Safety Net
ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORTS
2013
Safety Net 2013: A Secure Urban University

Georgia State University Police: Organized & On Duty 24/7

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As a university in the heart of Atlanta, Georgia State is not alone in its efforts to prevent and combat crime. The Georgia State Police Department works closely with several other law enforcement and security agencies whose jurisdictions are within the Downtown Improvement District. This affiliation — Inter-Agency Law Enforcement — is sponsored by the Ambassador Force of Downtown Atlanta, and its members include:

- Ambassador Force
- Atlanta Police
- Capitol Police
- Federal Protective Service
- Fulton County Police
- Fulton County Sheriff’s Department
- Georgia Bureau of Investigation
- Georgia State University Police
- Georgia Tech Police
- Georgia World Congress Center Police
- MARTA Police
- Office of the City Solicitor

The Georgia State Police Department maintains working partnerships as well as written agreements with these agencies for the investigation of crimes and suspicious activity.

Through our commitment to a strong internal police department, and in coordination with our downtown partners, our goal is to do everything possible to ensure the safety and security of the people who live, work and visit at Georgia State.
The men and women of the Georgia State University Police Department are committed to promoting a safe, secure community and to protecting the academic environment from crime and disruption.

The department provides a variety of services ranging from safety escorts to crime prevention programs and investigations. It is composed of more than 67 state-certified police officers, 50 full-time security guards, 20 part-time security guards, 10 communication dispatchers and eight supporting staff members. All sworn police personnel have arrest authority.
TRAINING

All Georgia State police officers are required to complete a 12-week police academy course and obtain certification from the Peace Officers Standards and Training Council of Georgia. They also must complete an eight-week internal training course along with further training relevant to their particular assignments.

All officers must attend range weapons training at least twice a year. They also are updated periodically on CPR and other first-aid techniques. Many officers attend specialized schools, seminars and workshops offered by various organizations and police academies. They also receive regular in-service training in areas such as report writing, communications, field interrogation and police procedures.

UNITS & DIVISIONS

PATROL DIVISION
The Patrol Division is divided into three shifts to provide crime deterrence and detection 24 hours a day, seven days a week. The division performs this essential function by motor patrol, bike patrol, foot patrol and motorcycle patrol. They also provide traffic control and crowd control when necessary as well as respond to calls for assistance and services.

SECURITY GUARDS
Our 50 full-time and 20 part-time security guards perform a variety of essential duties where a security presence is required but the full services of a police officer are not required.

COMMUNICATIONS
The Communications Center of the Georgia State Police Department is a state-of-the-art electronic center linking university personnel with the officers on patrol. All calls for assistance and reports of criminal activity are received here. Emergency call boxes throughout campus (see map on inside back cover) provide immediate emergency contact with this center. This center is also the notification point for burglar and elevator alarms.

INVESTIGATIONS
The Investigations Division comprises four officers who perform follow-up investigations on criminal incidents. These officers conduct background investigations on police applicants and assist victims with the court system.

THE CRIME SUPPRESSION TEAM
The Crime Suppression Team is composed of five officers who serve as a support unit to the department’s patrol, investigation and administrative divisions. The function of the team is to reduce the number of calls for service, identify crime trends and address problem locations throughout campus.

PEDESTRIAN SAFETY TEAM (PST)
The Pedestrian Safety Team comprises four officers whose traffic enforcement duties include enforcing Georgia laws for motorists and pedestrians with an emphasis on pedestrian safety.

OFFICE OF EMERGENCY MANAGEMENT (OEM)
The Office of Emergency Management is responsible for comprehensive “all hazards/threats” emergency and disaster management planning for Georgia State. The office provides planning, training, grant assistance, inter-departmental coordination and emergency response assistance for major emergencies or disasters. The university updates the campus community on the Office of Emergency Management’s efforts, and reviews and tests its policies annually.

CRIME PREVENTION UNIT
The Crime Prevention Unit provides brochures, presentations, video notices and premise surveys to boost crime prevention awareness on campus. Any university department or organization may request a premise survey from the Crime Prevention Unit. These surveys provide information about the crime history of the facility, crime risk, and suggestions on how to eliminate or reduce the risk of crime. (See page 5 for more information on crime prevention programs, and page 6 for crime prevention tips.)
Crime prevention is a community effort. The Georgia State Police Department works hard to do its part by being a capable, visible and proactive force on campus. In addition to traditional policing and patrolling, we provide students, faculty and staff with programs and services that educate, enlist and empower them in the fight against crime.

These services, programs and tips are provided to help you take a more active role in making Georgia State safe for everyone. For more information or to request a crime prevention program, please call our Crime Prevention Unit at 404-413-3213.

PREVENTION PROGRAMS
(F - FACULTY, STA - STAFF, STU - STUDENTS)

CAMPUS SAFETY (F, STA, STU)
This program is designed to heighten campus awareness of crimes that may occur in an urban environment. Discussion includes how participants can become more aware of their surroundings and avoid confrontations such as robbery, carjackings, panhandling and muggings.

FIGHT TO FLIGHT (F, STA, STU)
The Fight to Flight program is designed to teach students effective techniques to prevent and escape from an attack against them. The program covers methods of prevention and precaution against an attack, methods of passive and combative resistance, and steps to take after an attack or sexual assault.

OFFICE SAFETY (F, STA)
This program illustrates common practices that help make offices more secure. Basic safety tips are discussed as well as concerns specific to office workers.

UNIVERSITY HOUSING SAFETY (STU)
This program is designed to heighten awareness among campus housing residents about crimes that may take place in and around residence halls, as well as precautions they can take to prevent such incidents.

This program is offered to each hall floor to encourage roommates to take a team approach to making their surroundings as safe and secure as possible.

OPERATION I.D. (F, STA, STU)
Operation I.D. gives students, staff and faculty the opportunity to help protect against theft at home and on campus by marking their valuables for identification in the event of loss or theft. Invis I.D. marking kits may be used by contacting the Crime Prevention Office at 404-413-3213.

DUI/ALCOHOL AWARENESS (STU)
This program gives an overview of Georgia statutes on underage possession of alcohol, driving under the influence of alcohol/drugs and illegal blood alcohol concentrations. It also covers impairment as it relates to the amount of alcohol consumed. Liability and the dangers of alcohol consumption are also discussed to help students make well-informed decisions.

WORKPLACE VIOLENCE (F, STA)
The Workplace Violence program is designed to help participants recognize the potential for workplace violence and learn techniques to avoid and defend against violence in the workplace.

ESCORTS & ASSISTS

SAFETY ESCORT
Safety escorts are available 24/7 — by security guards from about 6 – 11 p.m. and by Georgia State Police during other hours. Safety escorts are provided to parking decks, public and private parking lots, bus stops and train stations near campus. You can request this service anytime you feel unsafe in your travels around campus by calling 404-413-2100.

VEHICLE ASSISTS
Service is available to aid stranded motorists with dead batteries, flat tires and other minor vehicle problems to help them get safely on their way. For a vehicle assist, call 404-413-2100.

