2016 – 2017
ANNUAL SECURITY
AND FIRE SAFETY
REPORT

Jeanne Clery Disclosure of
Campus Security and Campus Crime
Statistics – “Clery Act”
Calendar Years 2014, 2015 & 2016

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Armstrong State University
Office of Public Safety
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Savannah, Georgia 31419
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(912) 344-3333
INTRODUCTION

Armstrong State University is a large and complex institution with a student body of over 7,000 and thousands of visitors each year. Armstrong State University consists of a main academic campus in Savannah and the Liberty Center in Hinesville. The Office of Public Safety and its members take the issue of campus safety and security seriously. Although the department is composed of dedicated and committed employees, maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. Safety is a shared responsibility that involves members of the community and department working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community. This report provides information about safety and security programs and services at Armstrong State University. Accompanying this information are crime statistics on incidents that have occurred within the area as defined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), which includes the Armstrong State University Campuses and those crime statistics received from municipal police for the public areas immediately adjacent to the campuses. In addition to these numbers, we include crime statistics for properties owned or controlled by Armstrong State University.

We hope you will find this report valuable. The current Annual Security and Fire Safety Report can be located at https://www.armstrong.edu/images/uploads/police/2016-2017_Annual_Security_Fire_Safety_Report.pdf or a paper copy can be obtained at the University Police Department located at the 11935 Abercorn Street at the intersection of Arts and Library Drives. Please review the information in the report carefully and in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

If you have any questions or suggestions about safety/security or law enforcement at Armstrong State University, please feel free to telephone us at 912-344-3333 or by sending an email to police@armstrong.edu.

OVERVIEW OF THE UNIVERSITY POLICE DEPARTMENT

In anticipation of pending institutional consolidation with Georgia Southern University, Armstrong State University Police Department merged on July 29, 2017 to become part of Georgia Southern University Police Department. Therefore the Georgia Southern University Office of Public Safety oversees all public safety at the Armstrong main campus in Savannah and Armstrong Liberty Center in Hinesville. Further information on the police department can be found at www.armstrong.edu/university-police. The following is a general overview:

The University Police Department provides law enforcement and risk management services to Armstrong State University on a 24 hour basis. The Department is comprised of state certified police officers, communications officers, and civilian support staff. Georgia Southern University Police Officers are authorized under Georgia O.C.G.A. 20-3-72 to make arrest on and within 500 yards of any property owned by the Board of Regents. The University Police Officers are also sworn Chatham County Sheriff Deputies with jurisdiction throughout Chatham County. The officers are trained at a regional police academy and receive annual service training in first aid, firearms, drug identification, legal issues, and other law enforcement topics. Officers are responsible for a full range of police services including investigation of all crimes reported, fire and medical emergencies, traffic accidents, the enforcement of laws including drug and liquor law violations, and all other incidents requiring police service.

The Department maintains mutual aid contracts with the Savannah Chatham Metropolitan Police and the Georgia Bureau of Investigation to provide supplemental law enforcement and emergency response if needed. The Department also maintains a fully-staffed Emergency Communications Dispatch Center. Our agency has sophisticated communications systems to provide for instant communication between local and state agencies in times of emergency.
INSTITUTIONAL POLICY ON REPORTING CRIMES AND EMERGENCIES

Crimes or other emergencies occurring on the Armstrong State University campus are reported to the Georgia Southern Police Department. The Armstrong University Police policies and procedures designate the University Police Department as the law enforcement unit for the institution. Members of the community are encouraged to report crimes directly to the University Police Department at 912-344-3333. However, we recognize that some individuals may prefer to report crimes to other individuals or University offices. The Clery Act defines those individuals as Campus Security Authorities (CSA), which is “any 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 whose official authority the duty to take action or respond to particular issues on behalf of the institution.” The CSA then reports the information to the University Police Department and the information is included in the annual crime statistics. Campus personnel are informed of this procedure through new employee/student orientation as well as through this publication and other police outreach initiatives. The Office of Student Affairs conducts annual training for employees identified through the Department of Human Resources as Campus Security Authorities. The following offices are examples of where campus community members can also report crimes:

University Counseling Center ........... 912-344-2529
Human Resources ....................... 912-344-2587
Student Affairs ............. 912-344-2514
University Counsel ............... 912-344-3047
Housing and Residence Life ...... 912-344-2940
Equity, Diversity & Inclusion ........ 912-344-2669

Closed circuit TV cameras are located at select locations throughout the campus. These cameras are recorded and accessed at the University Police Department. All existing cameras will be replaced or migrated for the start of the 2017-2018 academic year. Written reports are made and followed up by the appropriate personnel in the University Police Department. Officers investigate complaints from community members and pursue investigations to their reasonable conclusion. Officers may conduct follow-up investigations with support from local, state, or federal law enforcement agencies when necessary.

The interests of the victim are always our primary concern. The University Police recognize the importance of confidentiality and of protecting the identity of a victim in the course of a successful investigation. The victim’s preferences greatly influence the way a case is processed. The University has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether it is of a criminal nature or not. In addition to pursuing cases through the courts, the university uses an internal Office of Student Integeity to decide on specific issues unique to university life. The Code of Student Integrity can be found online on the University website at www.armstrong.edu/images/uploads/student-affairs/2015-2016_Code_of_Student_Integrity.pdf. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. The code also contains information about student conduct and sanctions, including parental notification for violations of the code. In a Student Group or Student Organization case, students may be individually charged as well.

If a member of the Armstrong State University community is alleged to have been involved in criminal conduct, appropriate University Officials will be notified when necessary and where the law permits.

When reporting suspected violations of the Code of Student Integrity where a Complainant or alleged victim requests that his or her identity be withheld or the allegation(s) be not investigated, the Armstrong State will consider whether or not such request(s) can be honored while a safe and nondiscriminatory environment for the University and conducting an effective review of the allegations. The Office of Student Integrity will inform the requesting party that Armstrong cannot guarantee confidentiality. Honoring the request may limit Armstrong’s ability to respond fully to the incident and may limit Armstrong’s ability to discipline the respondent.

Armstrong State encourages to come forward and to report violations of law or policy, notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in disciplinary proceedings and will be voluntarily reported to law enforcement. However, individuals may be provided with resources on drug and alcohol counseling or education. Also, individuals who seek assistance due to drug or alcohol use will be covered under the above policy and, if approved, will not be found in violation of the Code of Student Integrity.

Nothing in this amnesty procedure shall prevent a University Staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

INSTITUTIONAL POLICY ON CONFIDENTIAL REPORTING

Victims and witnesses may report crime on a voluntary basis when concerns necessitate keeping their identities undisclosed. In these situations anonymous reporting can be made through Campus Crime Stoppers by use of the ANONYMOUS TIP LINE 912-234-2020, through contact with the University Counseling Center 912-344-2529, or through the Guardian App. Anonymous reporting means that the identity of the person reporting is not known.

Victims who report to a counseling professional within the Counseling Center are protected by confidentiality laws and may report without fear of disclosure. It is the internal policy of the Counseling Center to advise victims of their reporting procedures and what options victims or witnesses have in regard to their particular situations. Confidential reporting means that the identity of the reporting person is known, but not made public.

INSTITUTIONAL POLICY ON ACCURATE AND PROMPT REPORTING

While the University Police Department is responsible for ensuring that our campus remains as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual. Each of us must take personal responsibility for our own safety, as well as for the safety of those around us. Members of the community are encouraged to promptly and accurately report crimes, sexual assaults, emergencies, potential threats or risks to the University. Crimes and other emergencies should be reported to the University Police Department at 912-344-3333 when the victim elects to, or is unable to report. Every report made to the University Police Department is reviewed to determine whether a follow-up investigation is required or to determine if a Timely Warning to the Armstrong community is warranted.

