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Annual Security Report

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics (“Act”) using information maintained by the University Police, information provided by other University offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Georgia State University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including perspective students and employees, may obtain a paper copy of this report by contacting the University Police at 404-413-3213 or by visiting http://safety.gsu.edu/safety-you/safety-net/.

REPORTING CRIMES AND OTHER EMERGENCIES

The University has a number of ways for campus community members and visitors to report crimes, serious incidents and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University community that you immediately report all crimes to the University Police (404-413-3333) to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

VOLUNTARY, CONFIDENTIAL REPORTING

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. The University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining confidentiality. The purpose of a confidential report is to comply with your wish to keep your personal information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the University Police at 404-413-3211 to report concerning information. Callers may remain anonymous.

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

While the University has preferences that community members promptly report all crimes and other emergencies directly to the University Police at 404-413-3333 or 911, it also recognizes that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities” (CSA).

The Act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

The following CSAs are available to individuals reporting crimes:

<table>
<thead>
<tr>
<th>Campus Security Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Health Clinic</strong></td>
</tr>
<tr>
<td>(Confidential Disclosure)</td>
</tr>
<tr>
<td>141 Piedmont Avenue, Suite D</td>
</tr>
<tr>
<td>404-413-1950</td>
</tr>
<tr>
<td><strong>Counseling and Testing Center</strong></td>
</tr>
<tr>
<td>(Confidential Disclosure)</td>
</tr>
<tr>
<td>75 Piedmont Avenue, Suite 200</td>
</tr>
<tr>
<td>404-413-1640</td>
</tr>
<tr>
<td><strong>Student Victim Assistance Services</strong></td>
</tr>
<tr>
<td>(Confidential Disclosure)</td>
</tr>
<tr>
<td>75 Piedmont Avenue, Suite 239</td>
</tr>
<tr>
<td>404-413-1515</td>
</tr>
<tr>
<td><strong>Georgia State University Police</strong></td>
</tr>
<tr>
<td>(Law Enforcement Reporting)</td>
</tr>
<tr>
<td>15 Edgewood Avenue NE</td>
</tr>
<tr>
<td>404-413-3333</td>
</tr>
<tr>
<td><strong>Office of the Dean of Students</strong></td>
</tr>
<tr>
<td>(Incident Reporting - Sexual Misconduct by Students)</td>
</tr>
<tr>
<td>Student Center, Suite 300</td>
</tr>
<tr>
<td>404-413-1515</td>
</tr>
<tr>
<td><strong>Human Resources - Administration</strong></td>
</tr>
<tr>
<td>(Incident Reporting - Sexual Misconduct by Faculty/Staff)</td>
</tr>
<tr>
<td>1 Park Place South, Suite 308</td>
</tr>
<tr>
<td>404-413-2567</td>
</tr>
</tbody>
</table>

For a complete list of CSAs, please contact the University Police Department at 404-413-3333.

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Georgia State University to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.
Georgia State University is proud to have been a part of downtown Atlanta for more than 90 years. The university’s proactive approach to safety and crime prevention has succeeded in minimizing criminal activity on campus and promoting greater awareness and security.

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 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 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, 62 full-time security guards, 10 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, violence against women 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 62 full-time and 10 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 burglary 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
THESE PROGRAMS ARE OFFERED UPON REQUEST
(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 correlates 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.
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.

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.
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.

VAWA (Violence Against Women Act)
The Violence Against Women Act aims to address domestic and sexual violence, dating violence and stalking. It funds services to protect adult and teen victims of these crimes, and supports training on these issues, to ensure consistent responses across the country. One of the greatest successes of VAWA is its emphasis on a coordinated community response to domestic violence, sex dating violence, sexual assault, and stalking.

On March 7, 2013, President Barack Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill were amendments to the Clery Act that afforded additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking.

Georgia State is committed to providing policies, procedures and programs to all students, faculty and staff on VAWA. The Georgia State Sexual Harassment, Assault, and Abuse Prevention Education website at http://shape.gsu.edu provides information and resources related to sexual harassment, sexual assault and relationship violence. The goal is to provide information about:
• What to do after an assault.
• How to support a survivor.
• What your reporting options.
• How to get involved.
• How to prevent violence on the Georgia State campus.

Everyone has a role in creating a violence-free campus.

The Grady Hospital Crisis Center Hotline is 404-616-4861.

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.
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.

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.
UNIVERSITY TITLE IX
NOTICE OF NONDISCRIMINATION

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

I. PRIMARY TITLE IX COORDINATOR – Assistant Vice President for Opportunity Development/Diversity Education Planning
A. Responsibilities:
   1. Responding to reports of sexual misconduct by faculty and staff.
   2. 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.
   3. Conducting Title IX training.
B. 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
   A. Responsibilities:
      1. Responding to reports of sexual misconduct by students.
   B. 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 – Executive Senior Associate Athletics Director
   A. Responsibilities:
      1. Responsible for the Title IX compliance of the Georgia State University athletic program.
   B. Contact Information:
      Athletics
      Georgia State Sports Arena, Suite 201
      Tel: 404-413-4004
      Email: jboggs@gsu.edu

INQUIRIES:

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

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

2. 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.

3. The right to be free from any kind of pressure from campus personnel to: (1) not report crimes committed against them to civil/criminal authorities or to campus law enforcement/disciplinary officials; or (2) report crimes as lesser offenses than the victims perceive them to be.