For an escort or assistance, call 404-413-2100.
CRIME PREVENTION TIPS

Here are tips from the Georgia State Police on preventing some of the most common crimes:

**ROBBERY**

Robbery is the attempt to obtain money, personal belongings (for example, smart phones, tablets) or property by the use of force or the threat of force. Because of the potential for personal injury during a robbery, do not try to be a hero. Hand over your property quickly and quietly. If possible, observe the criminal and make mental notes of the number of thieves present as well as their appearance, clothing, voice, nicknames used, personal items, identifying marks, peculiarities and weapons. Call the police immediately upon reaching a place of safety. These precautions can help you reduce your chances of becoming a robbery victim:

- Walk confidently with your head up and do not let your mind wander.
- Pay attention to those passing you and behind you.
- Do not take short cuts through unlit, sparsely travelled paths, tunnels or alleys.
- Do not wear a lot of flashy jewelry and carry as little cash as possible.
- Know that weapons are not allowed on campus, but if you carry a weapon off campus, there is a possibility it could be used against you.
- Park in well-lighted, well-travelled lots.

**THEFTS FROM VEHICLES**

You can prevent many car break-ins by thinking ahead and following these suggestions:

- Always remove the keys from your vehicle, lock all doors and roll up all windows, even if your stop is brief.
- Secure or remove all valuables from view, including items such as handbags, cell phones, loose change, clothing, textbooks, bookbags, CDs, or even umbrellas.
- Never leave personal identification documents or credit cards in your vehicle.
- Park only in areas that are well-lit, or in attended parking lots or garages; parking in secluded or dimly lit areas makes your car an easy target.

**BOMB THREATS**

A bomb threat is a federal offense that carries serious penalties. Georgia State is committed to identifying and prosecuting any individual calling in a bomb threat. Bomb threats are usually received by telephone. If you receive such a call, ask the following questions:

- When is the bomb going to explode?
- Did you place the bomb?
- Where is the bomb located?
- What does it look like?
- What is your address?
- What kind of bomb is it?
- What is your name?
- What will cause it to explode?

In addition, note the exact time of the call and write down exactly what the caller said. Try to describe the caller’s voice and listen for any background noise. Then notify the Georgia State Police immediately by calling 404-413-3333.

**UNIVERSITY HOUSING SAFETY**

Georgia State residence halls are controlled-access communities with limited access to grounds and buildings. A student must have card key access to open the outer gates and/or enter the buildings. Student room keys are used to open individual apartments and bedrooms. Police officers patrol in and around all residence halls continuously to respond to the needs of the residents. You can contact the Georgia State Police by calling 404-413-3333 or by using one of the emergency phones. Security guards are on site during evening and morning hours to assist you.

**TIPS FOR UNIVERSITY HOUSING RESIDENTS**

- Residents should make sure to lock the door to their apartment and also the door to their individual bedroom at all times when away.
- Before opening the door to a caller, verify the identity of the person on the other side.
- Never leave purses, wallets, money or valuables in plain view or in common areas.
- Avoid allowing someone to follow you through the security gate onto the grounds or into the building.
- Report all violations of unauthorized entry to the police or housing staff immediately.
- Report any suspicious activity or soliciting to the University Police.

HOURS OF ACCESS TO CAMPUS BUILDINGS

When school is in session, most campus buildings are open from 7 a.m. to 11 p.m. Monday through Friday. After regular hours and on holidays and weekends, the buildings can be accessed by a PantherCard issued to authorized persons. Police officers try to make at least two patrols through every building during each eight-hour shift. This is an effective means of “community policing” that places officers in direct contact with people in the university community.
AVOIDING WORKPLACE VIOLENCE
The university is committed to creating and maintaining a working, learning and social environment that is free from violence. Acts or threats of physical violence, including verbal abuse, harassment, terrorism, hate, prejudice, stalking, intimidation and/or coercion that involve or affect the Georgia State community will not be tolerated. Threats or acts of violence include conduct against persons or property that are severe, offensive, and create a hostile, abusive or intimidating work environment.

If you have experienced an incident that is affecting your study or work environment and are feeling overwhelmed and stressed, we encourage you to speak to your supervisor or the dean of your college immediately. You may also seek counseling and relief by contacting the Counseling Center or the Georgia State Police.

IF SOMEONE IS USING ABUSIVE LANGUAGE OR THREATENING YOU:
• Try to back away from the individual.
• Talk calmly.
• Use open body language.
• Don’t get upset or take it personally.
• Afterwards, you should document the threat.
• Report the threat to management or your dean.

SEXUAL ASSAULT
The term “sexual assault” refers to rape, sexual intercourse against your will or any other unwanted physical contact of a sexual nature. Sexual assault can happen anywhere, and the assailant may be someone you know well or not at all. It is important that you educate yourself on what constitutes a sexual offense or assault as well as ways to avoid becoming a victim.

SEX OFFENDERS
Convicted sex offenders are required by law to register their names and addresses with the Georgia Department of Corrections. You may obtain information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry website at http://gbi.georgia.gov.

AVOIDING SEXUAL ASSAULTS
• Be alert to behavior that does not seem right — for example, inappropriate touching or comments; someone sitting or standing too close or who blocks your way or grabs or pushes you; someone who gives you “power stares” — looking through you or down at you.
• Avoid situations in which you feel uncomfortable, such as going into an empty house, apartment, building or parking lot.
• Request a safety escort or travel in groups.
• Don’t broadcast that you might be walking home alone.
• Try to stay on main roads; avoid shortcuts through wooded areas, parking lots and alleys.
• Walk facing traffic.
• Walk with confidence and be aware of your surroundings.
• Have your keys ready before you reach your car or residence-door; check both inside and outside the car before getting in.
• Carry a whistle or a personal alarm.
• Enroll in a self-defense class.
• Attend the Georgia State Police Fight to Flight program.
• In dating situations, get to know a person really well before you are alone with that person. Be assertive and speak forcefully when someone exhibits inappropriate behavior toward you. Act immediately with some kind of negative response. Your best defense is clear thinking.

REPORTING SEXUAL ASSAULT
If you are assaulted, the shock of the assault may make it difficult for you to think clearly or move quickly, but if or when you are able to flee your assailant, get to a safe place and call the local or Georgia State Police as soon as possible. Also, contact a friend or a family member; it is important to seek the support and comfort of people you trust. A professionally trained counselor also can help. The Georgia State Police can refer you to one.

In addition to reporting sexual assaults to the Georgia State Police, such incidents should be reported to the Dean of Students when the perpetrator is a student, or to the Office of Affirmative Action if the perpetrator is a university employee.

In the case of a sexual assault, the victim’s medical and emotional needs are given first priority. The Georgia State Police will:
• Assist in obtaining emergency medical assistance or counseling;
• Provide transportation to a local hospital that offers services for sexual assault victims;
• Initiate a criminal investigation;
• Provide information about criminal procedures and prosecution.

Even if you are undecided about pressing criminal charges against your assailant, all physical evidence should be preserved. You should not bathe, douche, change clothes or remove any other evidence the assailant may have touched or dropped.

Try to remember your assailant’s description, direction of escape and the type of vehicle used. The Grady Hospital Crisis Center Hotline is 404-616-4861.
Georgia State University does not discriminate on the basis of sex in its education programs and activities and prohibits such discrimination by students, faculty and staff. Nondiscrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.), and the corresponding implementation regulations (34 C.F.R. Part 106).

Title IX prohibits sex discrimination. Sex discrimination constitutes sexual misconduct and includes both sexual harassment and sexual violence.

