Alcohol Policy and Georgia State Law. GSC Police enforces state and local ordinances pertaining to the illegal possession, use and sale of alcoholic beverages and underage drinking laws. GSC also condemns the inappropriate behavior resulting from alcoholic beverage abuse. Alcohol abuse is characterized by uncontrollable behavior which infringes upon the rights of others, potential danger to self or others, or use of alcohol outside the parameters of state and/or College policy.

- It is illegal for persons under 21 years of age to possess, consume or purchase alcoholic beverages.
- It is illegal for any person to furnish alcoholic beverages to persons less than 21 years of age.
- It is illegal to furnish, sell, or provide alcoholic beverages to a person who is in a state of noticeable intoxication.
- It is illegal to charge admission to events where alcohol is provided, unless a license for sale of alcoholic beverages has been obtained.
- It is illegal for persons under the age of 21 to misrepresent (fake I.D.) themselves for the purpose of obtaining an alcoholic beverage illegally.
- It is illegal in the City of Barnesville to carry an open container of an alcoholic beverage.

While Lamar County Sheriff's Office has primary jurisdiction in areas off campus, GSC Police officers can and do respond to student-related incidents that occur on campus and in close proximity to the campus.

Illegal Drugs

The GSC campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the GSC Police Department. Violators are subject to College disciplinary action, criminal prosecution, fines and imprisonment.

Alcohol and Substance Abuse Information

Prevention Programs

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. In compliance with the Drug Free Schools and Communities Act, GSC has drug and alcohol-abuse education programs available to the college community.

<http://www.gordonstate.edu/departments/academicaffairs/advising.asp>

Student Health Services Provides: College Health Class

Office of Student Counseling Provides: Personal Counseling, referral to community AA, ACOA, Al-Non, NA groups, referral to community, local and state treatment centers, referral to family physician

Dean of Students Provides: Student Conduct Board

Local, State & Federal Legal Sanctions

Legal Sanctions – Laws Governing Alcohol

Penalties for Alcohol – Georgia

A. Alcohol possession and selling violations

1. Under 21 years of age
 - a. Up to 6 months
 - b. \$300 fine
 - c. Probation and/or Community Service
2. Providing to Under 21
 - a. Up to 12 months
 - b. Up to \$1000 fine
 - c. Probation and/or Community Service

B. Driving under the influence

1. One day to one year's imprisonment
2. \$300 to \$1000 fine
3. Suspension of license for a minimum of six months and up to one year
4. Perform 20 to 40 hours of community service

C. Open-container – Macon

1. \$250-\$500 fine

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

Sexual Assault Prevention and Response

The College educates the student community to promote the awareness of sexual assaults, date rape, and other forcible and non-forcible sex offenses through the use of the GSC Public Safety website, pamphlets, handouts and the Student Handbook. Additionally, throughout the academic year the GSC Police as well as other college departments and organizations, conduct programs to educate the campus community regarding sexual assault awareness. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment.

Reporting to the Campus Police

This can be done immediately by following the procedures addressed on page three of this document. The reasons for reporting to GSC Police are:

1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a GSC Police officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview.

NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

Title IX Reporting

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. Any individual who requires assistance from the Title IX Coordinator (students and non-students) should contact the GSC Director of Human Resources at (678) 359-5011. The Title IX Coordinator can also be reached by mail at 419 College Drive, Barnesville, Georgia 30204 or by email at tonyaj@gordonstate.edu

The institution's sexual harassment policy, including a description of the grievance procedures can be found in the Gordon State College Student Handbook. The web link for the handbook is www.gordonstate.edu/catalog.

The College Police Department strongly advocates that a victim of a sexual assault report the incident in a timely manner. Time is critical factor for evidence collection and preservation. Filing a police report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling form counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the campus police department, a City of Barnesville Police Sexual Assault Investigator may also be notified. When requested the college will assist the student in notifying local law enforcement agencies or notifying the campus police.

GSC Police will assist the sexual assault victim regardless of the jurisdiction or when the assault occurred.

Counseling and Support Services

The following assistance is provided for victims requiring services on or off campus for counseling, mental health, or other student services for victims of sex offenses.