The Police Department is located at the intersection of Arts and Library Drives and is open twenty-four hours a day. For off campus, calls for assistance should be directed to the local law enforcement agency such as Savannah Chatham Metropolitan Police Department by calling 911.
Statistics Detailing the Occurrence of Murder, Sex Offenses (Forcible and Non-Forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

The University Police Department keeps statistical information on these crimes as well as any other misdemeanors, felonies and traffic violations in the Records Section. These statistics are reported to the Georgia Bureau of Investigations. Further, the University Police Department complies with sending Uniform Crime Reports (UCR) to the Federal Bureau of Investigation. Statistics are distributed on campus in the form of a “Crime Report” which is available in a daily log and in an annual overview. Crime statistics and timely notices are published in The Inkwell.

Statistics on Arrests for Violations of Liquor, Drug Abuse or Weapons Violations

The University Police Department keeps statistical information on these crimes in the Records Section. All crime logs are made available for our University newspapers and are published on the University Police website.

Definitions of Reportable Clery Act Crimes and Geography Primary Crimes

Muder/Manslaughter – The willful killing of one human being by another.

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

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The offense includes the rape of both males and females.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault – Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Includes assaults or attempts to kill or murder, poisoning (including date-rape drugs), with a dangerous or deadly weapon, maiming, mayhem, assault with explosives or assault with disease.

Burglary – Unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

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

Hate Crimes – A criminal offense that manifests evidence that the perpetrator’s bias against the victim.

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

Domestic Violence, Domestic Violence and Stalking

Categories of Prejudice

Racism – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of mankind.

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

Gender identity – A preformed negative opinion or attitude toward a person or group of persons based on the actual or perceived gender identity.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

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

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

Gating Violence, Domestic Violence and Stalking

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – A felony or misdemeanor crime of violence committed by a person who:

• Is or was in a social relationship of a romantic or intimate nature with the victim;

• 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 in which the crime of violence occurred, 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 in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• Fear for his or her safety or the safety of others; or

• Suffer substantial emotional distress.

Arrest and Referral Crimes

Weapons Offenses – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Laws – The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Laws – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Campus Security Authority (CSA)

Even at universities with a police department on campus, a student who witnesses or experiences a crime may be more inclined to report it to someone other than the campus police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “Campus Security Authorities” or “CSA.” The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information (ASU Public Safety) those allegations of Clery Act crimes that he or she receives in their capacity as a CSA. The CSA is not responsible for determining whether a crime took place – that is the function of ASU Public Safety. CSAs are also not responsible for apprehending the alleged perpetrator, or convincing a victim to contact law enforcement if the victim chooses not to do so. Additionally, CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentors during an in-class discussion during a speech, workshop, or any other form of group
presentation; or that the CSA otherwise learns in an indirect manner. In most cases it is possible for a CSA to fulfill their responsibilities while still maintaining victim confidentiality. Alerting responsibilities can usually be met without disclosing personally identifiable information. An individual or the office. Individuals whose functions involve relationships with students or have significant responsibilities for students and/or campus activities are considered a CSA. Individuals may be designated as a CSA based on whether they perform the following functions:

- Their official job responsibilities involve significant interaction with students and/or campus activities.
- They serve as informal or unofficial mentors to students.
- They serve as a member in an office or on a committee to whom students are instructed and informed to report or discuss crimes, allegations of crimes, and other troubling situations.
- They have oversight for disciplinary procedures.

Examples of a CSA would be:

- Campus Police
- Local Police
- Individuals responsible for security (including contract personnel)
- Officials of the institution with significant responsibilities for student and campus activities (faculty and/or staff to student organizations)
- Any person who has the authority and duty to take action and respond to particular issues on behalf of the university
- Student Affairs Professionals (Deans, Asst. Deans, Directors/Asst. Directors of Student Housing, Resident Directors, Community Leaders for Housing, Student Discipline, Conduct, Judicial Affairs, Coordinator of Greek Affairs)
- Director/Asst. Director of Athletics and Coaches, includes all asst. coaches, graduate assistance and part-time employees
- Administrators who oversee Branch or Separate Campuses
- Title IX Coordinator
- A dean of students who oversees student housing, a student center or student extracurricular activities

- Staff who provide safety escorts around campus
- A faculty advisor to a student group
- A student resident advisor or assistant
- A student who monitors access to resident halls or building that are owned by recognized student organizations
- Coordinator of Greek affairs
- An Ombudsman (including student ombudspersons)
- The director of a campus health or counseling center
- Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.
- Members of a sexual assault response team (SART) or other sexual assault advocates

Whether or not an institution pays an individual IS NOT a factor in determining that individual is a CSA. A CSA’s primary responsibility is to report allegations made in good faith to the reporting structure established by the university. If the CSA receives the crime information and believes it was provided in good faith, the CSA should document it as a crime. By good faith it is meant that there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

Armstrong employees receive initial employment and annual training on Campus Security Authority and their responsibilities and reporting procedures. This training is completed through the Human Resources Department.

A Pastoral Counselor is defined as a person who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling, or is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is defined as a professional whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his/her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution. Pastoral and Professional Counselors are exempt from disclosing reported offenses. Pastoral and Professional Counselors must be acting in the role of Pastoral or Professional Counselors to qualify for exemption.

There are no formal procedures that require pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the Annual Security and Fire Safety Report.
### 2017 Criminal Offenses (Liberty Center Campus)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Noncampus</th>
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### 2017 VAWA Offenses Report (Savannah Campus)

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<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Noncampus Property</th>
<th>Public Property</th>
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<tbody>
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<td>Domestic Violence</td>
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<tr>
<td>Dating Violence</td>
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<td>Stalking</td>
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### 2017 VAWA Offenses Report (Liberty Center Campus)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Noncampus Property</th>
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<td>Stalking</td>
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<td>2016</td>
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Crime Statistics for Surrounding Cities

Statistics for disciplinary actions were provided by The Department of Student Affairs.

Statistics for Hinesville can be requested by contacting the Hinesville Police Department at www.cityofhinesville.org/158/Administrative-Services.

Statistics for Savannah Chatham County Metropolitan Police Department are provided by the Savannah Chatham County Metro Police website at scmpd.org/annual-crime-report/

The University Police Department is located at the intersection of Arts and Library Drives and is open twenty-four hours a day. For off campus, calls for assistance should be directed to the local law enforcement agency such as Savannah Chatham Metropolitan Police Department by calling 911.

BEHAVIORAL ASSESSMENT TEAM

• Students of concern may be reviewed by the University’s Behavioral Assessment Team which meets regularly and in emerging situations. The team proactively addresses prevention, assessment, and intervention of situations that may pose a threat to the safety and well-being of the campus community. The team consists of representatives from the Dean of Students, the Associate Provost for Student Engagement and Success, the Counseling Center, Disability Services, Housing and Residence Life, Student Integrity, University Police, and Legal Affairs.

• The determined course of action may include the following:
  o further monitoring of the situation -meeting/intervention with the student of concern
  o referral(s) to campus and community resources
  o referral to student integrity
  o involvement of campus police and/or counseling center
  o interim suspension and campus ban while further review takes place

• Classroom disruption is a violation of the Student Code of Conduct and may be addressed through the student conduct process.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES

This is handled by all of the University Police Officers. During new semester Navigate and orientation sessions, students and family members are informed of the various services provided by the University Police Department. These presentations outline ways to maintain personal safety and residence halls security. Students are also told about incidents of crime on campus and in surrounding communities.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Noncampus</th>
<th>Public Property</th>
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<th>Noncampus</th>
<th>Public Property</th>
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The Department meets with various University officials on a periodic basis to discuss crime prevention topics, campus security procedures and practices, and then designs presentations and flyers to inform the University community. Electronic mail, interoffice memos and the University newspaper are also used to inform the University Community of security procedures and practices.