4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because: (1) victims are somehow “responsible” for the commission of crimes against them; (2) victims are contributorily negligent or assumed the risk of being assaulted; or (3) by reporting crimes, the victim would incur unwanted personal publicity.

5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution affords the referred; and the right to be notified of the outcome of such proceeding.

6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining such information (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

7. 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.

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

9. 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.

10. In addition to the above rights, students, whether sexual assault victims or not, have a 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 practicable, unless the conditions of nonhabitability demonstrate the necessity of immediate action by campus personnel.
University Sexual Misconduct Policy

Georgia State University is committed to providing a safe learning environment that supports the dignity of all members of the University community. The University will not tolerate sexual misconduct and strongly encourages members of the University community to promptly report instances of sexual misconduct. All reported instances of sexual misconduct shall be reviewed and responded to promptly, thoroughly and impartially by University officials who receive annual training regarding sexual misconduct (e.g., resources for complaining and responding students, recognizing and challenging personal biases, common misconceptions or myths about Sexual Misconduct, conducting investigations, questioning processes, reviewing information) and related policies and procedures (e.g., the Sexual Misconduct policy, relevant Title IX regulations). The University will not tolerate sexual misconduct and will take necessary steps to end reported sexual misconduct. This policy describes the actions that will be taken in instances of alleged sexual misconduct by Students.

In addition, Georgia State University strives to create a campus community free of abuse, harassment and sexual and intimate partner violence. Georgia State University provides educational programming and training for Students, faculty and staff which address the role everyone can take to create a violence-free campus. For more information, please visit: shape.gsu.edu.

EDUCATIONAL PROGRAMMING
Acts of Sexual Misconduct devastate victims and the campus community. For this reason, Georgia State University engages in risk reduction strategies emphasizing the collective responsibility of the campus community to reduce the risk of Sexual Misconduct. As a part of that effort, Georgia State University provides Sexual Misconduct prevention and education programs for new Students as well as ongoing prevention/awareness campaigns for all Students. The programs incorporate risk reduction strategies and include bystander intervention training thereby enabling community members to take a role in preventing and interrupting incidents of Sexual Misconduct. The programs also provide information regarding relevant resources, including information regarding this Sexual Misconduct Policy. For detailed information about programming and resources, please visit: shape.gsu.edu.

DEFINITIONS
“Sexual Misconduct” is a violation of University policy and Federal law and may also result in criminal prosecution. Sexual Misconduct, as defined by this policy includes Dating Violence, Domestic Violence, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Harassment, and Stalking each as more fully defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Examples of actions and situations that may constitute Sexual Misconduct may include, but are not limited to, the following:

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

• the length of the relationship;

• the type of relationship;

• the frequency of interaction between the persons involved in the relationship.

“Domestic Violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from
that person’s acts under the domestic or family violence laws of the jurisdiction.

“Non-Consensual Sexual Contact” means:
• Deliberate indecent and/or unwelcomed brushing, touching, grabbing, pinching, patting, hugging and/or kissing of a person’s intimate parts (including genitalia, groin, breast or buttocks), or clothing covering any of those areas without Effective Consent;

OR
• Using physical force, violence, threat, intimidation or coercion to cause a person to touch his or her own or another person’s intimate parts.

“Non-Consensual Sexual Intercourse” means penetration (anal, oral, or vaginal) by a penis, tongue, finger or inanimate object that occurs without Effective Consent.

“Sexual Exploitation” means taking sexual advantage of another person without Effective Consent which includes, but is not limited to:
• Causing or attempting to cause Incapacitation in order to gain sexual advantage over such other person;
• Causing the prostitution of another person;
• Recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts (genitalia, groin, breasts, or buttocks) of another person;
• Going beyond the boundaries of consent such as allowing others to secretly watch you engage in consensual sex or sexual activity;
• Reproduction of a recorded consensual sexual act without Effective Consent for distribution (e.g. online posting of videos, photographs, or audios depicting a consensual sexual act);
• Engaging in voyeurism;
• Engaging in exhibitionism and intentionally exposing oneself in an unwelcomed manner;
• Knowingly or recklessly exposing another person to a significant risk of a STI (Sexually Transmitted Infection) or HIV.

“Sexual Harassment” means unwelcome conduct, based on sex or gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person’s University employment, academic performance or participation in University programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. The exclusive purpose of this Policy is to protect Students from sex discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution. Sexual Harassment may, when unwelcome, include:
• sexual advances;
• requests for sexual favors,
• acts of sexual violence;
• leering – i.e., staring in a sexually suggestive manner;
• making offensive remarks about looks, clothing or body parts;
• telling sexual or lewd jokes, making sexual gestures or displaying pornography;
• sending, forwarding or soliciting sexually suggestive letters, notes, emails or images;
• gender-based activity, not of a sexual nature, e.g., gender harassment and gender identity harassment.

“Stalking” means engaging in a course of conduct directed toward another person that would cause a reasonable person to:
• fear for his or her safety or the safety of immediate family members or close acquaintances;

OR
• suffer substantial emotional distress.

GENERAL DEFINITIONS:
“Coercion”
The intimidation of a victim to compel the individual to do some act against his or her will by the use of psychological pressure, physical force, and/or threats.

“Complainant” means any person(s) who initiates an alleged violation of the Student Code of Conduct and Administrative Policies and Procedures.