On campus

Gordon State College Police	678-359-5101
Gordon State College Counseling	678 359-5585

Off Campus

Victim Advocate	(770)358-5159
Dept. of Family and Children Services	(678)358-5245

Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Students should initiate requests for changes in their academic and/or living situations by contacting the Office of Student Affairs and asking to speak with the Vice President of Student Affairs.

Disciplinary Action

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct are also detailed in the Student Handbook.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal requires state law enforcement agencies, (Georgia Bureau of Investigation) to provide GSC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at GSC.

The Georgia Bureau of Investigation and Lamar County Sheriff's Office provides GSC with a Sex Offender Registry. The Registry is maintained at two locations: the Public Safety Office and Lamar County Sheriff's Office. The website that provides this information is as follows: <http://www2.gordonstate.edu/publicsafety/garegistry>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Emergency Evacuation Procedures and Policies

The GSC Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the university conducts numerous emergency response exercises each year, to include table top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. These tests are announced OR unannounced. GSC Police Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the College's Clery Act compliance efforts and is available on the GSC website (<http://www2.gordonstate.edu/publicsafety>)

Evacuation Procedures

Evacuation of a building will occur when an alarm sounds and/or upon notification by a Public Safety Officer or a Building Coordinator. Persons being evacuated should assist disabled persons in exiting the building. Elevators are reserved for the disabled; however, in the event of fire and/or earthquake, elevators should not be used. Once outside, evacuees should proceed to a clear area that is at least 500 feet from the affected building. Keep streets, hydrant areas, and walkways clear for emergency vehicles and authorized personnel. Individuals shall NOT return to an evacuated building unless told to do so by a College official with the authority to do so.

Fire:

When a building fire alarm sounds, Gordon State College policy mandates that everyone must evacuate the building. The following steps should be observed.

- o Close your door as you leave.
- o If possible, know at least two escape routes from wherever you are.
- o If smoke or flame is detected, and no alarm is sounding, alert others as you exit.
- o During the evacuation, go to the nearest exit or exit stairwell.
- o Do not use the elevator if there is one.
- o If smoke is present, keep low to the floor.
- o Once outside, move away from the area.

When Evacuation is Not Possible: In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

Sheltering In Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

Emergency Notifications – Immediate Threat

The GSC Alert Emergency Notification System may be used to communicate official information during an emergency or crisis situation that disrupts normal campus operation or threatens the immediate health or safety of the campus community. The GSC Police Department receives information from various offices/departments on campus, such as the Emergency Management Team. This system is used to immediately notify the campus community upon confirmation of a dangerous situation or an emergency involving and immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient.

If the GSC Police Department confirms (with the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GSC community, GSC Police Department will collaborate with News Bureau to determine the content of the message and will use some or all of the systems described below to communicate the threat to the GSC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The College utilizes a siren/public address system, text messaging, voice messaging, e-mail, desktop messaging, Twitter and Facebook for notification purposes. To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through Banner Web. The GSC Police Department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the professional judgment of responsible authorities and first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed below.

System Used	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
	News Bureau	Public Safety	News Bureau and Public Safety Supervisors	News Bureau	Public Safety
PRIMARY	News Bureau	Public Safety	News Bureau and Public Safety	News Bureau	Public Safety
Siren/Public Address System	Public Safety	Public Safety	News Bureau and Public Safety	Public Safety	Public Safety
Text Messaging	News Bureau	Public Safety	News Bureau and Public Safety	News Bureau	Public Safety
Voice Messaging	News Bureau	Public Safety	News Bureau and Public Safety	News Bureau	Public Safety
Email Messaging	News Bureau	Public Safety	News Bureau and Public Safety	News Bureau	Public Safety
SECONDARY	Public Safety	News Bureau	News Bureau and Public Safety	Public Safety	News Bureau
Face to Face Communication	Public Safety	News Bureau	News Bureau and Public Safety	Public Safety	News Bureau

To Register for E-Notification:

<http://www.gordonstate.edu/mygordon/gcens.asp>

Current students, faculty, and staff:

Gordon State College cares about the safety of the campus community. The Gordon State College Emergency Notification System (GCENS) is a free service that adds to our ability to provide an environment in which you can feel safe knowing that you will be informed quickly and accurately of campus emergencies including severe weather conditions and closings. The GCENS will allow us to reach you directly by sending:

- Voice messages to home phones, work phones, and mobile phones;
- Text messages (SMS) to mobile phones; and
- E-mail.