Awareness and crime prevention programs strongly encourage students and employees to be aware of their responsibility for their own security and others.

PROGRAMS FOR CRIME PREVENTION

During new semester orientation, students are provided information concerning University Police and the various programs that the Department offers. An officer from the police department makes presentations during orientation and is available at the end of the sessions for questions. A similar presentation takes place during employee orientation sessions.

Periodically and upon request, the Department presents seminars on sexual assault, theft, drug and alcohol abuse, and personal safety. In addition to these seminars, information is disseminated through electronic mail, flyers, displays, videos, and articles in the University and Student newspapers.

The following programs are presented periodically throughout the year:

- Training the Residence Assistants – Personal Safety, Escorts, Pirate Guardian App
- Navigate – New Semester Orientation for Students
- Victim of Sexual Assault
- RAD – Rape Aggression Defense for Students, Faculty and Staff
- Cooking with Cops – Fire Prevention and Personal Safety for Students
- Alcohol/Drug Awareness and Prevention

Crime Prevention Programs from Student Affairs and Residence Life can be found at the following links:

- www.armstrong.edu/housing-residence-life/housing-residence-education
- www.armstrong.edu/departments/safe-space

Armstrong Statue University uses a Biennial Review to discuss crime prevention topics, campus security procedures and practices, and then designs presentations and flyers to inform the University community. Electronic mail, interoffice memos and the University newspaper are also used to inform the University Community of security procedures and practices.

Awareness and crime prevention programs strongly encourage students and employees to be aware of their responsibility for their own security and others.

INSTITUTIONAL POLICY ON MONITORING AND RECORDING OF OFF-CAMPUS CRIMES

Any monitoring of crime off-campus is done by the agency of jurisdiction where the crime took place. However, the University Police are usually advised by the local agencies in question of the crime and offer any assistance available. Further, the University Police Department is in daily contact with the Savannah Chatham Metro Police via radio, and daily bulletins of crimes within their jurisdiction.

INSTITUTIONAL POLICY ON MONITORING ALCOHOL AND DRUG ABUSE

Armstrong State University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of the community. In keeping with these objectives, the University has established policy and guidelines governing the possession and consumption of alcoholic beverages on the University campus, which conform to the laws of Georgia. Underage possession of alcoholic beverages is not permitted on property owned or controlled by the University. No person will be in an intoxicated state, or conduct themselves in a boisterous, rowdy or indecent manner, or use vulgar, profane, lewd or unbecoming language. The conspicuous or flagrant possession of any alcoholic beverage is prohibited.

Armstrong State University also encourages a drug-free campus community and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. All violations of state and federal laws are subject to criminal prosecution and/or student judicial proceedings.

The University Policy on Drugs and Alcohol for Students and Employees is available online at www.armstrong.edu/images/uploads/university-policies/Drug-and-Alcohol-Policy.pdf. This policy prohibits the unlawful possession, manufacture, distribution, dispensing, and use of illicit drugs and alcohol on the institutional premises including private and closed areas and Educational and Research Areas.

The Code of Student Integrity can be found online on the University website at www.armstrong.edu/files/students-affairs/2015-2016_Code_of_Student_Integrity.pdf. This code specifically addresses Alcohol and Drug Behavioral Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. In a Student Group or Student Organization case, Students may be individually charged as well. The following types of conduct are prohibited:

- Drugs
  - The possession or use (without valid medical or dental prescription), of substances controlled by Federal or Georgia law, and synthetic marijuana.
  - Sale, manufacture, delivery, or taking delivery of substances controlled by Federal or Georgia law, and synthetic marijuana.
  - Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of substances controlled by Federal or Georgia law, and synthetic marijuana.

- Alcohol
  - Use, consumption, or possession of alcoholic beverages by anyone under the age of 21.
  - Use, consumption, or possession of alcoholic beverages by anyone 21 or over in prohibited areas of campus.

- Misuse of Identification Cards
- Lending, selling, or otherwise transferring an identification card
- Use of an identification card by anyone other than its original holder

- Disorderly Conduct is a breach of the peace on University property or at a University Event.
- This is conduct such as fighting, threatening behavior, public disturbance, or drunk and disorderly conduct.
- Conduct in the classroom such as loud, aggressive, or combative behavior that disrupts or interferes with the normal functions of a class, including but not limited to failure to conform to the instructor’s announced expectations for the classroom.
- Disruptive behavior also includes use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the instructor.

- Furnishing, selling, distributing, or otherwise facilitating consumption of alcohol by those under the age of 21.
- Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.
- Possession of alcohol containers in prohibited areas of campus: Possession, use, or participation in common source containers (kegs, pony kegs, beer bongs, etc.) and drinking games (regardless of age).


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- Disruptive behavior also includes use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the instructor.
Criminal Punishment:

• "First Offender" – A person never before convicted of possession of a small amount of any controlled substance may at the discretion of the judge, be afforded the first offender treatment, resulting in no entry of a plea of guilty and no record of any conviction if the defendant successfully completes a court-monitored comprehensive rehabilitation program (O.C.G.A. 16-13-26b).
• Possession of one ounce or less of marijuana may result in imprisonment for 12 months and/or a fine not to exceed $1000, or "public works" not to exceed 12 months (O.C.G.A. 16-13-26b).
• Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30)(2).
• Trafficking of cocaine, illegal drugs and/or marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from $100,000 to $1,000,000.
• The penalties for violation of the "controlled substances" provision are numerous and vary depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of transferring a narcotic (Schedule I).
• Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than $300, or both.
• Driving under the influence criminal code can be found at http://law.justia.com/codes/georgia/2010/title-40/chapter-6/article-15/40-6-391. Georgia law requires you to take a breath, blood, or urine test if you are arrested for a DUI. Georgia’s “implied consent” law says that if you are lawfully arrested by an officer who has probable cause to believe that you have been driving under the influence, then you consent to taking a chemical test of your blood, breath, or urine for the purpose of determining your blood alcohol content (BAC). The test must be taken as soon as possible from the time when you were last driving. The officer chooses which test you take.

ALCOHOL AND DRUG EDUCATION PROGRAMS

The Police Department offers several programs on alcohol and drug abuse on an annual basis and any time it is requested. They may be contacted at 912-344-3333.

The Counseling Center also offers various programs on alcohol and drug abuse. These programs are provided on an annual basis and any time they are requested. In compliance with HEA Section 120A(1) – (d), a comprehensive list of programs for students can be found on the Biennial Review as at www.armstrong.edu/health-safety/counseling-center-resources.

VIOLENCE AGAINST WOMEN (VAWA) STATEMENT

Introduction

Armstrong State University is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors and visitors.

Reporting an Incident

If a student, employee or visitor has been the victim of an incident of sexual violence, they should immediately report it to the University Police 912-344-3333, 11935 Abercorn Street at the intersection of Arts and Library Drives. In the case of emergency or ongoing threat, if possible, get to a safe location and please report the incident by calling 911.

Students may also report to the Dean of Students at Suite D026, 2nd floor Student Union 912-344-2519. They may also report to the Title IX Coordinator, in the Office of Equity, Diversity & Inclusion at 912-344-3152. The office is located in Victor Hall, Room 245. Students may also report incidents to any other employee, faculty or student of Armstrong State University. Employees may also report to Human Resources at 912-344-2587, Annex III at the corner of Science and University Drives or the office of Equity, Diversity & Inclusion. Armstrong State University officials will assist any victim in notifying law enforcement, including campus and local police, if they elect to do so. Victims are also entitled not to report to law enforcement. Any student or employee, who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape.
Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

**Procedures Victims Should Follow**

If an incident of sexual assault, domestic violence, dating violence or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

**On and Off Campus Resources for Victims of Sexual Harassment and Assault**

Both Armstrong State University and Savannah/Chatham County offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy. A victim need not make a formal report to enter into an informal discussion of options and options are addressed with the complainant.