“Dean of Students” means the administrative officer bearing this or similar title. This definition is only applicable to the Sexual Misconduct Policy.

“Dean of Students Designee” means the administrative officer appointed by the Dean of Students to review complaints and participate in the resolution process as outlined in this policy.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused Student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent.

All reported instances of sexual misconduct shall be reviewed and responded to promptly, thoroughly and impartially by University officials.
“FERPA” means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of Student education records. The law applies to Georgia State University as a recipient of funds under an applicable program of the U.S. Department of Education. (For more information: http://www.gsu.edu/registrar/FERPA.html).

“Force” means physical force, violence, threat, intimidation or coercion.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments.1 The question is whether the accused Student knew, or a sober, reasonable person in the position of the accused Student should have known, that the Complainant was Incapacitated. Because Incapacitation may be difficult to discern, Students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

“Intimidation” means to frighten into submission, compliance, or acquiescence. Intimidate implies the presence or operation of a fear-inspiring force.

“Preponderance of Information” means that a charged violation is proven if the Information in support of the charges is more credible and convincing to the mind than the opposing Information. This standard does not require Information that frees the mind from doubt but, rather, is met when the Information when reviewed as a whole indicates that responsibility for the charged violation is more probable than not. Information as used in the statement can be any observation, admissions, statement, or document which would either directly or circumstantially indicate that the charged violation has occurred.

“Reflected” means the Student(s) or Student Organization charged with violating one or more of the provisions of the Sexual Misconduct Policy and/or Student Code of Conduct and Policies.

“Responding Student” means a Student or Student Organization named in a Sexual Misconduct complaint, but not yet charged with violating the Sexual Misconduct Policy and/or Student Code of Conduct and Policies.

OPTIONS FOR DISCLOSURE AND REPORTING

The options for disclosure and reporting Sexual Misconduct are listed below and assistance is available upon request to help Students review these disclosure and reporting options. University support services are available to Students regardless of whether they choose to formally report the violation to the University or to law enforcement. A list of on and off campus support services/resources is included at the conclusion of this policy and is also available online at shape.gsu.edu.

A. CONFIDENTIAL DISCLOSURE: Sexual Misconduct may be disclosed confidentially at the following locations:

(1) Georgia State University Counseling and Testing Center, Suite 200, 75 Piedmont Ave., NE, 404-413-1640;

(2) Georgia State University Student Health Clinic, Suite D, 141 Piedmont Ave., NE, 404-413-1950; or

(3) Georgia State University Student Victim Assistance Services, Suite 239, 75 Piedmont Ave., NE, 404-413-1965.

Disclosures made to the health care providers and Student Victim Assistance Services staff at the locations listed above will be held in strict confidence and will not serve as notice to the University requiring initiation of a review of the disclosed conduct. IMPORTANT NOTE: All University employees except those described above serve as Responsible Employees who are required to share all reports of Sexual Misconduct with administrative officials for University review per the instructions below.

B. UNIVERSITY REPORT: Sexual Misconduct by members of the University community should be immediately reported to one of Georgia State University’s Title IX Coordinators as described below:

(1) Sexual Misconduct by Students should be reported to the Dean of Students, Office of the Dean of Students, Suite 300, Student Center, 404-413-1515, deanofstudents@gsu.edu.

(2) Sexual Misconduct by faculty or staff should be reported to the Assistant Vice President of Human Resources Administration and Opportunity Development/Diversity Education Planning (ODDEP), 1 Park Place South, Suite 308, 404-413-2567.
Upon receiving a report of Sexual Misconduct, Title IX Coordinators are responsible for overseeing the University’s response to such reports, and identifying as well as addressing any patterns or systemic problems revealed by such reports. This would include ensuring that immediate and appropriate steps are taken to investigate or otherwise determine what occurred. When investigations reveal that reported Sexual Misconduct creates a hostile environment, the Title IX Coordinator is responsible for taking prompt and effective steps reasonably calculated to end the Sexual Misconduct, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects.

The University will protect confidentiality by not disclosing the Complainant’s information to anyone outside the University, except as required by law. Within the University, a Complainant’s request for confidentiality must be balanced by the University with its responsibility to provide a safe and non-discriminatory environment for the University community. Where the University cannot take disciplinary action against a Student because of a Complainant’s insistence upon confidentiality, the University’s response will be limited but it will pursue other steps where available to limit the effects of the alleged Sexual Misconduct and attempt to prevent its recurrence.

C. LAW ENFORCEMENT REPORT*: Sexual misconduct may be reported to campus or local law enforcement agencies. University officials are available to provide assistance with making such reports, upon request. Reporting to law enforcement is not required.

*Students who are considering filing a University Report or Law Enforcement Report of Sexual Misconduct are encouraged to preserve any evidence of Sexual Misconduct. Examples of evidence that would assist in an investigation of Sexual Misconduct include such things as: (1) clothing worn during the incident including undergarments; (2) sheets, bedding, and condoms, if used; (3) list of witnesses with contact information; (4) text messages, call history, social media posts; and (5) picture of injuries.