Did you know sexual misconduct is any kind of unwanted sexual contact including sexual contact with someone who is unable to give legal consent due to intoxication or being underage? Would it surprise you to learn that hooking up with your girl or boyfriend while drunk, posting/sharing revealing photos of someone without their consent, or showing/sending revealing photos to someone who doesn’t want to see them can all constitute sexual misconduct?

Reporting Sex discrimination/misconduct:
Sex discrimination including sexual misconduct should be immediately reported to a Georgia State University Title IX Coordinator. Sexual misconduct by University students, faculty or staff should be immediately reported to one of the University’s designated Title IX Coordinators as set forth below.

### TITLE IX COORDINATORS

1. **PRIMARY TITLE IX COORDINATOR** – Assistant Vice President for Opportunity Development/Diversity Education Planning
   **Responsibilities:**
   - Responding to reports of sexual misconduct by faculty and staff.
   - Overseeing Title IX complaints and identifying/addressing any patterns or systemic problems that arise during the review of such complaints, in consultation with the Office of Legal Affairs.
   - Conducting Title IX training.
   **Contact Information:**
   - Opportunity Development/Diversity Education Planning
   - 10 Park Place South, Suite 460
   - Atlanta, GA 30303
   - Tel: 404-413-3290
   - Email: lnelson@gsu.edu

2. **DEPUTY TITLE IX COORDINATOR STUDENT AFFAIRS** – Dean of Students
   **Responsibilities:**
   - Responding to reports of sexual misconduct by students.
   **Contact Information:**
   - Office of the Dean of Students
   - Student Center, Suite 300
   - Tel: 404-413-1515
   - Email: bstout@gsu.edu

3. **DEPUTY TITLE IX COORDINATOR/ATHLETICS** – Senior Associate Athletics Director for Compliance
   **Responsibilities:**
   - Responsible for the Title IX compliance of the Georgia State University athletic program (i.e. gender equity in the University athletics).
   **Contact Information:**
   - Athletics
   - Georgia State Sports Arena, Suite 201
   - Tel: 404-413-4004
   - Email: jboggs@gsu.edu

### UNIVERSITY POLICY:

1. Student Sexual Misconduct is governed by the Georgia State University Student Code of Conduct Sexual Misconduct Policy available at: www.gsu.edu/deanofstudents.

2. Employee Sexual Misconduct is governed by the Georgia State University Employee Handbook Policy No. 101.3 available at: http://managers.hr.gsu.edu/files/gravity_forms/1-026ecd3857a89f67b0161de291608bcf/2013/04/EmployeeHandbook.pdf.

### INQUIRIES:

Inquiries about Title IX may be addressed to the Title IX Coordinators listed above or the Office of Civil Rights (OCR).
THE SEXUAL ASSAULT BILL OF RIGHTS

Victims of campus-related sexual assaults shall be accorded the following rights by all Georgia State University campus officers, administrators and employees:

The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assist such victims to be accorded recognition.

The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The right to be free from any kind of pressure from campus personnel that victims (i) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (ii) report crimes as lesser offenses than the victims perceive them to be.

The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because (i) victims are somehow “responsible” for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes that would incur unwanted personal publicity.

The right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

The right to be made aware of, and assisted in exercising, any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing and transfer of classes if requested by the victims.

In addition to the above rights, students, whether sexual assault victims or not, have the right to habitability in campus accommodations for which the college receives any compensation, direct or indirect. Habitability shall mean an environment free from sexual or physical intimidation or any other continuing disruptive behavior that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocations, if reasonably possible, of the complainant to an acceptable, safe and secure alternative location as soon as practical, unless the conditions of nonhabitability demonstrate the necessity of immediate action by campus personnel.

These rights are established and are implemented in conjunction with the Georgia State University Harassment Policy and Procedures, which include informal procedures for counseling and mediation and formal complaint procedures.
REPORTING A CRIME

PROCEDURES FOR REPORTING A CRIME
You are encouraged to report all crimes that occur on or around Georgia State by:

- Calling Georgia State Police at 404-413-3333
- Talking to a Georgia State Police officer
- Using the emergency call boxes located around campus

WHEN A CRIME IS REPORTED
Georgia State Police pride themselves on making timely and thorough responses to all reports of criminal activity. General procedures are as follows:

- Officer(s) dispatched to crime site to compile a report of the incident
- Report is reviewed for accuracy and then assigned to the investigative unit
- Investigator (on call 24/7) contacts victim for follow-up interviews and proceeds with investigation
- Crime Prevention Unit contacts victim to follow-up and offer advice on prevention
- Top administrators at the university are notified of all serious crimes
- Suspects under arrest are taken to the Fulton County Jail or the City of Atlanta Jail for detention and processing

CRIME INFORMATION
Information about crime occurring at Georgia State is available through these sources:

- Daily crime summary of past 24 hours on e-mail listserv at http://listserv.gsu.edu/cgi-bin/wa?A0=SAFETY-HEALTH
- Firelog
- University weekly student newspaper (Signal)
- Incept programs
- Crime Prevention programs
- FBI Uniform Crime Reports
- Georgia State Police Department website at http://safety.gsu.edu/safety-you/safety-net

MISSING STUDENT REPORTS
Policies and procedures for proper, timely notification

POLICY
Each student who lives in University Housing must designate a person to be contacted ("Housing Emergency Contact") in the event the student is ever determined by the university to be missing from his/her on-campus residence. For students age 17 and under, the designated Housing Emergency Contact must be a custodial parent or guardian, except when the student shows proof of emancipation.

If a student who resides on campus is reported missing from his/her campus residence, University Housing will immediately notify the University Police Department. If the University Police Department determines that the student has been missing from his/her campus residence for 24 hours or more and has not returned to campus, then the University Police Department will notify the student’s Housing Emergency Contact as soon as possible, but in no event later than 24 hours after making this determination.

PROCEDURES
1. DESIGNATING A HOUSING EMERGENCY CONTACT
On-campus student residents are required to designate a Housing Emergency Contact when checking into University Housing. The Housing Emergency Contact information will be collected and maintained by University Housing on the student’s Key and Emergency Contact Card. Prior to issuing housing keys to the student, a Housing employee will check to confirm that student has completed the primary Housing Emergency Contact section on his/her Key and Emergency Contact Card.

Students age 17 and under must designate a custodial parent or guardian as their Housing Emergency Contact, except when the student shows proof of emancipation. Upon reaching the age of 18, students may change their designated Housing Emergency Contact upon request to a person who is not a custodial parent or guardian.

2. MISSING STUDENT REPORTS
Reports to the university of students missing from University Housing should be brought to the attention of the Director of Housing, or his/her designee, as soon as possible. The Director of Housing, or his/her designee, is responsible for immediately notifying the University Police Department of the report, together with the involved student’s Housing Emergency Contact information. Following notice to the University Police Department, the Director of Housing, or his/her designee, is responsible for immediate notifying the Dean of Students, or his/her designee, of the report.

3. DETERMINATION BY LAW ENFORCEMENT
If the University Police Department determines that a student has been missing from University Housing for 24 hours or more and has not returned to campus, then the University Police Department will contact the student’s Housing Emergency Contact as soon as possible, and in no event later than 24 hours following this determination.
TIMELY NOTICE

Policies and procedures for campus-wide notification in the event of criminal activity

POLICY
The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the “Clery Act”) requires the university to have a timely notice policy for issuing warnings to the campus community of certain criminal activities and a means to promptly distribute such warnings when such crimes occur and are considered to represent a serious or continuing threat to campus community members. These crimes include: homicides/murders, manslaughter; sex offenses (forcible and non-forcible), robbery, burglary, aggravated assault, motor vehicle theft and arson.