### University Police

- **912-344-3333**

### Assistant Dean of Student Integrity

- **912-344-3300**

### Counseling Center Services

- **912-344-2529**

### Dean of Students

- **912-344-2514**

### Student Health Center

- **912-961-5726**

### Housing & Residence Life

- **912-344-2940**

### Title IX Coordinator

- **912-344-3152**

### Rape Crises Center

- **912-233-7273**

### SAFE Shelter

- **912-629-8888**

Domestic Violence Assistance (Chatham Co.)

districtattorney.chathamcounty.org/Special-Prosecution-Units/Domestic-Violence-Assistance

### Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence, dating violence, domestic violence and/or stalking, Armstrong State University is committed to providing them as safe a learning or working environment as possible. Upon request, ASU will make any reasonable available change to a victim’s academic, living, transportation and/or working situation. Accommodations, resources, rights and options are addressed with the complainant.

Students may contact the Armstrong State University Police at 912-344-3333 or the Dean of Student Integrity 912-344-3300 for assistance and employees may contact Human Resources at 912-344-2587 or the Title IX Coordinator at 912-344-3152. The accommodations provided to the victim will remain confidential to the extent that maintaining the confidentiality would not impair the ability of ASU to provide the accommodations and/or protective measures. Accommodations, resources, rights and options are addressed with the complainant.

If a victim reports to law enforcement, they may assist them in obtaining a Temporary Protection Order (TPO) from a criminal court. Armstrong is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Armstrong State University is also committed to protecting victims from any further harm and the Dean of Students Office may issue a temporary no-contact order pending the outcome of any conduct proceeding.

### Victim Confidentiality

Armstrong State University recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including whether criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to Armstrong State University officials will be kept confidential to the extent possible and identifying information about the victim shall not be made public unless required by law. Reports made to medical professionals, licensed mental health counselors and other officials exempt from reporting in the institution’s jurisdiction will not be shared with third parties except in cases of imminent danger to the victim or a third party.

### Education Programs

Armstrong State University is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs. Armstrong State University prohibits such acts. Programs explain the university’s policy prohibiting these types of conduct, provide definitions of prohibited conduct and consent in reference to sexual activity and offer information about safe and positive options for bystander intervention, risk reduction to recognize abusive behavior and avoid potential attacks, criminal reporting options and reporting to campus authorities, campus disciplinary action and possible rights regarding orders of protection, no contact orders, restraining orders or similar court orders. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- **New student orientation**
- **New employee and faculty orientation**
- **Rape Aggression Defense (RAD)**
- **Residence Hall floor programs**
- **Poster campaigns**
- **Seminars for employees**
- **Campus Safety Walks**
- **Campus Conversation Forums**

### Definition of Consent

In the State of Georgia, Consent is not defined in reference to sexual activity. However, Consent is defined as:

- Consent is a voluntary, sober, imaginative, enthusiastic, creative, wanted informed, mutual, honest and verbal agreement.
- Consent is never implied and cannot be assumed even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner.
- A person who is intoxicated cannot legally give consent. A person too drunk to make decisions and communicate with their partner, is too drunk to consent.
- Consent is never implied and cannot be assumed even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner.
- Both people should be involved in the decision to have sex.
to conduct an investigation and conduct a hearing in a manner that protects the safety of victims and promotes accountability. Determination of responsibility shall be made by the Dean of Students Office in student cases or the Office of Equity, Diversity & Inclusion/Title IX in employee/affiliate cases using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the accused and accuser are entitled to timely notice of meetings at which one or the other or both may be present, timely and equal access to information used during the informal and formal meetings and proceedings, equal rights including the right to be accompanied by an advisor of their choice and have others present at the proceedings. Both the accused and accuser shall simultaneously be informed in a timely manner and in writing of the outcome made by the Dean of Students Office in students cases or the Office of Equity, Diversity & Inclusion/Title IX and Human Resources in employee/affiliate cases, of procedures for appealing the results of the outcome of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally and each shall be free to share or not share the details with any third parties.

If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Armstrong State University may not limit an accused or accuser’s choice of advisor but may restrict the advisor’s role such as prohibiting the advisor from speaking during the proceeding, addressing the disciplinary tribunal or questioning witnesses. Armstrong may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation. Armstrong will inform all parties of any limitations on the advisor’s participation before a proceeding is scheduled so that both parties understand and respect these limitations.

INSTITUTIONAL POLICY REGARDING CONDUCT PROCEEDINGS

Armstrong State University strictly prohibits all acts of sexual assault, domestic violence, dating violence and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by Armstrong State University. Individuals found responsible for having committed such a violation face permanent exclusion, termination of employment, suspension or expulsion from the University.

In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities, or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community.

To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

Members of the Armstrong State University community, guests, and visitors have the right to be free from sexual violence and discrimination. All members of the Armstrong community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Armstrong’s Student Sexual Misconduct Policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated.

This policy has dual purposes. It serves as: 1) a preventive guide for students on Armstrong’s expectations for sexual communication and interactions, responsibility, and respect; and 2) a measure to determine, after-the-fact, if behaviors trespassed on community values. Armstrong maintains a policy of zero tolerance for sexual misconduct, meaning Armstrong will address all unwelcome conduct of a sexual nature, regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Resolution is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the victim and the community.

While the policy is detailed and specific, the expectations of the Armstrong community can be summarized in this simple statement: Consent is clear sexual permission that can only be given by one of legal age without coercion or incapacitation. In addition:

• Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s
Coercion is defined in this policy as unreasonably ongoing consent.

Indications of consent are irrelevant if the person is unable to communicate. This includes, but is not limited to, incapacity due to mental disability, sleep, involuntary physical restraint, incapacitation – whether someone is incapacitated is to be judged from the perspective of an objective reasonable person.

Definitional and Prohibited Conduct

Complainant – An individual lodging a complaint. The complainant may not always be the alleged victim.

Consent – Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or should have known of such incapacitation. Minors under the age of 16 cannot legally consent. Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

/reporting-of-sexual-misconduct

Confidentiality and Reporting of Sexual Misconduct

Armstrong officials, depending on their roles at Armstrong, have varying reporting responsibilities and abilities to maintain confidentiality. Some individuals may have the professional roles that require confidentiality, and can offer support, options, and guidance without any obligation to inform the university or an outside agency unless the alleged victim requests information be shared. Other individuals and offices are available for students to report crimes and policy violations, and these officials will take action when violations are reported.

Students are encouraged to seek a trusted individual or office for support and assistance. Unless the trusted individual serves as an on-campus counselor or health service provider, he or she may be able to support and assist the student while also being required to report the assault to the Title IX Coordinator.

There are three reporting options at Armstrong:

Confidential Reporting – To keep details of an incident confidential, students may speak with on-campus counselors, campus health service providers, off-campus

Confidentiality and Reporting of Sexual Misconduct

Armstrong encourages the reporting of all sexual misconduct to the Title IX Coordinator, Dean of Students, Assistant Dean of Student Integrity, or other university official. Sexual misconduct is a serious offense, and such violations are subject to any combination of conduct sanctions as described in the Code of Conduct (section VII. C and D), up to and including suspension or expulsion. Suspensions, if given, may be based on satisfying conditions rather than solely on a period of time. Other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning or probation to any combination of conduct sanctions as described in the Code of Conduct (section VII. C and D), up to and including suspension or expulsion. Suspensions, if given, may be based on satisfying conditions rather than solely on a period of time. Other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning or probation to permis
rape crisis resources, and/or clergy/chaplains who will maintain confidentiality. Campus counselors are available to assist confidentially and services are free of charge. Counselors may be seen on an emergency basis during normal business hours.