D. FEDERAL AND STATE LAW DISCLOSURE REQUIREMENTS: Federal and state laws require universities receiving federal funds to establish certain programs, policies, and procedures and to distribute an annual report describing the information and providing statistics regarding certain crimes on campus including sex offenses, dating violence, domestic violence, and stalking. The Georgia State University annual report and information regarding these programs, policies, procedures and statistics are available online: http://safety.gsu.edu/safety-you/safety-net

RETAILIATION
Retaliation against any member of the University community who makes a report of sexual misconduct or cooperates in the review of such report is strictly prohibited and is a violation of the Sexual Misconduct Policy. Retaliation includes intimidation, harassment, threats, or other adverse action or speech. Retaliation of any kind should be promptly reported to one of Georgia State University’s Title IX coordinators as described below:

A. RETALIATION BY STUDENTS
should be reported to the Dean of Students, Office of the Dean of Students, Suite 300, Student Center, 404-413-1515, deanofstudents@gsu.edu.

B. RETALIATION BY FACULTY OR STAFF should be reported to the Assistant Vice President of Human Resources-Administration and Opportunity Development/Diversity Education Planning (ODDEP), I Park Place South, Suite 308, 404-413-2567

INTERIM ACTION
In an effort to support the individuals involved during the review process, the Dean of Students may take interim action as appropriate. Examples of interim action include:

A. Imposing a restriction that requires the Students to have no contact with each other throughout the process.

B. Directing appropriate University officials to alter Students’ academic, housing or employment arrangements, while minimizing the burden of any arrangements on the Complainant.

C. The University will provide information about how to obtain an order of protection. The University will honor protective orders and support Students protected by such orders by making information and referrals available regarding enforcement through the court.

D. Other interim actions that may be taken by the Dean of Students are stated in Section IIIB6 of the Student Code of Conduct.

REVIEW PROCESS
The Dean of Students will assign a Dean of Students Designee (“Designee”) to conduct a timely review of all complaints of sexual misconduct including complaints made anonymously or by a third party. Absent extenuating circumstances, review and resolution shall take place within sixty (60) calendar days of receipt of the complaint. A preliminary review of all complaints will be conducted, including contacting individuals identified in the complaint, in order to determine the nature of the incident as well as any necessary interim action (see Interim Action above). Based upon the findings of fact during the preliminary review, the Designee, having
Retaliation includes intimidation, harassment, threats, or other adverse action or speech. Retaliation of any kind should be promptly reported to one of Georgia State University’s Title IX coordinators.

consulted with the Dean of Students may determine:

A. there is insufficient Information to pursue the investigation further. In such cases, the Designee will meet with the Complainant and the Responding Student separately to review the preliminary findings and the matter will be closed with no further action.

B. the Complainant is reluctant to pursue the matter. In such cases, the Designee will determine whether there is sufficient independent Information to support the complaint without the participation of the Complainant. The Designee will notify the Complainant if the University intends to pursue the complaint and inform the Complainant of their rights in the process including the option to become involved again in the future.

C. a more comprehensive review is necessary. In such cases, the Designee will commence a prompt, fair and impartial review including:

- developing a strategic investigation plan;
- meeting with the Complainant to finalize the Complainant’s statement, which will be drawn up by the Designee as a result of this meeting;
- interviewing all relevant witnesses, summarizing the Information they are able to share and having each witness sign the summary to verify its accuracy;
- obtaining all documentary Information that is available;
- obtaining all physical evidence that is available;
- completing the review promptly by analyzing all available Information without unreasonable deviation from the intended timeline.

CHARGES

Based upon the findings of fact during the review process, and consultation with the Dean of Students, the Designee may initiate Student Code of Conduct (the “Code”) and/or Sexual Misconduct Policy charges, as necessary. The Designee will promptly send the Student who is charged (the “Referred”) and the Complainant a letter identifying all charges against the Referred for alleged violations of the Code and/or Sexual Misconduct Policy. The charge letter will specify allegations of misconduct in sufficient detail to enable the Referred to respond. If the investigation does not result in charges, the Responding Student and the Complainant will be notified in writing.

INFORMAL RESOLUTION

Members of the University community who have experienced sexual misconduct by a Student may request mediation as an informal resolution. Mediation is not an option in instances involving allegations of sexual assault, rape, or other behavior believed by the Dean of Students to jeopardize the safety of the University community. At any point during an informal resolution process, the Complainant may elect to terminate the informal process, and initiate a Formal Resolution through the Sexual Misconduct Policy.

FORMAL RESOLUTION

A. Administrative Conference

(1) The Referred will be required to attend an Administrative Conference with the Designee within five (5) Business Days from the date of the charge letter. If the Referred fails to schedule or attend the required Administrative Conference the Designee may proceed with the case in the Referred’s absence, including making an administrative decision about the Referred’s responsibility regarding the charges. At the Administrative Conference, the Designee will provide the Referred with the following:

- an explanation of the charges;
- a copy of the Code;
- a copy of the complaint;
- a copy of any written report resulting from the Review Process;
- a review of the Referred’s due process rights:
  - the right to a notice In Writing of all charges; and
  - the right to a prompt and fair hearing before an impartial Hearing Panel who may not include the person(s) who brought the charges;
- an explanation of the General Conduct process including:
  - the opportunity to admit responsibility for the alleged violation, which requires choosing to have the Designee resolve the case administratively in lieu of a Hearing;
  - the opportunity to deny responsibility for the alleged violation and have a formal Hearing;
• the opportunity to appear in person at a Hearing or not to appear with assurance that the failure to appear shall not be construed as indicative of responsibility;
• the opportunity to select an Advisor of his or her choice to accompany and advise the Referred during a Hearing or administrative resolution process;
• the opportunity to call witnesses to present Information on behalf of the Referred;
• the right to a list of witnesses who will appear against him or her;
• the opportunity to ask the Hearing Panel to pose specific questions to any witness;
• the opportunity to receive a copy of the record of a Hearing, and;
• the opportunity to appeal the decision as provided in the Code.