The Georgia State University Police Department works closely with the City of Atlanta Police Department and other law enforcement agencies to comply with the requirements of the Clery Act by reviewing current criminal activity and information, both on-campus and on the university’s adjacent public properties.

In the event that a situation comes to the attention of the University Police Department and is considered by the university to represent a serious or continuing threat to the campus community, the chief of the University Police Department, or his/her designee, in consultation with senior administrators and any other campus departments or other law enforcement agencies offering expertise believed necessary to making an appropriate decision, will issue a campus-wide “Timely Notice.”

PROCEDURES
Timely Notices will be distributed to all necessary members of the university community as soon after the incident as is reasonable, provided the university may release an alert to the community prior to all information being gathered about an incident when doing so would best serve the safety of the university community. Timely Notices may be communicated via:
1. Broadcast e-mail to the campus community, including students, staff and faculty.
2. Posting on the University Police Department’s web page and Safety and Security listserv.
3. Posting of written alerts in relevant campus buildings and appropriate surrounding areas when deemed advisable by the University Police Department. Written alerts shall remain posted for a period of up to fourteen (14) days, except when circumstances require an extended posting period, as determined in the professional discretion of the chief of the University Police Department, or his/her designee.

Timely Notices typically will include the information set forth below; provided, when circumstances are such that safety will best be served by sending out a Timely Notice before complete information is known, the university may initially distribute a Timely Notice comprised only of a description of the incident and appropriate safety recommendation:
1. A succinct statement of the incident
2. Appropriate safety recommendations
3. Physical description of the suspect
4. Any connection to previous incidents
5. Other relevant and important information
6. Date and time the Timely Notice was released

Broadcast e-mails to the university community shall be first authorized by the chief of the University Police Department, or his/her designee. The chief shall then distribute the e-mail Timely Notice to the University Police Department’s (1) major of police operations, (2) communications manager and (3) systems specialist. Any of these individuals may immediately implement the posting of the Timely Notice to the appropriate university listservs.

Anyone with information they believe warrants a Timely Notice should report the situation to the University Police Department, by phone (404-413-3333 off-campus; 3-3333 on-campus) or in person at the Police Department, 15 Edgewood Ave.; Atlanta, GA 30303 (at the corner of Edgewood Ave. and Park Place St).
Georgia State reports crime and fire statistics annually to the university community to keep its members informed about the nature and frequency of the incidents that have occurred on campus and other related university locations and public areas. Georgia State also participates in the FBI Uniform Crime Reports, and statistics may also be found in that publication.

### CRIMES ON MAIN CAMPUS 2010 TO 2012

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<th>ON CAMPUS</th>
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<th>NON-CAMPUS</th>
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### CRIMES ON ALPHARETTA CAMPUS 2010 TO 2012

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Note: Crimes reported in the residential facilities are also included in the on campus category. Georgia State had no reported Hate Crimes for the years 2010-2012. Hate crime statistics include those from manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, simple assaults, intimidation and damage/vandalism of property. *Non-forcible sex offenses based on the Clery Act for reporting purposes should only include incest and statutory rape. ** Statistics Not Required by Law. REFERRED – Referred for disciplinary action.
Alcohol and Drugs: Policies and Abuse Prevention

Alcohol and Drug Policy

Policy on Alcohol and Other Drugs

Introduction: Georgia State University is a dynamic learning environment. Its students, faculty, staff and guests interact in a wide variety of intellectual and social activities that extend beyond the classroom. The university promotes an alcohol-free campus environment but recognizes that alcoholic beverages may be available at university-related events. Such activities are consistent with the university’s cultural values when they foster moderation, accountability and safety in alcohol consumption by persons of legal drinking age.

To support responsible decision-making about drinking, Georgia State strives to make alcohol information and education available to all students. The Department of Student Health Promotion, together with the Counseling and Testing Center, developed the Integrated Alcohol and Other Drug Program (“IAOD Program”) to increase understanding about the responsible use of alcohol and the potentially harmful effects of alcohol and other drugs. Its mission is to create a low risk environment by supporting change in the campus culture and by educating and empowering students. The IAOD Program provides a comprehensive range of evidence-based alcohol and other drug prevention and intervention services as well as confidential counseling services for students with issues related to alcohol and drug use and abuse. Advocacy training is provided to campus stakeholders on an ongoing basis.

I. ALCOHOL POLICY

A. General. The university supports all federal, state and local laws relating to the use of alcoholic beverages. The unlawful possession, use, distribution, sale or manufacture of alcohol by members of the University Community (students, student organizations, staff and faculty) is strictly prohibited as is the possession, use, or sale of alcohol in violation of this Alcohol Policy.

1. Sale of Alcoholic Beverages on University Property. The sale of alcoholic beverages on any property owned or controlled by the University is strictly prohibited. Cash bars at on-campus events are not permitted and alcoholic beverages at on-campus events may not be paid for by selling tickets for them whether in advance or at the door.

2. Alcohol on University Property. Except as expressly permitted in this policy, the possession or consumption of alcoholic beverages on property owned or controlled by the university is strictly prohibited. Exceptions to this policy may be made on a case by case basis but only by the university President or his designee, the Office of Legal Affairs. Persons wishing to request an exception for a specific event may do so by completing the university’s Request to Serve Alcohol process described below in Paragraph C.1.

3. Legal Age. The legal age for possession and consumption of alcoholic beverages in Georgia is 21 and it shall be a violation of this Code Section for any member of the university community who is under the legal drinking age to possess or consume alcohol or for a member of the university community who is of legal age to provide alcohol to another member of the university community who is a minor.

B. University Housing. Residents of University Housing who are of legal drinking age may possess and consume alcohol in their on-campus residences and in the residences of other University Housing residents of legal drinking age in accordance with the restrictions set forth in the University Housing Community Living Guide set forth at: http://myhousing.gsu.edu/files/2013/03/2012_panthersGuideToCommunityLiving20122013.pdf. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation.

C. Events with Alcohol. Events with alcohol are subject to the policy requirements set forth below. These requirements are divided into two subcategories, depending on whether they are held on or off campus. For purposes of this policy, “campus” shall be understood to mean property owned or controlled by Georgia State University.
I. On-Campus Events with Alcohol.