Initially, the contact information you provide at the point of admission will be used for registration purposes. If this information is no longer accurate or you are not a registered member of the campus community, you must provide updated information. Your contact information will only be used to reach you in an emergency and it will remain confidential.

Follow the instructions at the “How do I sign up for GCENS” link under the “Frequently Asked Questions” in the middle of the Gordon State College Emergency Notification System (GCENS)(<http://www.gordonstate.edu/mygordon/gcens.aspt>) then “Update Contact Information” tab to add or update your cell phone number – the one where you receive your text messages – or other phone numbers and e-mail address(s) as soon as possible so that you can be alerted to any emergency situations that affect our campus. All students, faculty and staff are encouraged to participate. Remember, this information will only be used to reach you in an emergency.

For GCENS questions, contact the Gordon State College Department of Public Safety at 678-359-5101.

For technical help, contact the Computer Services at (678)359-5008

Members of the Larger Community:

The systems below are available to members of the larger community who are interested in receiving notification information regarding emergencies on campus.

Methods of communications with the campus community have been developed to ensure quick and accurate dissemination of information. Email and e-notification is the primary means of emergency notification at Gordon State College during office hours. During an emergency/disaster, the email system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus or those on e-mail lists. In addition to email, other electronic methods of issuing notifications can be used, including notifications through the campus website. The Public information officer

of GSC is responsible for disseminating up to date information to area television, newspapers, and radio stations in an effort to notify the larger community of emergency events that have or may occur on campus. In addition, updates are posted for the community at large on the GSC main web page. On the GSC Campus, the second communication method is the use of a campus emergency notification system (utilizing interior and exterior speakers). Additionally, a telephone tree network is in place and can be activated at the direction of college officials. In the event of a disabled telephone system, and as another means of communications, building occupants would be notified in person by the Building Coordinators in case of a daytime emergency, and at night by Public Safety Officers.

Media Communications

The Vice President for Institutional Advancement or his/her designee is responsible for any news media contacts to include; development and distribution of press releases, and to initiate news broadcasts in reference to suspension of College operations with the approval of the President. In addition, the Vice President for Institutional Advancement or his/her designee will assist in the development and/or distribution of information to faculty/staff.

Faculty, staff and/or students will direct all requests for information from the news media to the Vice President for Institutional Advancement or his/her designee. Staff and/or faculty are not authorized to communicate with the media without receiving prior approval from the Vice President for Institutional Advancement or the President, or their designees.

All methods of communication will be tested at least annually. A description of the exercise, whether announced or unannounced, will be documented and a file maintained in the Public Safety office.

Missing Student Notification Policy and Procedures

Policy Statement:

This policy contains the official notification procedures for Gordon State College concerning missing students who live in College managed housing. This policy is a good faith effort to comply with the Higher Education Opportunity Act of 2008, Section 485. This policy is intended to promote the safety and wellbeing of residential students of Gordon State College.

Missing Student Registration Policy:

Students will be informed each academic year that each student has the option to identify, via Banner account, a person to be contacted by Campus Police no later than 24 hours after the student is determined to be missing. This contact may not necessarily be the same as the emergency contact listed for the student. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

Students under the age of 18 who are not emancipated will be informed each academic year that the institution is required to notify the custodial parent and any other designated contact person, not later than 24 hours after the time the student is deemed to be missing.

Missing Student Registration Procedure:

Each residential student will receive notice via their Banner account that he/she has must identify a person to be contacted by Campus Police if the student is deemed to be missing. Each residential student may register such confidential contact information through his/her Banner account. This process will be open at the time of completing the housing contract and may be changed at any time the student deems necessary.