(2) At the Administrative Conference the Referred must choose to: (a) accept responsibility for the charges and have the Designee administratively resolve the case; (b) not accept responsibility for the charges, but waive a Sexual Misconduct Board hearing and have a Designee administratively resolve the case; or (c) not accept responsibility for the charges and have a hearing before the Sexual Misconduct Board. Ordinarily, the Referred’s preference will be honored. However, the University reserves the right to determine the process to be used when an interim action has been imposed upon the Referred.

B. Administrative Resolution
If the Referred accepts responsibility for the charges or does not accept responsibility for the charges, but waives a hearing before the Sexual Misconduct Board, their case will be resolved administratively:
(1) The Referred and the Complainant will be notified in writing of the name and title of the Designee who has been assigned to resolve the case. No later than three (3) business days after receiving written notice, both the Referred and the Complainant may challenge the selection of the Designee on the grounds of personal bias by submitting a written statement to the Dean of Students setting forth the basis for the challenge. The Dean of Students will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement Designee will be appointed to administratively resolve the case.
(2) The Designee will meet with the Referred who will have the opportunity to provide a statement regarding the alleged misconduct along with any other supporting Information including the names of witnesses to be interviewed. The Referred may bring an Advisor to their meeting(s) with the Designee, however the Advisor may only confer with the Referred and may not participate in the proceedings.
(3) The Designee will also meet separately with the Complainant as well as with any witnesses whose names have been provided by the Referred or Complainant during their individual meetings. A good faith effort will be made to contact all witnesses (including faculty or staff) who may have relevant Information to obtain a statement from them. The Complainant and witnesses may bring an Advisor to their meeting(s) with the Designee, however the Advisor may only confer with the Complainant or witness and may not participate in the proceedings.
(4) If, during the course of a Hearing, new Information is introduced which indicates that additional violations of the Code have occurred, the Designee has the discretion to review the new Information and make a determination regarding responsibility for any additional violations.
(5) At the conclusion of all meetings, the Designee will determine whether it is more likely than not that a violation of the Sexual Misconduct Policy or Student Code of Conduct occurred and, if so, the appropriate disciplinary sanction(s) to apply.
(6) In determining the sanction(s), the Designee will consider any mitigating or aggravating factors, including any prior violations of the Student Code of Conduct.
(7) The Designee will inform both the Referred and the Complainant of the decision in writing. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any, and the right to appeal.

C. Sexual Misconduct Board Hearing
The Sexual Misconduct Board shall be comprised of five faculty, five Students and five staff members who shall be selected by the Vice President for Student Affairs and trained annually by the Dean of Students. If the Referred selects the Sexual Misconduct Board as the method of adjudication, the following process will be followed:
(1) Composition of the Hearing Panel
a) The Sexual Misconduct Board Hearing, as set forth in the Sexual Misconduct Board procedures, will be conducted by a Hearing Panel comprised of three members of the Sexual Misconduct Board. Absent extenuating circumstances, each Hearing Panel should include one faculty, one Student and one staff. The Dean of Students will identify the chair of the Hearing Panel.
b) The Sexual Misconduct Board will establish its own rules to govern the selection process for the members of each Hearing Panel.
(2) Pre-Hearing Procedures
a) The Hearing Panel members will be notified in writing of their selection.
b) The chairperson will convene the Hearing Panel as soon as possible following receipt of the Referred’s selection of a Hearing route.
c) The chairperson, who may be assisted by a Dean of Students Designee, will prepare and send a written notice to the Referred and the Complainant no less than five (5) business days prior to the date set for the Hearing. The notice will be delivered personally or sent to the Referred’s and the Complainant’s official University email. The notice will include:
• A statement of the date, time, location and nature of the Hearing;
• A copy of the charges which specifies the allegations of misconduct in sufficient detail to enable the Referred and the Complainant to respond;
• A list of the names of all Hearing Panel members, and the university address of the chairperson.
d) If the Referred or the Complainant cannot attend the Hearing on the date scheduled for the Hearing due to extraordinary circumstances, he/she must notify the Hearing Panel chairperson with a written request to reschedule, including reasons for the request, no later than three (3) business days prior to the Hearing. The chairperson will determine whether to approve or deny the request to reschedule the Hearing.
e) If the Complainant does not want to participate in the formal resolution process, the University reserves the right to present the case in his/her absence.
f) The Complainant, the Referred and the Hearing Panel may arrange for witnesses to present pertinent Information to the Hearing Panel. The University will try to arrange the attendance of witnesses who are members of the University community, if reasonably possible, and who are identified by the parties at least three (3) business days prior to the Hearing. The attendance of witnesses who are not members of the University community must be secured by the party wishing to have the witness present Information to the Hearing Panel. Attendance of witnesses at the Hearing is preferred, however it is acceptable to obtain and present written, signed statements from witnesses if they are unable to attend.
g) No later than three (3) business days prior to the Hearing, the parties will exchange the following Information in writing:
• A list of the names of the witnesses who may be called to speak at the Hearing;
• A concise summary of the anticipated statements of each witness;
• Copies of all documents or notarized statements to be presented at the Hearing;
• The name and title of the person who will present the findings of the Review Process on behalf of the University;
• The name of the Complainant and the name and title of the Complainant’s Advisor, if any; and,
• The name of the Referred and the name and title of the Referred’s Advisor, if any.
h) Both the Referred and the Complainant may challenge the participation of any member of the Hearing Panel on the grounds of personal bias by submitting a written statement to the chairperson setting forth the basis for the challenge no later than three (3) business days prior to the Hearing. The chairperson will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement member will be appointed to
serve on the Hearing Panel. If a challenge is filed against the chairperson, the Dean of Students will determine whether to uphold or deny the challenge.

i) Members of the University community will be expected to comply with any request or directive issued by the chairperson in connection with a Student conduct proceeding, unless compliance would result in significant personal hardship or substantial interference with normal university functions.