This section governs all events held on the Georgia State University campus.

a. General Prohibition and Exceptions. Possession and consumption of alcohol on campus is prohibited except as specifically permitted by this policy or with the written permission of the university president or his designee, the Office of Legal Affairs, as more fully described in the following paragraph.

b. How to Request Permission to Serve Alcohol at an On-Campus Event. Persons who would like permission to have alcohol served at an on-campus event may seek approval to do so by having the event sponsor complete and route a Request to Serve Alcohol Form (“Request Form”) to the Office of Legal Affairs. The Request to Serve Alcohol Form is available at:


All applicable departments identified on the Request Form must indicate their support of the event by signing the Request Form prior to submission of the document to the Office of Legal Affairs for review. The Request Form must be received by the Office of Legal Affairs for consideration no less than two (2) weeks prior to the event. Permission to serve alcohol at an on-campus event, if granted, is conditioned on strict compliance with the requirements of this policy.

c. Review of Policy Requirements. The student group faculty/staff advisor (if a student organization is hosting the event) or the administrative supervisor of the group (if a university unit/subunit is hosting the event) is responsible for reviewing the provisions of this policy with the sponsoring group prior to the event. If the event is sponsored by an outside group, then this obligation is the responsibility of the authorized group representative identified on the corresponding Request to Serve Alcohol.

d. Prohibited Events. Events where the alcoholic beverages are the main focal point of the event are prohibited as are any events that contribute to alcohol overindulgence or abuse.

e. Limit Hours of Service. Service of alcoholic beverages must be discontinued after a reasonable time and any service that exceeds two total hours must cease at least one hour prior to the scheduled end of the event.

f. Advertising. Advertising for the event may not include specific reference to the fact that alcoholic beverages will be available.

g. No Sale of Alcohol on Campus. Because the sale of alcoholic beverages on any property owned or controlled by the university is strictly prohibited, cash bars at on-campus events are not permitted. Alcoholic beverages at on-campus events may not be paid for by selling tickets for them whether in advance or at the door.

h. Purchase of Alcohol. No state funds, including student activity fees or other funds maintained in university accounts, may be used for the purchase of alcoholic beverages. Student organization funds self-generated by an organization and maintained in off-campus bank accounts and Georgia State University Foundation funds may be used for the purchase of alcohol; provided, this provision may not be construed to allow alcohol for on-campus events to be paid for by selling tickets to the on-campus event, either in advance or at the door.

i. Sponsorships and Donations from Alcohol Industry. Student groups may not accept sponsorship or donations of alcoholic beverages from persons or entities whose primary focus of business is the manufacture, distribution or sale of alcohol products.

j. Who May Serve Alcoholic Beverages. The group sponsoring the event must use a licensed and insured caterer or TIPS (Training Intervention Procedures for Servers) trained server to serve alcohol at the event and to monitor the consumption of alcohol at the event; provided, there are limited circumstances when the president or his designee may grant university departments permission to serve alcohol without a caterer/TIPS server. The group sponsoring the event is responsible for providing the caterer/TIPS server.

The sponsoring group should encourage event attendees to have a designated driver who will refrain from drinking.
with a copy of this policy. The caterer/TIPS server must agree to abide by all of the requirements of the policy. No self-service of alcohol is permitted. No pass-service of alcohol is permitted at functions that students or minors may attend. For purposes of this policy, “pass service” shall mean the service of alcohol carried out by catering staff moving about the event facility and pouring or distributing wine or other alcoholic beverages for event attendees.

k. No Access to Common Source Containers. No common-source containers of alcohol (i.e., kegs, beer balls, champagne/punch fountains, punch bowls, frozen drink machines, etc.) may be used at any function unless there is a licensed caterer or TIPS trained server who is not a member of the sponsoring organization who will have sole access to the containers and will take responsibility for controlling the dispensing of alcoholic beverages in a legal and responsible manner.

l. Delivery and Removal of Alcohol. The alcohol must be on site with the caterer/TIPS server before the start time of the event (i.e., the caterer must bring the alcohol or the group sponsoring the event must deliver the alcohol to the caterer/TIPS server before the event starts). Alcohol may not be delivered once the event has started and all alcoholic beverages must remain inside the reserved or designated event space during the actual event. Any alcohol remaining at the end of the event must be removed from the premises by the event sponsor; provided, no alcohol may be released to a person who is visibly intoxicated. In the event there is alcohol remaining at the end of the event and the event sponsor is visibly intoxicated, then the remaining alcohol shall be poured out by the caterer/TIPS server prior to leaving the event facility.

m. No Underage Drinking. The group sponsoring the event is responsible for taking reasonable steps necessary to prevent underage drinking at the event.

n. Check Identification. If students or minors may attend the event, then the group sponsoring is responsible for designating persons responsible for checking the IDs of anyone ordering alcohol at the event who appears to be younger than 30 years of age. Persons designated to check IDs may not drink alcohol at the event and questionable forms of identification must be rejected.

o. Refuse to Admit or Serve Intoxicated Guests. No visibly intoxicated person should be admitted to the event or served alcohol at any function.

p. Safe Travel. A reasonable effort should be made to arrange a safe trip to and from the sponsored event for all attendees. The sponsoring group should encourage event attendees to have a designated driver who will refrain from drinking and should make taxi information available to event attendees.

q. Provide Non-Alcoholic Beverages. The group sponsoring the event must provide non-alcoholic beverages available for the duration of the event.

r. Serve Food. Food must be available for the duration of the alcohol service at the event.

s. Post Drinking Restriction in Prominent Places. Notices informing event attendees of the legal drinking age must be conspicuously posted at alcohol service locations at events where the event attendees may include students or members of the public who are younger than the legal drinking age.

t. Restrict Alcoholic Beverages to a Controlled Area. The group sponsoring the event must take reasonable steps to keep alcoholic beverages from being taken outside the predetermined boundaries for the event to prevent visibly intoxicated persons from entering the event and to prevent persons from leaving the event to drink and then being readmitted to the event.

The legal age for possession and consumption of alcoholic beverages in Georgia is 21.
u. **Arrange for Event Security.**

Georgia State University Police officer(s) must be present for any event at which minors may be in attendance or if 75 or more people may attend. The group sponsoring the event is solely responsible for paying the cost of hiring the number of required officers (officers require a four hour (4) minimum hire). At student events where minors may be in attendance, the officer(s) must be uniformed. The number of officers necessary to manage the event will be at the discretion of the Director of University Police. A greater number of officers may be required at events at which alcohol is to be served for more than two (2) hours. If event security is required, the officer(s) are to maintain a security presence and to respond to requests for intervention. They will maintain contact with the event sponsor, the event caterer/TIPS server, and event facility staff and are to intervene when circumstances warrant intervention, when there is a duty to act, and as reasonably requested by the event sponsor, caterer or facility staff.

v. **Review and Comply with other Applicable Policies.** Other policies may also govern on-campus events (i.e., fraternity and sorority risk management policies, University Special Event/Late Night Event Policy, chartered student organization requirements, NCAA requirements, etc.) and the group sponsoring the event is responsible for apprising itself of all compliance requirements applicable to the event.

w. **Cancellation for Non-Compliance.**

Failure to comply with the rules set forth in this policy, state law or with the University Alcohol Policy, as applicable, may result in the immediate cancellation of an event but will not release the group sponsoring the event from and all charges associated with the event. Failure to comply may also result in the loss of on-campus space reservation privileges, university disciplinary proceedings and/or criminal charges. Any alcohol remaining at an event cancelled for non-compliance with the University Alcohol Policy must be disposed of by the caterer/TIPS server before leaving the event facility and no reimbursement or other compensation shall be due to the group sponsoring the event for the alcohol or alcohol service.

x. **Co-Sponsored Events.**

Events co-sponsored by a student organization and a non-university entity are considered non-affiliated events that require executing of the university’s Facilities Use Agreement in addition to permission to serve alcohol at the event.