Counseling Center
912-344-2529
Student Affairs Complex at Compass Point
7000 Building Compass Point

Student Health Center
912-961-5726
Student Affairs Complex at Compass Point
7000 Building Compass Point

Formal Reporting Options – Students are encouraged to speak to Armstrong officials, such as the Title IX Coordinator, Dean of Students and/or Assistant Dean of Student Integrity to make formal reports of incidents of sexual misconduct. Students have the right and can expect to have incidents of sexual misconduct taken seriously by Armstrong when formally reported, and to have those incidents investigated and properly addressed and resolved through administrative procedures. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with knowledge of the case will be kept as tight as possible to preserve the student’s rights and privacy.

Title IX Coordinator
Victor Hall 245
912-344-2529
title9@armstrong.edu

Interim Dean of Students
Student Union
Second Floor, Suite D206
912-344-2519
judicial.affairs@armstrong.edu

Informal Reporting – An alleged victim may elect to pursue an informal resolution to a sexual misconduct complaint. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include, but are not limited to, mediation of the complaint conducted by the Office of Student Integrity in appropriate cases. Informal mediation will never be used in cases involving allegations of sexual assault. Both the alleged victim and the alleged accused must agree to engage in informal mediation. Either party can end the informal process at any time, for any reason, and begin the process to pursue a formal resolution. The Office of Student Integrity, in conjunction with the Title IX Coordinator, has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

Title IX Coordinator
Victor Hall
Room 245
912-344-2669
title9@armstrong.edu

Interim Dean of Students
Student Union
Second Floor, Suite D206
judicial.affairs@armstrong.edu

INVESTIGATION PROCESS
Armstrong will conduct a thorough and confidential investigation of all complaints of sexual misconduct as outlined in the Code of Student Integrity.

Hearing Options
For all cases of sexual misconduct, the student has the right to have the offense handled administratively by the Assistant Dean of Student Integrity or by an individual formal hearing officer.

Rights as an Alleged Victim and Alleged Accused of Sexual Misconduct
Both students are afforded the rights outlined in the Code of Conduct, Section VII.C as well as:

• Have the right for a person of his/her choice to accompany him/her throughout the student conduct process.
• Submit a personal impact statement prior to any penalty being imposed.
• Have past sexual conduct prohibited as evidence.
• Be present for the entirety of the hearing.
• Be informed simultaneously, in writing, of the outcome of the disciplinary proceeding, appeal procedures, any change to the result before it becomes final, and when the result becomes final.
• May appeal the decision.

Appeal Process
Both the alleged accused student and alleged victim may appeal the decision per the appeal procedures outlined in Chapter 11 of the Code of Student Integrity.

FEDERAL TIMELY WARNING OBLIGATIONS
Victims of sexual misconduct should be aware that Armstrong administrators must issue timely warnings for incidents reported to the university that pose a substantial threat of bodily harm or danger to members of the campus community. If a warning is issued, Armstrong officials will ensure that a victim’s name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential threat.

TIMELY WARNING REPORTS TO THE CAMPUS COMMUNITY REGARDING THE OCCURRENCE OF CLERGY ACT CRIMES
This function is handled by the University Police Department. A Police bulletin is usually issued the same day of the incident or as soon as possible thereafter. The bulletins are sent to employees and students via e-mail and bulletins are posted on bulletin boards throughout the campus and in residence halls. The incident is also reported in the University newspaper and on the University Police web page.

Timely warnings are the responsibility of the Chief of Police in consultation with the Crisis Communications Team. Timely warnings generally take the form of campus wide emails and postings on the University Police web page.

ROLE OF THE TITLE IX COORDINATOR
The Title IX Coordinator oversees monitoring of university policy in relation to Title IX law developments and grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; coordination and/or investigations of complaints received pursuant to Title IX; ensure of a fair and neutral process for all parties; and monitor all other aspects of the University’s Title IX compliance.

TRAINING
The Office of Equity, Diversity and Inclusion offers Title IX training to all faculty and staff on a yearly basis. The Board of Regents mandates annual sexual harassment training for all employees. Educational programs covering sexual misconduct, campus and community resources, and bystander intervention is required of all incoming first-year students.
Offices and student organizations across campus offer the community resources and bystander interventions to raise awareness of sexual misconduct. Armstrong offers a number of programs and services on-campus.

**Prevention and Education for Sexual Misconduct**

- **Bystander Intervention Workshops**
- **Clothesline Project**
- **Counseling Center Services**
- **Haven Online Module**
- **Student Health Center**
- **Rape Aggression Defense Training (RAD)**
- **Speakers/Presentations**
- **Take Back the Night**

**Sex Offender Registry**

Megan’s Law is the name for a federal law, and informal name for subsequent state laws, in the United States requiring law enforcement authorities to make information available to the public regarding registered sex offenders. Any person who is required under the laws of the State of Georgia to register as a sex offender is also required to provide written notice to the University that they are enrolled as a student, carry on a vocation, or employed by the University. Furthermore, the student or employee is required to provide written notice of each change in enrollment or employment to the University Police Department. The Sex Offender Registry for the State of Georgia is located on the Georgia Bureau of Investigation website at gbi.georgia.gov/georgia-sex-offender-registry.

**Frequently Asked Questions**

The following are some of the most commonly asked questions regarding Armstrong’s student sexual conduct policy and procedures.

**Does a complaint remain confidential?**

Reports made to counselors and health service providers will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with Armstrong’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceedings. Certain Armstrong administrators may be informed privately (e.g., the President of the Armstrong, Assistant Dean of Student Integrity, Dean of Students, Title IX Coordinator, etc.) of the outcome and any change to a student’s status, as necessary. Armstrong must statistician report the occurrence on campus of any of seven major violent crimes, including certain sex offenses, and hate crimes in an annual Clery report of campus crime statistics. This statistical report does not include personally identifiable information.

**Will my parents/guardians be told?**

No, not unless you tell them. Whether you are the accusing party or the responding party, Armstrong’s primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. Armstrong officials may directly inform parents when requested to do so by a student, in a life-threatening situation, if the student is a minor, or if contacted by a parent of a student who has signed the FERPA waiver which allows such communication.

**Will I have to confront the alleged accused?**

If you file a formal complaint, the alleged accused will be provided information about the complaint, but you will not have to confront the accused directly. Sexual misconduct is a serious offense and the responding party has the right to question the accuser; however, Armstrong does provide options for allowing questioning without direct contact, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

**Do I have to name the alleged accused?**

Yes, if you want formal conduct action to be taken against the alleged accused. No, if you choose to respond informally and do not file a formal complaint.

**What should I do if I am accused of sexual misconduct?**

First, do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor during the process; anyone – faculty, staff, student, family member, friend – may serve as your advisor. You may also contact the Dean of Students, who can explain Armstrong’s procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.

**What should I do about legal advice?**

Both the alleged accused and the victim may also use an attorney as their advisor during the campus’ investigative and hearing processes.

**How can Armstrong help to remedy the effects of discrimination?**

You may request a room change for yourself or the responding party. These requests will be considered on a case-by-case basis in the best interest of the student. A student may be responsible for the cost difference between the two room assignments.

Other accommodations available to you might include:

- Assistance from Armstrong support staff in completing the relocation;
- Exam, paper or assignment rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal; and/or
- Alternative course completion options;
- A no-contact order;
- Counseling assistance;
- Escorts or other campus safety protections.

**What should I do to preserve evidence of a sexual assault?**

Physical information of a sexual assault must be collected within 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault and want to report an assault, you should go to a hospital emergency room before...
washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. The local rape crisis center may provide an advocate to accompany you and talk with you about options and resources. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and this individual can accompany you through the exam if you choose. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

Risk Reduction Tips

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim’s fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- Make your limits known before things go too far.
- Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly.
- Try to extricate yourself from the physical presence of a sexual aggressor.
- Grab someone nearby and ask for help.
- Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
- Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, body language, and eye contact.
- Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.

- Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow politeness to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
- Trust your feelings or instincts. If a situation does not feel comfortable to you, or if you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.
- If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:
  - Do not make assumptions about:
    - Someone’s sexual availability;
    - Whether a person is attracted to you;
    - How far you can go; or
    - Whether a person is physically and mentally able to consent to you.

- Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
- Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior. On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

responders confirm a significant or dangerous emergency. The E2Campus Emergency Notification System includes notification options such as e-mail, text messaging, telephone notification, monitor updates, RSS feeds, and social media updates. The system is an “opt out” system that enrolls students upon enrollment at the university and faculty and staff members upon employment automatically.

The system is internally tested weekly and campus wide each semester. Additional information concerning this system can be found on the police website.

Emergencies are identified by the police department and following templates and instructions approved by the Crisis Response Team. E2Campus emergency templates are used for emergency notifications. Follow-up notifications are identified by the Crisis Response Team and issued by the Office of Marketing and Communications. The segment(s) of the community to be notified have already been identified within the E2Campus templates.

INSTITUTIONAL POLICY STATEMENT REGARDING EMERGENCY RESPONSE

Emergency Response Plan

The University maintains and updates annually, an Emergency Management Plan. The plan documents the framework, processes and communications required for a successful response to, and recovery from an emergency incident. University Police and University employees have received training in Incident Command and responding to critical incidents on campus. General information about the emergency response plan is available on the University Police Department website.

Evacuation Procedures

Armstrong regularly conducts fire drills requiring evacuation in the residence halls. The drills are not announced, but are coordinated with housing staff and local fire department crews. The drills are used to familiarize community members to audible and visible signals and exit routes available in the event of a fire. The drills also serve to evaluate the performance of the students and staff in a fire emergency situation.

Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Faculty and Staff

Every member of the faculty and staff should read and understand the university emergency plans and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow emergency plan procedures to report fire or other emergencies that require immediate attention, and evacuate in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to evacuate campus buildings in the event of an emergency when necessary.

Building Coordinator

Building coordinators may be responsible for developing a building emergency plan. In the event of an emergency, the building coordinator may be asked to assist in coordinating a safe evacuation. The building coordinator may act as the liaison to the EOC.

E2Campus

Armstrong has in place E2Campus, an emergency communication system designed to send vital messages to individuals’ designated emergency phone numbers and e-mail addresses in the event of a disruption of normal campus operations or in the case of an emergency. The Armstrong University Police Department is responsible for E2Campus and for testing and evaluating this emergency system.

Instructions to Update Your E2 Campus Information is available online at www.armstrong.edu/departments/its/blast-information.

EMERGENCY RESPONSE PROCEDURES

Hurricane Response Plan (abbreviated)

NOTE: The university will close when Chatham Emergency Management Agency announces “Voluntary Evacuation of the Islands.” When the university is closing, all personnel should take time to record on their voice mails the following message:

The university is closed due to Hurricane _______. For information concerning Armstrong’s reopening, please check Savannah broadcast media or call 912-344-2500.

Students, please check the student affairs web page for information on hurricane preparedness and evacuation.

Hurricane Watch – Conditions are favorable for some form of severe weather or other natural disaster to occur. Precautionary measures should be taken at this time.

Hurricane Warning – Severe weather or other forms of natural disasters actually pose an immediate threat to the area. Quick action to protect oneself is essential.

• The University Police Department will begin assisting personnel in leaving the campus and checking each building to make certain that it is empty and secure. When the decision is made by the president to close the campus, if the storm is classified as 1 or 2, all students and personnel, with the exception of University Police officers, must vacate. Storms classified as levels 3, 4, or 5 require total evacuation.

• Under no circumstance will any students be allowed to remain in campus residence halls.

• For students/employees with no other means of transportation, some CAT bus routes will operate on a schedule announced after Warning and Mandatory- Full Evacuation orders are issued. Evacuees will be transported by CAT to the Savannah Civic Center to board school buses for transport to inland shelters.

Tornado Response Plan

Tornado Watch – is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes. A tornado watch therefore implies that it is also a severe thunderstorm watch. A tornado watch must not be confused with a tornado warning.

• Be particularly alert for the sound of roaring winds and/or large hail.

• Because of the large numbers of people on campus, dismissing classes is not recommended.

Tornado Warning – is an alert issued by government weather services to warn an area that a tornado may be imminent. It can be issued after either a tornado or funnel cloud has already been spotted, or if there are radar indications that a tornado may be possible.

• Be particularly alert for the sound of roaring winds and/or large hail.

• Because of the large numbers of people on campus, dismissing classes is not recommended.

• University Police will announce the warning either with bullhorns or through the BLAST emergency communications system.

• Individuals should move off streets and inside a
building with doors shut and windows down. The Tornado Emergency is issued by the National Weather Service (NWS) when a large, violent tornado is expected to impact a populated area. Since information about the tornado and its exact path is often ascertained after the initial tornado warning is issued, this designation is usually made after the tornado has impacted a populated area. Since information about the tornado and its exact path is often ascertained after the initial tornado warning is issued, this designation is usually made after the tornado has impacted a populated area.

Tornado Emergency

- Energized. Be aware of potential for flooding. Use arms to protect head and neck.
- Stay out of automobiles. If caught in a vehicle, get out of the car and take shelter in a nearby building. If shelter is not available, lie in a ditch or crouch near a strong building. Be aware of potential for flooding.

Tornado: Classroom Response

- Evacuate classrooms into hallways, restrooms and away from windows and exterior doors quickly, quietly and orderly.
- Professors should be the last out of the room and check to make certain that all students have evacuated.
- Special care should be taken to assist disabled students in evacuating.
- Persons should take position for greatest safety by crouching on knees, head down with hands locked at back of neck and should use anything available to protect their heads.

Flood Emergency Response

In the event that students and staff are unable to leave campus because of flash flooding or rising water, all personnel should move to the second floors of classroom buildings.

Natural Gas Leaks

Natural gas leaks are rare occurrences but nevertheless are extremely dangerous. Natural gas leaks are identified by the smell of rotten eggs or a hissing sound.

In the event of a natural gas leak:
- Do not turn lights on or use telephones or fax machines.
- Evacuate the building.
- From another location, call Facility Services at 912-344-2545.
- If a leak occurs after 5 p.m., call University Police at 912-344-3333.
- Remain outside building until authorities allow reentry.

Hazardous Materials

Any spillage of a hazardous chemical or radioactive material will be reported to University Police immediately. 912-344-3333.

Tornado: Classroom Response

- Evacuate affected site immediately. Do not walk on or touch any spilled substance. Try to stay upstream, uphill and upwind of accident.
- Cover mouth with cloth while leaving the area. From another location, call Facility Services at 912-344-2545.
- If spill occurs after 5 p.m., call University Police at 912-344-3333.
- Do not reenter area for any reason. Remain outside affected area until authorities allow reentry.

Violent or Criminal Behavior

- In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so.
- Immediately contact the University Police Department, 912-344-3333. Dial 43333 from a campus phone or from any emergency call boxes around campus.
- Tell dispatcher your name, location, telephone number and details of what is happening.
- If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.

Note: The University Police Department is open 24 hours a day, seven days a week and is a state police agency with the same arrest powers as any other state agency or city and county police agency. Its jurisdiction is Board of Regents property and 500 yards beyond BOR property.

Hostage Situation

If taken hostage, or if you witness another person being taken hostage:
- If possible, call University Police at 43333 or 912-344-3333. Supply as many details as possible including number of persons involved, description, weapons, etc.
- Observe captors; try to memorize physical traits, voice patterns, clothing or other details.
- Do what you are told without argument. Avoid appearing hostile.
- Do not attempt to negotiate or argue.
- Do your best to appear calm, and try to get others to remain calm. Tell them to do what they are told.
- Try to maintain eye contact with the hostage taker at all times.
- Do not make sudden moves. If you must go to the bathroom/need medication/first aid, ask your captors.
- Displaying some fear may work to your advantage.
- If forced to present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.
- DO NOT attempt escape unless there is an extremely good chance of survival.
- Be prepared for evasive action in the event the police make entry. Often they will shout instructions. Follow them immediately.