(3) Hearing Procedures

a) All Hearings regarding Sexual Misconduct charges against individual Students or Student Organizations will be closed in accordance with FERPA. The deliberation stage of all Hearings shall also be closed.

b) The chairperson will preside at the Hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although challenges to the introduction of specific statements or documents may be considered by the chairperson on the basis of the relevance to the charges. Information regarding prior misconduct will not be considered for the purpose of determining responsibility, but may after a finding of responsibility has been made, be considered for purposes of determining appropriate sanctions. The chairperson may establish reasonable limits upon the time allotted to the Referred and the Complainant for oral presentation and presentation of witnesses.

c) The University will present the findings of the Review Process that resulted in Code charges.

d) When participating in the Hearing, the Complainant has the right to present Information (e.g., Complainant’s description of the incident, witness statements and document) which supports the Code charges.

e) The Referred has the right to present Information (e.g., the Referred’s description of the incident, witness statements and documentation) on his/her own behalf which supports the denial of responsibility for the alleged Code violations.

f) All Information, including hearsay, may be considered by the Hearing Panel, however the Hearing Panel may exclude Information during the Hearing if it is not reasonably linked to the alleged Code violation(s). Questions about, or the consideration of any Information regarding, the Complainant’s prior sexual conduct with anyone other than the Referred Student are prohibited. The Hearing Panel will determine, during deliberations, the weight or credibility of the Information.

g) Both the Referred and Complainant may be assisted throughout the proceeding by an Advisor. The Advisor may only communicate with his or her respective party and not directly to the Hearing Panel or other parties involved.

h) Attendance of witnesses at the Hearing is preferred, however it is acceptable to obtain and present written, signed statements from witnesses if the witnesses are unable to attend. Each party is responsible for securing the attendance of any witnesses they believe should be questioned by the Hearing Panel.

i) Witnesses will be excluded from the Hearing, except during their specific witness testimony.

j) Witnesses may only be questioned by the Hearing Panel, however the Referred and Complainant will have the opportunity to ask the Hearing Panel to pose specific questions to any witness.

k) A record shall be made of the Hearing. A copy of the record is available to the Referred or the Complainant upon payment of the cost of making the reproduction.

l) Any falsification of Information or false testimony by any party or witness may subject that party or witness to disciplinary action in accordance with the Code.

m) If, during the course of a Hearing, new Information is introduced which indicates that additional violations of the Code have occurred, the Hearing Panel has the discretion to review the new Information and make a determination regarding responsibility for any additional violations.

n) Upon the conclusion of the Information stage of the Hearing, the Hearing Panel will adjourn to review the Information to determine whether it is more likely than not (i.e., by the Preponderance of Information) that the Referred is responsible for having violated the Code and appropriate sanctions, if any. During deliberations, the Hearing Panel will determine the weight and credibility of the Information presented by the parties. The deliberation stage will be closed to all but Hearing Panel members.

o) After deliberating, the Hearing Panel shall make a non-binding recommendation to the Dean of Students within five (5) business days of the Hearing regarding the responsibility for the violation(s) and appropriate sanction(s).

p) The Dean of Students shall then make a final decision concerning responsibility for the violation(s) and the imposition of sanctions, if any, within five (5) business days of the receipt of the Hearing Panel’s recommendation.

q) The Dean of Students will inform the Referred and the Complainant of the decision in writing. The written decision will include a statement of the charges, the determination, the sanctions to be imposed, if any, and their right to appeal.

r) The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

D. Sanctions

(1) Students or Student Organizations who are found to be responsible for a violation of the Sexual Misconduct Policy
will be subject to one or more sanctions, which may be imposed on a temporary or permanent basis.

(2) Sanctions take effect as soon as they are imposed by the Dean of Students or Designee following a determination of Student responsibility for a Code violation and remain in effect for the period imposed unless and until overturned on appeal.

(3) Repeated violations of the Code may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

(4) Sanctions for Individual Students:
   a) Written Reprimand: A written statement that the Student has violated regulations and notice that continuation or repetition of Code violations may result in more severe action.
   b) Educational Sanctions: Sanctions assigned by the Dean of Students or Designee such as community service, letters of apology, educational workshop, essays or research papers.
   c) Disciplinary Probation: Removal of the Student from good disciplinary standing. Additional restrictions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation or other University rules committed during the probationary period will subject the Student to further discipline, including suspension or expulsion.
   d) Restitution: Reimbursement for damage or loss caused to others.
   e) Suspension: Temporarily banned from attending classes and/or other Student privileges for a defined period of time. Course credit earned at other institutions while on suspension may not be transferred to GSU. Students who are placed on suspension (including interim suspension from the University) will be administratively withdrawn from their courses and assigned grades of W or WF (depending on whether they have exceeded their maximum number of withdrawals allowed).
   f) Expulsion: Termination of Student status in the University community. This means that a Student is permanently banned from all classes, services, events, and property owned or controlled by Georgia State University.
   g) Transcript Annotation: Temporary for a period of five years or permanent, as designated.