2. **Off-Campus Events with Alcohol.**

This section governs the following types of off-campus events:

1. events sponsored by chartered student organizations; and
2. events sponsored by university units if university students will be in attendance.

a. **Review of Policy Requirements.**

The student group faculty/staff advisor (if a student organization is hosting the event) or the administrative supervisor of the group (if a university unit/subunit is hosting the event) is responsible for reviewing the provisions of this policy with the sponsoring group prior to the event.

b. **Prohibited Events.** Events where the alcoholic beverages are the main focal point of the event are prohibited as are any events that contribute to alcohol overindulgence or abuse.

c. **Limit Hours of Service.** Service of alcoholic beverages must be discontinued after reasonable time and any service that exceeds two total hours must cease at least one hour prior to the scheduled end of the event.

d. **Advertising.** Advertising for the event may not refer in any way to the fact that alcoholic beverages will be available.

e. **Purchase and Sale of Alcohol.**

No state funds (including student activity fees or other funds maintained in university accounts) may be used for the purchase of alcoholic beverages.
Student organization funds self-generated by an organization and maintained in off-campus bank accounts and Georgia State University Foundation funds may be used for the purchase of alcohol. Cash bars are permitted at off-campus events and the cost of alcoholic beverages may also be paid for by selling tickets for them in advance or at the door.

f. Sponsorships and Donations from Alcohol Industry. Student groups may not accept sponsorship or donations of alcoholic beverages from persons or entities whose primary focus of business is the manufacture, distribution or sale of alcohol products.

g. Who May Serve Alcoholic Beverages. The group sponsoring the event must use a licensed and insured caterer or TIPS (Training Intervention Procedures for Servers) trained server to serve alcohol at the event and to monitor the consumption of alcohol at the event. provided, there are limited circumstances when the president or his designee may grant university departments permission to serve alcohol without a caterer/TIPS server. The caterer/TIPS server must be provided with a copy of this policy and must agree to abide by all of its requirements. No self-service of alcohol is permitted. No pass-service of alcohol is permitted at functions that students or minors may attend. For purposes of this policy, “pass service” shall mean the service of alcohol carried out by catering staff moving about the event facility and pouring or distributing wine or other alcoholic beverages for event attendees.

h. No Access to Common Source Containers. No common-source containers of alcohol (i.e., kegs, beer balls, champagne/punch fountains, punch bowls, frozen drink machines, etc.) may be used at any function unless there is a licensed caterer or TIPS trained server who is not a member of the sponsoring organization who will have sole access to the containers and will take responsibility for controlling the dispensing of alcoholic beverages in a legal and responsible manner.

i. Delivery and Removal of Alcohol. The alcohol must be on site with the caterer/TIPS server before the start time of the event (i.e., the caterer must have or bring the alcohol or the group sponsoring the event must deliver the alcohol to the caterer/TIPS server before the event starts). Alcohol may not be delivered once the event has started and all alcoholic beverages must remain inside the reserved or designated event space during the actual event. Any alcohol remaining at the end of the event must be removed from the premises by the event sponsor: provided, no alcohol may be released to a person who is visibly intoxicated. In the event there is alcohol remaining at the end of the event and the event sponsor is visibly intoxicated, then the remaining alcohol shall be poured out by the caterer/TIPS server prior to leaving the event facility.

j. No Underage Drinking. The group sponsoring the event is responsible for taking reasonable steps necessary to prevent underage drinking at the event.

k. Check Identification. If students or minors may attend the event, then the group sponsoring is responsible for designating persons responsible for checking the IDs of anyone ordering alcohol at the event who appears to be younger than 30 years of age. Persons designated to check IDs may not drink alcohol at the event and questionable forms of identification must be rejected.

l. Refuse to Admit or Serve Intoxicated Guests. No visibly intoxicated person should be admitted to the event or served alcohol at any function and a reasonable effort should be made to arrange a safe trip home for persons visibly intoxicated.

m. Provide Non-Alcoholic Beverages. The group sponsoring the event must have non-alcoholic beverages available for the duration of the event.

n. Serve Food. Food must be available for the duration of the alcohol service at the event.

o. Post Drinking Restriction in Prominent Places. Notices informing event attendees of the legal drinking age should be conspicuously posted at alcohol service locations. This requirement is particularly important for events where the event attendees may include students or members of the public who are younger than the legal drinking age.

Events where the alcoholic beverages are the main focal point of the event are prohibited.
p. **Restrict Alcoholic Beverages to a Controlled Area.** The group sponsoring the event must take reasonable steps to keep alcoholic beverages from being taken outside the predetermined boundaries for the event, to prevent visibly intoxicated persons from entering the event and to prevent persons from leaving the event to drink and then being readmitted to the event.

q. **Arrange for Event Security.** Groups sponsoring events with alcohol must provide adequate event security whenever a reasonable person would believe that the event poses an increased security risk due to the large numbers of people expected to attend, the possibility that minors will be in attendance, and/or the location or type of event. Sponsoring groups may not permit greater numbers of attendees than would reasonably be provided for by the number of security personnel present at the event.

r. **Safe Travel.** A reasonable effort should be made to arrange a safe trip to and from the sponsored event for all attendees. The sponsoring group should encourage event attendees to have a designated driver who will refrain from drinking and should make taxi information available to event attendees.

s. **Review and Comply with other Applicable Policies.** Other policies may also govern off-campus events (i.e., Greek risk management policies, University Special Event/Late Night Event Policy, chartered student organization requirements, NCAA requirements, etc.) and the group sponsoring the event is solely responsible for apprising itself of all compliance requirements applicable to the event.

D. **Student Travel.** Students participating in university-related travel (for such things as conferences, study abroad programs, athletic competitions, internships, co-ops, etc.) are bound by the legal drinking age of the state or country in which they are traveling but in all other respects this policy shall apply. Students traveling for such purposes may also be subject to any additional conditions placed on their travel (i.e., NCAA rules for student athletes, fraternity and sorority risk management policies).

E. **Tailgating.** Tailgating at Georgia State sporting events shall be subject to this policy and any additional tailgating policy adopted by the university. In the event of any inconsistency between the two, the university’s specific tailgating policy shall control.

II. **OTHER DRUGS**

The university supports all federal, state and local laws regarding the use of controlled or illegal substances. The unlawful possession, use, distribution, sale or manufacture of illegal substances by members of the university community (students, student organizations, staff and faculty) is strictly forbidden. The use of drugs in University Housing will result in termination of the Housing contract.

III. **RESPONSIBILITY FOR COMPLIANCE**

The individual adherence to these policies on alcohol and drugs shall be the personal responsibility of each member of the student body, staff, faculty or administration of the university.

Direct responsibility and accountability for the enforcement of these policies are imposed upon the direct administrative supervisors or members of the staff or administrators of the university having duties described in paragraph B above to ensure strict compliance with these policies.

Direct responsibility and accountability are imposed upon faculty/staff advisors to student organizations approved by the university, together with all elected or appointed officers thereof, to ensure strict compliance with these policies.

All chartered student organizations must implement a self-monitoring system to ensure compliance with this policy. The officers of each organization must certify in writing to the Office of the Student Activities each academic year that the organization is aware of and will comply with the provisions of this policy. Faculty/staff advisors, advisory boards, and student members of all student organizations must be familiar with the alcohol and drug policy and the sanctions for noncompliance. Further, they are required to report to the dean of students any cases of alcohol abuse, drug use or illegal service of alcoholic beverages.