Each student who files a confidential contact on his/her Banner account is solely responsible for the accuracy of the contact phone number and for update of information should the information change.

Missing Student Policy & Procedure:

If a member of the College community (faculty, staff, or student) has reason to believe that a student who resides in College-managed housing is missing, he or she should immediately notify Campus Police at 678-359-5111. Campus Police will generate a missing person report and initiate an investigation.

Campus Police will investigate the missing person report and determine if the student is missing and has been missing for more than 24 hours. Circumstances may include:

- A Student is out of contact after reasonable efforts have been made to reach the student, via phone, email, text, and visits to on-campus room,
- Conditions that may indicate an act of criminality is involved.
- Conditions that may indicate physical safety is in danger.
- Conditions become known that indicate medicine dependence may threaten health.
- Existence of physical/mental disability indicating the student's physical safety could be in danger.

If the student is deemed missing for more than 24 hours, Campus Police will notify area agencies as well as agencies where the student maintains a home address, Lamar County Sheriff's Department and the student's confidential contact no later than 24 hours after the student is determined to be missing, regardless if the student is above the age of 18 or is an emancipated minor.

Definitions of Clergy Reportable Crimes

Criminal homicide:

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

Forcible sex offenses:

- Forcible rape – the carnal knowledge of a person, forcibly and/or against that person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth.)
- Forcible sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against the person's will, where the victim is incapable of giving his or her consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible 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 or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses:

- Incest – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by laws.
- 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.

Other offenses:

- 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).
- 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.

Crime Statistics

The Department of Public Safety/Police maintains a close relationship with the Lamar County Sheriff's Office and City of Barnesville Police Department to ensure that it is notified of any crime report that is made directly to them.

The Department of Public Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

Criminal offenses, GSC

Type of Offense		On-Campus	Residential Facility	Non-campus Building Or Property	Public Property
Criminal Homicide					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Sex Offenses					
Forcible Sex Offenses	2013	0	2	0	0
	2012	2	0	0	0
	2011	2	2	0	0
Non-forcible Sex Offenses	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Robbery					
	2013	0	1	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Aggravated Assault					
	2013	0	0	0	0
	2012	0	0	0	0
	2011	1	1	0	0
Burglary					
	2013	8	8	0	0
	2012	7	7	0	0
	2011	13	13	0	0
Motor Vehicle Theft					
	2013	0	0	0	0
	2012	0	0	0	0
	2011	1	0	0	0
Arson					
	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0

Arrests and Disciplinary Actions, GSC

Other Offenses		On-campus	Residential Facility	Non-campus Building Or Property	Public Property
Arrests					
Liquor Law Violations	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Drug Abuse Violations	2013	5	0	0	0
	2012	25	0	0	0
	2011	7	0	0	0
Illegal Weapon Possession	2013	1	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	2013	0	0	0	0
	2012	0	0	0	0
	2011	1	0	0	0
Drug Abuse Violations	2013	0	0	0	0
	2012	0	0	0	0
	2011	0	0	0	0
Illegal Weapons Possession	2013	1	0	0	0
	2012	1	0	0	0
	2011	0	0	0	0

➤ Hate Crimes: GSC

There were no reported hate crimes for the years 2011, 2012 or 2013 on the Barnesville campus of Gordon State College.

Fire Safety Disclosure for On-Campus Housing

Description of Fire Protection Equipment (On-Campus Housing):

College Station – All Buildings

- All buildings carry Notifier by Honeywell Fire Panels with the exceptions of Gordon Village which carried GE Fire Panel and all Commons Buildings which carry the Silent Night Fire Panel.
- Smoke Detectors and sprinkler systems are located in all building on campus.

Number of regular mandatory supervised fire drills:

Residence Life requires that each residence life building have at least one announced fire drill each semester. Each of these are supervised and timed. It is required that Public Safety and the Fire Department be notified prior to these drills. During 2011, and 2012, 2013 there was a fire drill conducted fall and spring semesters equaling (2) unannounced drills for each school year.