Bomb Threat Emergency Response

If you are the person receiving a bomb threat via telephone, remain calm and talk to the person as long as you can.

All receptionists, administrative assistants and other personnel who typically answer telephones at Armstrong should keep a “bomb threat notification card” in their desks. (See the Armstrong Emergency Response Procedures Handbook for Faculty and Staff for more detail.) Wave the bomb threat notification card in the air to get the attention of someone in the area. Give the card to the first person to respond to you. The card gives a complete description of what is taking place and the
procedures to follow. The Armstrong Emergency Response Procedures Handbook for Faculty and Staff covers this issue in detail. The person receiving the call should try to obtain as much information as possible. Listen to what the caller is saying and do not interrupt. Take down the entire message. If possible, try to keep the caller on the line and try to gather further information.

If you receive a bomb threat, CONTACT UNIVERSITY POLICE AT 43333 FROM ANY CAMPUS PHONE OR 912-344-3333.

Serious Health Concerns
A growing concern among students and faculty alike is the increase in infectious diseases such as meningitis. Common symptoms are: stiff neck, severe headache, high fever, sensitivity to light, sleepiness, confusion and seizures. Blood infections may cause fever and rash. For immediate concerns regarding serious health issues, call the Armstrong Student Health Center, 912-961-5726; or the Chatham County Health Department and Immunization Clinic, 912-356-2441.

For questions or concerns regarding students with disabilities, call Disability Services, 912-344-2744.

Civil Disturbance
Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at 43333 or 912-344-3333.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

• Alert all persons in the area of the situation.
• If necessary to evacuate, follow directions from police.

2017 Annual Security and Fire Safety Report

2017 ANNUAL CAMPUS FIRE SAFETY STATISTICS

<table>
<thead>
<tr>
<th>Year</th>
<th>Windward Commons</th>
<th>Compass Point</th>
<th>University Crossings</th>
<th>University Terrace I</th>
<th>University Terrace 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Cause of Fire</td>
<td>Intentional</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td># of Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of Deaths</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Property Damage</td>
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<td>$0</td>
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<tr>
<td>2015</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause of Fire</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td># of Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Fires</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause of Fire</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td># of Injuries</td>
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<td>$0</td>
</tr>
</tbody>
</table>

Daily logs must be open to public inspection within two business days of report except where prohibited by law or disclosure jeopardizes victim’s confidentiality. Logs are available on the police website at www.armstrong.edu/university-police/police-daily-log or may be requested at the University Police Department.

FIRE SAFETY SYSTEMS IN THE ARMSTRONG STATE UNIVERSITY RESIDENTIAL FACILITIES

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>Fire Alarm Monitoring By UPD</th>
<th>Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windward Commons</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>1</td>
</tr>
<tr>
<td>Compass Point</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>1</td>
</tr>
<tr>
<td>University Crossings</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>1</td>
</tr>
<tr>
<td>University Terrace I</td>
<td>☒</td>
<td>No</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>1</td>
</tr>
<tr>
<td>University Terrace II</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>1</td>
</tr>
</tbody>
</table>
OFF-CAMPUS STATISTICS

In compliance with the definition of “Campus Security Authority” [34 CFR 668.47(f)] and for purposes of statistical crime reporting, campus staff with significant counseling responsibilities are polled to determine if crimes may have been reported to them and not to the University Police Department. The results of these surveys are included in this report.

LOCATION OF OCCURRENCE

The location of occurrence for reported crimes are briefly defined as follows:

• On Campus — any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but are controlled by another person.

• Is frequently used by students and supports institutional purposes.

• Student Residences — a subset of “on campus” crimes, which includes only those crimes that were reported to have occurred in residence halls or other residential facilities, for students, on campus.

FIRE SAFETY REPORT

The Campus Fire Safety Act serves to increase fire safety awareness across the nation and provide students and their families with the fire safety records of colleges and universities. The fire safety statistics for campus residences and building evacuation procedures can be accessed on the police website.

FIRE SECURITY

The apartments, bedrooms, and common areas are equipped with protection systems including fire alarms and fire sprinklers.

Armstrong performs random fire drills in the residence halls and apartment communities throughout the year. Make sure you evacuate the building whenever you hear the alarm sound.

Evacuation points for the residential communities are:

• Compass Point 1000, 2000, 5000, 6000: Compass Point Clubhouse Area or by Volleyball Net
• Compass Point 3000, 4000, 7000, 8000: Compass Point Clubhouse Area or by Gazebo
• Windward Commons: Brick Path in Front of Windward Commons
• University Terrace 1, 2 and University Crossings: University Crossings Parking Lot

FIRE DRILLS, SPRINKLERS, AND ALARMS

Always assume that an alarm indicates a fire emergency. All residents must evacuate the building for all alarms, including scheduled drills. Failure to evacuate could result in a fine and/or a student conduct referral.

Tampering with, including covering or blocking of fire alarms, fire sprinklers, fire extinguishers, and smoke detectors is prohibited and will result in disciplinary action and/or possible legal action.

Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be responsible for all water damage caused by the sprinkler to the room and other surrounding rooms as well as any damage caused to personal property belonging to another student.

Residents who cause damage to a fire sprinkler system will be responsible for all costs incurred to repair the system. Determination of the amount of loss or damage shall be made by the University at its sole discretion.

FIRE EMERGENCY RESPONSE

In the event of fire alarm activation, all university personnel will immediately evacuate the building unless otherwise directed by authorized personnel. DO NOT use elevators in the event of fire.

• Evacuate buildings immediately, using designated routes and exits.
• Evacuation should be conducted in a quiet, orderly fashion, with no running or talking, to minimize confusion and allow for changes of orders to be heard.
• When exiting a room, always use the back of your hand to test the door for heat. If the door is hot, do not open it. Change direction and find another exit.
• Use stairways to evacuate. Do not use elevators.
• Special care should be taken to assist disabled individuals in evacuating.

In a fire emergency, standard evacuation procedures should be followed:

• If time permits, windows should be closed by a designated person.
• The last person to leave the room should close the door.
• University Police officers should go immediately to stations to guard doors and assist with evacuation and crowd control.
• Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic. If necessary, crawl to an exit.
• If trapped on a second story or higher, hang an article of clothing out of the window to attract attention of bystanders or emergency personnel. IF WINDOWS ARE CLOSED, DO NOT OPEN A WINDOW UNLESS YOU NEED TO IN ORDER TO ESCAPE. OXYGEN CAN FUEL THE FIRE. Close doors and place material under them to prevent smoke from entering. Anyone trapped in the room should remain close to the floor to avoid smoke.
• If another person is on fire, yell: STOP — DROP — ROLL.
• If you are on fire, STOP — DROP — ROLL.
• During the evacuation, direct crowds away from fire hydrants, roadways and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons who may be trapped inside.
• In the event of fire, everyone should leave the unit immediately, pull an alarm station, and call University Police at 912-344-3333 or 911.
FIRE PREVENTION TRAINING

Armstrong State University Police Department is committed to the safety and security of the residents, students, and employees that are present on our campus. In March 2010, the University Police acquired a Bullex Digital Safety System to conduct fire prevention training. This system uses water and laser extinguishers to train residents and employees on how to put out a small fire. Training can be conducted either inside or outside. This fire extinguisher training is safer, more economical, and greener as compared to previous training media. Classes are available throughout the year for residents, faculty, and staff of the university and local communities.