ALCOHOL AND DRUG EDUCATION

Alcohol and drug abuse in a campus community is associated with a range of health, safety and crime issues. Therefore, the University Police Crime Prevention Unit offers DUI/Alcohol Awareness (see page 5) and works closely with other campus departments to encourage alcohol and drug education for students, faculty and staff.

PROGRAMMING FOR STUDENTS
GEORGIA STATE STUDENT HEALTH PROMOTION AND EDUCATION OFFICE

- Annual National Collegiate Alcohol Awareness Week with events, speakers, activities and literature
- Health Promotion web page (http://healthpromotion.gsu.edu/) offers alcohol and drug information
- Workshops for students groups
- Distribution of educational materials
- Workshop classes offered to Georgia State's 1010 University Orientation course
- Alcohol training offered to Residence Life assistants
- Alcohol use and awareness survey administered every two years
- Training for parents of incoming freshmen on “Talking to Your Kids About Alcohol”
- Alcohol 101 course for alcohol policy violators
- Referrals to the Georgia State Counseling Center and Atlanta community resources
- Resource Library with Alcohol and Drug Awareness information
- Alcohol and other drug programming committee

PROGRAMMING FOR FACULTY AND STAFF
GEORGIA STATE FACULTY AND STAFF ASSISTANCE SERVICES (www.gsu.edu/hr/31688.html)

- Substance Abuse Awareness for employees and family members
- Supervisory training for problem identification, constructive confrontation, resources for assistance with employee problems
- EAP assessments, counseling and/or referrals for substance abuse and/or tobacco cessations
- Faculty and Staff Assistance (FASA) web page for self-assessment and list of self-help resources
- Annual Alcohol and Drug Awareness Week — activities, resources, literature
- Pamphlets, books and videos on various aspects of substance abuse displayed in FASA-substance abuse section in Wellness Library
- Follow-up of employees who have undergone substance-abuse treatment, including back-to-work conferences
- Individual and/or group sessions available for related topics, and “Lunch ’n’ Learn” open sessions offered to the campus community
PROGRAM OVERVIEW
As part of the University Police Department, the Office of Emergency Management (OEM) is charged with coordinating and integrating all activities necessary to build, sustain and improve the university’s capability to mitigate, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made emergencies. OEM strives to accomplish this mission by managing the collective University Emergency Management Program; creating, revising and maintaining university-wide policy and plans related to emergency operations, essential communications, fire safety and strategic security initiatives. The University Emergency Management Program comprises the following major components:

- Emergency infrastructure in university buildings (Fire and Life Safety Systems)
- University Emergency Management Policy
- University Emergency Response Organization
- University Emergency Operations Plan
- University Emergency Notification Systems
- University Hazard Vulnerability Assessment and Mitigation Plan
- University Emergency Notification Guidelines and Procedures (Communication Plans)
- Building Emergency Coordinator Program
- Building Emergency Operations Plans and Evacuation Plans
- Critical Infrastructure Vulnerability and Threat/Hazard Assessments
- Fire/Life Safety Program
- CPR/AED/First Aid Program
- Scheduled testing of alarm systems and other life safety supporting infrastructure
- Regular evacuation and shelter-in-place drills
- Routine emergency training exercises (which may be drills, and table-top, functional and full-scale exercises)
- Operation and management of the Emergency Operations Center

The Georgia State Emergency Operations Plan (EOP) is written at the university level and applies to all colleges, divisions, departments, programs, research centers, administrative business service centers, and other operating units as described in the University Emergency Management (OEM) Policy. The principles in this plan incorporate operating procedures for handling emergencies resulting from fires, floods, storms, hazardous materials incidents, and other potential natural and man-made disasters. The plan uses the fundamentals of the Incident Command System and is in compliance with the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. The NIMS establishes a uniform set of processes and procedures emergency responders at all levels of government will use to conduct response and recovery operations. The University EOP establishes the foundation to coordinate the actions of personnel and to facilitate communication to and from the University Emergency Operations Center. Georgia State adheres to the University System of Georgia and the Georgia Emergency Management Agency’s (GEMA) “all hazards” concept for emergency planning where all emergencies or disasters are different with unique issues, but the consequences are typically the same.

The complexity of Georgia State locations and infrastructure, its large and varying population, range of external hazards in an urban environment and complexity of potential emergencies needing to be considered, means no single university “Emergency Operations Plan” will adequately ensure proper preparedness, response and recovery to all facilities and associated personnel in unpredictable situations. Therefore, each building has an Emergency Response Team (established through appointed Building Emergency Coordinators) that develops, maintains and tests an Emergency Operations Plan for their specific building. Emergency Operation Plans and individual response guidelines are produced, updated and published each year as part of the University’s Clery Act and Higher Education Opportunity Act compliance efforts, and are available on the Georgia State Police Department website http://safety.gsu.edu/emergency-management/.

OEM conducts numerous exercises with the Georgia State Police Department, external agencies and appointed Emergency Response Organization members each year, such as topic-specific training courses, table-top exercises, drills, and functional and full-scale exercises, and tests the emergency response procedures and notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.
EMERGENCY NOTIFICATION TO THE GEORGIA STATE COMMUNITY ABOUT AN IMMEDIATE THREAT

The Office of Emergency Management (OEM) monitors and receives information from various offices and departments on campus, such as the Georgia State Police Department and the Office of Research Integrity (Chemical, Biological and Radiation Safety), in order to notify the campus community in the event of an immediate threat.

If the Georgia State Police Department or OEM confirms there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all of the Georgia State community, OEM and PR and Marketing Communications will collaborate to determine the content of the message and will use some or all of the emergency notification systems described below to communicate the threat to the Georgia State community or to the appropriate segment of the community, if the threat is limited to a particular building or audience in the population. OEM and/or PR and Marketing Communications 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 first responders (including but not limited to Georgia State Police Department, Atlanta Police, Atlanta Fire and Rescue and/or supporting Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If a serious incident poses an immediate threat to members of the Georgia State community, the university has numerous systems in place for disseminating information quickly. Some or all of the methods of communication may be activated in the event of an immediate threat to the Georgia State campus community. These methods of communication include:

1. “PANTHER ALERT” — MULTIMODAL EMERGENCY NOTIFICATION SYSTEM (A REMOTELY HOSTED MASS NOTIFICATION SYSTEM)
   This system is designed to send e-mail, texts and/or phone messages to a large audience in a rapid manner. Faculty, staff and student contact information is loaded into this system and maintained through their personnel or student record. (Individuals must sign up to receive text messages, however.) While this system is effective for “initial alerts,” it is not designed to distribute multiple messages and allow for detailed situational awareness. Therefore, redundant communications measures are needed to supplement it. This system is tested once every semester.

2. OUTDOOR EMERGENCY BROADCAST SPEAKER SYSTEM
   This system allows Georgia State Police Department and OEM to notify the Georgia State community of a sudden emergency or incident that threatens life safety while they are in transit throughout the campus. This system has a severe weather warning horn/siren and voice capability and can be activated remotely through command modules installed in the Police Communications Center and the Office of Emergency Management. There are six speaker arrays throughout the campus. This system is tested once every semester.