Rules on fire safety education and training programs:

Each residence hall holds a mandatory hall meeting where the protocol for fire evacuations is covered. Every residence hall holds a mandatory meeting within the first two weeks/10 days of fall, spring, and summer semesters. All Residence Life Staff are trained on fire safety and exit plans during Res Life Training. RL Training is done a week to 10 days before Fall Semester starts. Exits plans are clearly posted all through residence halls by Plant Operations. These exit plans are shown to RL Staff at training and to residential students at the initial residential hall meetings during the first two weeks of the semester. If a false alarm happens prior to the end of the first month of school the College will accept that as a fire drill so that public safety personnel and residents are not further inconvenienced.

Policies for electrical appliances, open flames, smoking, and evacuation procedures:

Residents are not permitted to have any appliance with an open flame or exposed heating element in any residence hall. The only heat-related item a residential student can have is an iron for wrinkled clothing. Irons must have the automatic-off function. Anything else related to heat or open flames is not allowed in a residence hall. This includes but is not limited to hot plates, George Foreman grills, incense, candles, oil lamps, tiki torches, etc. This policy is strictly enforced and these types of item(s) will be confiscated by Residence Life personnel if located during Health & Safety Checks for the safety of others.

Smoking is not permitted in or around any building on campus per state and campus regulations. Evacuation procedures are posted on the door of each residence hall apartment. Smoking is only allowed in designated areas. There is no smoking in or around a residence hall. Students can be fined for smoking infractions. A link to the smoking policy can be located at: <http://www.gordonstate.edu/police/tobacco.aspx>

Plans for future improvements in fire safety:

The GSC Public Safety Communication Center will directly monitor all fire alarm systems in conjunction with the City of Barnesville Fire Department. The Health Center will continue to perform annual fire extinguisher checks in all buildings (residence hall with stoves) This will not negate regular other checks by the College

PROCEDURES FOR FIRE EMERGENCIES

Procedures In Case of a Fire

Follow these instructions in the case of a fire:

- If you discover or suspect a fire immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.** Sound the building fire alarm by activating the nearest pull station and or verbally y sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.
- Notify emergency personnel by dialing 911 from any campus emergency phone, or if using a cell phone 678-359-5101 and inform authorities of your situation and location.
- DO NOT re-enter the building for any reason until given clearance by GSC Public Safety or other emergency responders on the scene.

Student Housing Evacuation Procedures In Case of a Fire

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside. **(See Shelter In Place)**
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.

- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Shelter in Place Due to Fire

If for any reason you are not able to leave your room, dial 911 or 678-359-5111 to inform authorities of your location. Make sure the door to your room is tightly closed and use a bed sheet or blanket to fill the cracks around the door.

- If possible, open the window two-thirds at the top to allow hot air and gases to escape—and one-third at the bottom. Keeping your face near the bottom opening will allow you to breathe fresh air while waiting for help to arrive. Never break the window. If you do, you will no longer have the ability to control the influx of smoke from other floors.
- Wave a towel or brightly colored shirt from the window, and yell for help this will aid rescuers in locating you. The Fire Department looks for this type of signal.

If You are On Fire

STOP, DROP AND ROLL. If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.

If a member of the GSC community finds evidence of a fire that has been extinguished, and the person is not sure whether GSC Public Safety has already responded, the community member should immediately notify GSC Public Safety to investigate and document the incident in the annual fire safety report.

2013 Statistics:

Number of Reported Fires on Campus and Cause:
0 Electrical Fire

Injuries requiring medical care: (0)
Deaths: (0)
Value of property damage:
\$100-\$999

Number of Reported Fires on Campus and Cause:
0 Cooking Fire

Injuries requiring medical care: (0)
Deaths: (0)
Value of property damage:
\$1,000-\$9,999

Residential Facilities	Number of Fires	Cause of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage		

Daily Fire Log Availability

The Daily Fire Log is available at <http://www.gordonstate.edu/police/default.aspx>

Fire Safety On-Campus Housing

Residence Hall	Fires	Injuries from Fires	Deaths from Fires	Property Damage Resulting from Fire
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Fire Safety On-Campus Housing Fire Evacuation Drills

Residence Hall	Spring Semester	Summer Semester	Fall Semester
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