One new aspect of fire safety is the program ‘Cooking with Cops’. This program allows the University Police Department to refresh residents’ basic safety practices with Cops’. This program allows the University Police Department to refresh residents’ basic safety practices while using a kitchen. The class is approximately 90 minutes in length and allows the students to participate in fire safety, with the capstone of using the Bullex Extinguisher System. The class is concluded with a baked treat prepared during the training session by the University Police Department.

For any questions or to register for a class, contact your respective Housing Professional Staff or the University Police Department.

PROHIBITED ITEMS

The possession or use of any prohibited item on campus including within residence halls, may result in a fine of $50 per item (charged to each resident separately if found in a common area), judicial action and/or removal from housing. Prohibited items will be confiscated by the appropriate university officials at the time of discovery. Items will be disposed of and/or held until after applicable judicial follow-up has been conducted. At that time, the student will be given the option to collect the item(s) to send home.

SMOKING/TOBACCO USE

Armstrong State University is a Tobacco Free Campus. Use of any tobacco product is not permitted anywhere on campus. Vaping is included in this prohibition. An automatic fine of $100 will be charged to any student found smoking inside a residential facility or within 10 feet of a residential entrance. This includes but is not limited to interior of apartments, rooms, lounges, interior stairwells, kitchens, bathrooms, communal gathering spaces,lobbies, hallways, outdoor breezeways, outdoor stairwells, or within 10 feet of an air ventilation system intake or open window.

PROHIBITED ITEMS IN ANY RESIDENCE HALL

Items that are NEVER allowed in any residence hall due to safety and security considerations include but are not limited to:

<table>
<thead>
<tr>
<th>Items</th>
<th>Subitems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Drugs</td>
<td>Alcohol Bottles (full, empty, decorative, etc) except within the Finish Strong community</td>
</tr>
<tr>
<td>Knives (excluding cooking knives/cutters)</td>
<td>Firears</td>
</tr>
<tr>
<td>Air Soft/Aerosol Guns</td>
<td>Ammunition</td>
</tr>
<tr>
<td>Explosives</td>
<td>Firears/Projectiles Launchers</td>
</tr>
<tr>
<td>Propelled Missiles</td>
<td>Swords</td>
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<td>Gas/Charcoal Grills</td>
<td>Kitchen Appliances without auto shut off capabilities</td>
</tr>
<tr>
<td>Replica Weapons</td>
<td>Dangerous Chemicals</td>
</tr>
<tr>
<td>Hookahs</td>
<td>Halogen Lamps, Internal Combustion Engines</td>
</tr>
<tr>
<td>Portable Heaters/ACs</td>
<td>Extension Cords</td>
</tr>
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ADDITIONAL PROHIBITED ITEMS IN WINDWARD COMMONS

In addition to the items listed above, items that are NEVER ALLOWED IN WINDWARD COMMONS include but are not limited to:

<table>
<thead>
<tr>
<th>Items</th>
<th>Subitems</th>
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<tbody>
<tr>
<td>George Forman Grills</td>
<td>Hot Plates</td>
</tr>
<tr>
<td>Full size refrigerators</td>
<td>Toasters</td>
</tr>
<tr>
<td>Any open heat element appliance</td>
<td>Any flame producing appliance</td>
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HEALTH AND SAFETY INSPECTIONS

Health and Safety Inspections are completed by Resident Assistants three times a semester to ensure that all residential areas on campus are safe and secure for our residential population. Housing and Residence Life notifies residents of Resident Assistants’ scheduled inspections at least 72 hours in advance of inspections. Consult the What’s Going On Armstrong notifications and Housing’s Important Dates and Deadlines for exact dates.

Resident Assistants check all units for the following safety features in the residence halls and apartments:

- Smoke Detectors Present and Functional
- Fire Extinguisher Present and Fully Charged
- Overloaded Electronic Outlets
- Heat/Air Unit Thermostat not Damaged
- Windows, Doors, and Floor are Free and Clear of Obstructions

Resident Assistants check all units for the following safety features in the residence halls and apartments:

Windows are Locked/Secured
- Furniture Clean and in Good Condition
- Unit free of Unapproved Items (Halogen Lamps, Alcohol, Drugs, Candles, Pets, etc.)
- Cleanliness/Trash Removed
- Resident assistants are permitted to look inside any university furnished appliance (refrigerator, microwave, stove, dishwasher) and under sinks to check for cleanliness and to ensure that the appliance is functioning normally. They check under sinks to look for leaks.

Residents have 72 hours to correct their failed inspection condition, unless notified otherwise. Failure to correct noted condition(s) will result in a fine. Automatic fines will be assessed for all policy violations found in unit during inspection. Failure to address such policy violations may result in multiple fines. Failure to correct conditions found in unit commons areas will result in all residents of unit being fined. Unapproved items and fine costs are outlined in the Resident Student Handbook.

Weapons on Campus

The possession of weapons on campus is controlled by the State Code O.C.G.A. § 16-11-127.1. CARRYING WEAPONS within the school safety zones, at school functions, or on a bus or other transportation furnished by a school (a) As used in this Code section, the term: (1) “Bus or other transportation furnished by a school” means a bus or other transportation furnished by a public or private elementary or secondary school. (2) “School function” means a school function or related activity that
occurs outside of a school safety zone and is for a public or private elementary or secondary school. (3) "School safety zone" means in or on any real property or building owned by or leased to: (A) Any public or private elementary or secondary school, secondary school, or local board of education and used for elementary or secondary education; and (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education. (4) "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chakka, nunchaku, nunchaku, shank, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom purposes by the teacher. (b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25. (2) Any person who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than $10,000.00, by imprisonment for not less than two nor more than ten years, or by both.

House Bill 792 was signed by Governor Deal on May 3, 2016 which added language to the above statute to permit the possession of commercially available electroschock devices on campus for the purpose of self-defense or defense of others. Information about the devices can be found at www.armstrong.edu/images/uploads/police/ electroschock-UGS.pdf.

Georgia House Bill 280, commonly referred to as the “campus carry” legislation, takes effect as of July 1, 2017. For more information on this new law (which amends O.C.G.A. § 16-11-127.1) and how it will be implemented on University System of Georgia campuses, including Armstrong State University, please visit the USG website for House Bill 280.

MISSING PERSONS

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the University Police Department.

It is the policy of Armstrong State University that the University Police Department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing from the campus or otherwise not where she/he is expected to be on the campus. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a Student Affairs Staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing from the campus. University Police will conduct an initial investigation to determine if the person appears to be missing from the campus, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

University Police officers may check student's login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope may continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at Armstrong State University can identify a person that the University can contact in the event that the student is reported missing by contacting the Registrar's Office. IMPORTANT Include: the person's name, any contact methods (cell phone, home phone, email, etc.) This information will soon be collected via BANNER, the University's student information system.

This person would be contacted within 24 hours of a missing person report being filed with University Police. Note that this contact information is confidential and is shared only with University administrators who need to know it for the purposes of the designated ‘missing person’ emergency contact.

Security and Access to Campus Facilities, Residences and Maintenance

During business hours, most facilities are open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to facilities is controlled by key, access card, Facility Services or Housing staff. Emergencies may necessitate changes to any posted schedules.

The University Police conduct periodic security surveys to examine security maintenance issues such as landscaping, lighting, and building security and safety equipment. Work orders are generated for repairs and modifications as issues are identified.

University Police safety escorts are available for students, faculty, staff, and visitors who, for whatever reason, do not feel comfortable walking alone to their campus housing or vehicle.

Residential Housing access is controlled by key card in Windward Commons, while all other residential community access is controlled by keys issued to residents.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 who is not emancipated, the University must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

NOTE FOR STUDENTS UNDER AGE OF 21: For students under 21, Suzanne’s Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for more than 24 hours, the following will occur:

• University Police will notify the Vice President of Student Affairs and the Vice President of Business and Finance.
• University Police will again contact the student’s emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student’s emergency contact.)