(5) Sanctions for Student Organizations:
   a) Written Reprimand: A written statement that the Student organization has violated regulations and notice that continuation or repetition of Code violations may result in more severe action.
   b) Educational Sanctions: Sanctions specified by the Dean of Students or Designee such as alcohol awareness, risk management programs, community service, letters of apology, education workshops, essays or research papers.
   c) Restrictions - Restriction of some or all of the organization’s activities or privileges, including, but not limited to, use of University facilities, social or recruitment activities.
   d) Suspension of University Charter - Temporary severance of the organization’s relationship with the University for a specific period of time. The period of time and any requirements which must be satisfied prior to re-registration must be specified.
   e) Recommendation for Charter Revocation - An official request to a national office that the local chapter’s charter be revoked.
   f) Revocation of University Charter - Permanent severance of the organization’s relationship with the University.

E. Appeals
The Complainant and the Referred Student may appeal the final determination. Grounds for appeals are limited to new Information that was not presented at the Hearing, procedural errors or that the sanction is disproportionate to the violation.

(1) To the Vice President for Student Affairs: Appeals of the decisions of the Dean of Students or Designee, including the dismissal of complaints for lack of sufficient Information, may be made in writing by submitting a letter (an electronic submission is not acceptable) to the Vice President for Student Affairs within five Business Days after the decision is made. Grounds for appeals are limited to new Information that was not presented at the Hearing, procedural errors, or that the sanction is disproportionate to the violation. The Vice President has the authority to uphold, remand, reverse or change the decision; decrease, increase or add sanctions; and, make a determination regarding responsibility for additional violations. Absent extenuating circumstances, the Vice President will make a decision on the appeal within 15 Business Days.

(2) To the President: Appeals of the decision of the Vice President for Student Affairs may be made to the President of the University within five Business Days after the Vice President’s decision is made. The President has the authority to uphold, remand, reverse or change the decision; decrease, increase or add sanctions; and, make a determination regarding responsibility for additional violations. The President’s decision shall be final at the University level. Absent extenuating circumstances, the President will make a decision on the appeal within 15 Business Days.

(3) To the Board of Regents: Should the aggrieved person be dissatisfied with the decision of the University President, he or she may apply to the Board of Regents of the University System of Georgia, without prejudice to his or her position, for a review of the decision. The application for review must be submitted in writing to the executive secretary of the Board within a period of 20 calendar days following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right but is within the sound discretion of the Board.

(4) In the event any position in the appeal route is vacant, the appeal should be directed to the individual at the next level of appeal.
## ON-CAMPUS
### Support Services/Resources

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<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Student Health Clinic</td>
<td>141 Piedmont Avenue, Suite D</td>
<td>404-413-1950</td>
</tr>
<tr>
<td>Student Victim Assistance Services</td>
<td>75 Piedmont Avenue, Suite 239</td>
<td>404-413-1515</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>Student Center, Suite 300</td>
<td>404-413-1515</td>
</tr>
<tr>
<td>Counseling and Testing Center</td>
<td>75 Piedmont Avenue, Suite 200</td>
<td>404-413-1640</td>
</tr>
<tr>
<td>Georgia State University Police</td>
<td>15 Edgewood Avenue NE</td>
<td>404-413-3333</td>
</tr>
<tr>
<td>Human Resources-Administration</td>
<td>1 Park Place South, Suite 308</td>
<td>404-413-2567</td>
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## OFF-CAMPUS
### Support Services/Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
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<tbody>
<tr>
<td>Atlanta Bar Association</td>
<td>229 Peachtree St. NE, Suite 400</td>
<td>404-521-0777</td>
</tr>
<tr>
<td>Grady Rape Crisis Center</td>
<td>80 Jesse Hill Drive</td>
<td>404-616-4861</td>
</tr>
<tr>
<td>DeKalb Medical Center – Hillandale</td>
<td>2801 DeKalb Medical Parkway Lithonia, GA 30058</td>
<td>404-501-8000</td>
</tr>
<tr>
<td>Gwinnett Sexual Assault Center</td>
<td>770-476-7407</td>
<td></td>
</tr>
<tr>
<td>United4Safety (LGBTQQI)</td>
<td>1530 DeKalb Avenue</td>
<td>404-688-2524 ext. 112</td>
</tr>
<tr>
<td>Partnership Against Domestic Violence</td>
<td>Address Confidential</td>
<td>404-873-1766 (Fulton)</td>
</tr>
<tr>
<td>Criminal Justice Coordinating Council</td>
<td>104 Marietta St NW, Suite 440</td>
<td>404-657-1956</td>
</tr>
<tr>
<td>Day League (formerly DeKalb Rape Crisis Center)</td>
<td>204 Church Street</td>
<td>404-377-1428</td>
</tr>
<tr>
<td>DeKalb Medical Center – North</td>
<td>2701 North Decatur Road</td>
<td>404-501-1000</td>
</tr>
<tr>
<td>Tapestri</td>
<td>3939 Lavista Road, Suite E</td>
<td>404-299-2185</td>
</tr>
<tr>
<td>Women’s Resource Center to End Domestic Violence</td>
<td>Address Confidential</td>
<td>404-688-9436</td>
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## NATIONAL CRISIS HOTLINES

<table>
<thead>
<tr>
<th>Service</th>
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</tr>
</thead>
<tbody>
<tr>
<td>National Sexual Assault Hotline</td>
<td>1-800-656-HOPE (4673)</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>1-800-799-7233</td>
</tr>
</tbody>
</table>
Sexual harassment is prohibited by Georgia State University, the University System of Georgia and by state and federal law. Sexual harassment is a form of prohibited sex discrimination. Georgia State University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for all employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the offender to disciplinary action which may include termination.