3. WEB EMERGENCY NOTIFICATION SYSTEM
   This system is a web-based application that allows the university to broadcast an emergency alert banner on the university home page (www.gsu.edu) and may serve as a hyperlink to additional information and emergency response procedures. In the event of a significant emergency, this system is one of the primary means to provide updated information about an emergency as the situation changes. All other communications direct the Georgia State community to this system for additional and updated information. This system is tested once every semester.

4. INDOOR (REMOTE ACTIVATED) BUILDING PUBLIC ADDRESS SYSTEM
   This system allows Georgia State Police Department or OEM to remotely activate select buildings’ Public Address Systems throughout campus (all building- or floor-specific) and provide detailed information and emergency response guidance to the building occupants. This system is tested once every semester.

5. POLICE VEHICLE PUBLIC ADDRESS SPEAKERS
   Select police vehicles are outfitted with loud speaker systems that can be used in localized emergencies and to disseminate location- or event-specific information. This system is tested daily.

Georgia State community members are informed of these systems and capabilities during new student and employee orientation. Individuals interested in learning more about these systems should visit the OEM website at http://safety.gsu.edu/emergency-management, email eoc@gsu.edu requesting additional information, or call 404-413-0776.

Georgia State community members are encouraged to notify Georgia State Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Georgia State Police Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the Georgia State Police Department has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.
In compliance with state and city fire code, emergency response and evacuation procedures are tested at least four times each year for residence halls, high-rise buildings and public assembly areas. All other buildings conduct at least one evacuation (fire) drill each year. Students in residential facilities learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. University Housing and OEM do not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus and other factors such as the location and nature of the threat. In short-term and long-term building evacuations, the Georgia State Police Department, Housing program staff and/or OEM on the scene will communicate information to students about the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Georgia State Police Department, OEM (Fire Safety) and University Housing (for residential facilities) to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment and procedures so that repairs and corrections can be made immediately. OEM provides recommendations for improvements to the appropriate departments/offices for consideration. Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions from their resident assistants throughout the year. OEM trains Housing staff members in these procedures annually and is an on-going resource for the students living in residential facilities.

OEM conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. OEM coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities.
GENERAL EVACUATION PROCEDURES
An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of “gridlock.” The dense urban population, high number of resident students and use of transportation alternatives at Georgia State must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool or bicycle.

In a major emergency, the decision to implement city evacuation procedures rests with the city of Atlanta. In situations requiring immediate operations, public safety responders (police, fire, environmental health and safety) can also order an evacuation. When evaluating a possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.) and the recommendation of first responders.

When evacuating your building or work area:
• Stay calm; do not rush and do not panic.
• Safely stop your work.
• Gather your personal belongings if it is safe to do so. (Reminder: Take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
• If safe, close your office door and window; do not lock them.
• Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
• Follow any instructions from emergency responders.
• Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
• Move to the established assembly area and ensure accountability of building personnel is conducted in a timely manner.
• Report any known or suspected missing persons.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

SHELTERING-IN-PLACE PROCEDURES
If an incident occurs and the buildings or surrounding areas are unsafe to evacuate, or if it is unsafe to go outdoors because of hazardous materials, it is usually a safer alternative to remain indoors. Thus, a “shelter-in-place” decision is usually made by the first responder agencies (police, fire, HAZMAT teams) for individuals to stay indoors or remain in the building until conditions are safe to evacuate the building or resume normal operations.

Should the decision arise to “shelter-in-place,” follow these basic steps unless instructed otherwise by local emergency personnel:
• If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, go into the closest building quickly or follow instructions from emergency personnel on the scene.
• Locate a room to shelter inside. It should be:
  - An interior room.
  - Above ground level.
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
• Shut and lock all windows and close exterior doors.
• Turn off air conditioners, heaters and fans.
• Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
• Make a list of the people with you and ask someone (housing staff, faculty or other staff) to call the list in to the Georgia State Police Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
• Turn on a radio or TV and listen for further instructions.
• Make yourself comfortable.
• Stay calm and do not leave your shelter area until given the “All Clear.”
• Follow instructions from first responders.

FIRE SAFETY DEMONSTRATION
A summary of Georgia State’s proactive fire prevention/protection efforts:

**POLICY**

All Georgia State residence halls are “Smoke Free.” Open flame devices (for example, candles), halogen lamps, portable heaters and hot plates are prohibited in Georgia State residence halls. All portable electrical appliances shall be plugged into a wall outlet or into a power strip, which is plugged directly into a wall outlet.

In the event of a fire, the university expects all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact 911 and the police. Students and/or staff are informed where to go by staff if circumstances warrant at the time of the alarm. If fire alarms sound, university policy is that all occupants must evacuate the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity because this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke and to activate the alarm as they exit. The closing of doors or the activation of the alarm should not delay the exit from the building.

**TRAINING**

All housing residents, including those with special needs, and residence halls staff receive intensive and comprehensive fire safety training at the beginning of each semester as well as throughout the year upon request for additional training.

A quality control program that covers emergency and evacuation procedures is reviewed regularly by the Office of Emergency Management (OEM) and with the occupants and staff of each residence hall.

Emergency procedures and evacuation maps and instructions are posted on the inside of each bedroom door. Residents are also given a resident hall safety and security brochure, which contains information on campus safety and fire safety procedures and policies. Fire drills are conducted four times per semester in coordination with the local fire department and the OEM staff.

All residence halls and university buildings are inspected annually by the Georgia State Fire Safety Officer and all fire protection equipment is maintained, inspected and tested annually.

For more information or to request a fire safety program, please contact our fire safety officer at 404-413-9551.
## Annual Campus Fire Safety Reports

### Fires in Residential Facilities

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Year</th>
<th>Number of Fires</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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* Property Acquired

### Amenities in Residential Facilities

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<tr>
<th>Residential Facilities</th>
<th>Number of Floors</th>
<th>Fire Alarm Monitoring Done On Site (by GSUPD)</th>
<th>Full Sprinkler System</th>
<th>Sprinklered Trash Chute</th>
<th>Smoke Detection</th>
<th>Heat Detector</th>
<th>Fire Extinguisher Devices</th>
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<th>Fire Alarm Pull Stations</th>
<th>Pressurized Stairwells</th>
<th>Emergency Generators</th>
<th>Emergency Lighting</th>
<th>Evacuation Plans/Movement Plans</th>
<th>Number of evacuation (fire) drills each academic year</th>
<th>Protected Elevator Lobbys</th>
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</table>
Location of Emergency Call Boxes

EMERGENCY CALL BOXES
At present, there are 77 emergency call boxes located throughout the campus. The call boxes are located in the parking decks, parking lots and plazas and are also attached directly onto some buildings. You are encouraged to use these call boxes when requesting any of the services provided by the Georgia State Police Department. Please familiarize yourself with the location of the call boxes and how they operate.
EMERGENCY PHONE NUMBERS

AMBULANCE OR FIRE
9-911 (on campus)

POLICE EMERGENCY
404-413-3333

COMMUNICATIONS
404-413-2100

CRIME PREVENTION
404-413-3213

ADMINISTRATION
404-413-3230

OFFICE OF EMERGENCY MANAGEMENT
404-413-0783

SECURITY DIVISION
404-413-3224

INFORMATION DESK
Lost and Found • 404-413-3234
Safety Escorts • 404-413-2100
Vehicle Assists • 404-413-2100

HEALTH PROMOTIONS/
DRUG AND ALCOHOL PROGRAMS
404-413-1578