DEFINITION OF SEXUAL HARASSMENT

The Equal Employment Opportunity Commission definition, adopted by Georgia State University, states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing; or
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Georgia State University will not tolerate any form of harassing behavior to or from employees, consultants, contractors, or other non-employees.

REPORTING PROCEDURES

Any employee who feels that he or she has been the victim of harassment is encouraged to use the University’s internal procedures to resolve complaints. The supervisor is also responsible to report any knowledge of harassment. The complainant may elect to use any of three University procedures. The complainant may consult informally with a counselor (employees contact Faculty and Staff Assistance), with the University Ombudsperson, or the complainant may submit a formal complaint with the Opportunity Development/Diversity Education Planning Office. Complainants should note that informal resolution through the Ombudsperson Office or Faculty and Staff Assistance does not constitute “putting the University on notice” of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.
A counselor from Faculty and Staff Assistance or the Counseling and Testing Center is used when the complainant desires personal assistance in dealing with what appears to be a sexual harassment problem, and is outside the University’s mechanism for resolving complaints.

Actions of the Ombudsperson focus on communication, education, and possible resolution.

Formal complaint procedures through the Opportunity Development/Diversity Education Planning Office focus on investigation and discipline. A complainant may use any of the procedures initially, and may move among them as the situation dictates. Employees may also file harassment complaints with the appropriate state or federal agencies under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972.

SEXUAL IDENTITY POLICY

It is the policy of Georgia State University that an individual’s sexual identity will not be considered when making any personnel decisions. One’s sexual identity is strictly personal, and such information is prohibited from being used in any way by the University or its employees in employment decisions.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Title IX states, in part:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The policy of Georgia State University is to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, veteran status or disability.

Title IX prohibits sex discrimination. Sexual harassment is a form of prohibited sex discrimination. Students (male and female) and employees (faculty and staff) are protected from sexual harassment and may recover monetary damages.

The Title IX Coordinator is responsible for enforcing the law. Faculty, staff, and students can file complaints of sex discrimination with the Title IX Coordinator. Retaliation against complainants is prohibited.
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/AG=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.

The Housing Emergency Contact shall be confidential and accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation or as authorized by applicable law.

The Housing Emergency Contact shall be confidential and accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation or as authorized by applicable law.

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
7. Victim’s names will be withheld

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).
## Crime and Safety Reports

### Crimes on Main Campus 2011 to 2013

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>Sex Offenses, Forcible</td>
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<td>Larceny**</td>
<td>304</td>
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<td>Drug Law Arrests</td>
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<td>Drug Law Violations Referred+</td>
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<td>Weapons Possession Arrests</td>
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### Crimes on Alpharetta Campus 2011 to 2013

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td>Robbery</td>
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### Violence Against Women 2013

<table>
<thead>
<tr>
<th>Offense</th>
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</tbody>
</table>

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 2011-2013. Hate crime statistics include those from manslaughter, forcible and non-forcible sex offenses, national origin, gender identity, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, simple assaults, intimidation destruction/damage/vandalism of property and any other crime involving bodily injury. *Non-forcible sex offenses based on the Clery Act for reporting purposes should only include incest and statutory rape. **Statistics Not Required by Law. ***New reporting required under VAWA as of 2013. +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: http://universityattorney.gsu.edu/files/2013/07/Request-to-Serve-Alcohol-Form-Routing-Sheet.doc. 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.

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**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 appraising 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.

Georgia State Police Officer(s) must be present at any event with alcohol at which minors may be in attendance.
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.

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.

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 student 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
FACULTY AND STAFF ASSISTANCE SERVICES (FASA) (http://hr.gsu.edu/your-strategic-partners/employee-development-and-wellness-services/)

• Confidential assessments, counseling and referrals for substance abuse (including alcohol and other drugs)
• Tobacco cessation classes offered for individuals and groups
• Substance abuse awareness training for employees, retirees and eligible dependents
• Supervisory training, workplace consultations, assessment and referral resources for employees
• Educational pamphlets, books and videos on various aspects of substance abuse in the FASA Wellness Center Library
• Discharge and aftercare follow-up, including return-to-work transition (if applicable) for employees who have undergone substance-abuse treatment
• Individual and group consultations, and “Lunch n Learn” educational workshops
• Annual Alcohol and Drug Awareness Week — educational activities, materials, campus and community resources
Emergency Response Policy and Procedures

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/](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.
EMERGENCY RESPONSE
AND EVACUATION TESTING

An evacuation (fire) drill is coordinated by OEM each semester for all residential facilities on campus.

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.
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.
### FiRes in Residential Facilities 2011 to 2013

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### Residential Facilities Fire Safety Systems

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<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>
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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 Lobbies</th>
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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