President’s Message

Dear Campus Community:

I am pleased to present the 2014 Annual Security and Fire Safety Report, which provides data and statistics related to security and fire safety during the three previous calendar years for Morehouse College. This report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act. It serves as part of our on-going effort to inform the campus community about safety programs and services available, as well as the steps each of us can take to maintain the safety and security of our campus. This report has been prepared by a comprehensive team representing various campus departments, including Public Safety, Business and Finance, General Counsel & Compliance, Enrollment Management, Student Conduct, Housing and Title IX.

The safety and well-being of our students, faculty, staff and visitors is a top priority. Morehouse College works diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security is a shared responsibility, and we expect all current and prospective campus community members to contribute to the safety and security of our campus. The best protections against campus crime are: (1) a strong law enforcement presence; (2) an aware, informed, alert campus community; and (3) a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

If you have any questions or suggestions concerning this publication, please contact the Department of Public Safety at 404-215-2666.

Sincerely,

John Silvanus Wilson Jr.
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The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), formerly known as the Crime Awareness and Campus Security Act, is the landmark federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U. S. Department of Education. Campuses that fail to comply with the Act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The “Clery Act”, was signed in 1990 and is named in memory of 19-year old Jeanne Clery, who was raped and murdered in her college dorm in 1986. Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on the campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements.

Additional amendments were made to the Clery Act (Violence Against Women Reauthorization Act (“VAWA”)/Campus SaVE Act) in 2014 which imposed additional requirements on IHEs.

Compliance with the Clery Act

The Clery Act requires Morehouse College (“Morehouse”) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires Morehouse to collect, report, and disseminate crime data to everyone on campus and to the U. S. Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, Morehouse is required to complete the following:

1. Publish and distribute an Annual Security Report to current and prospective students and
employees by October 1 of each year. The report must provide crime statistics for the past three years, provide campus and community policies about safety and security measures, describe campus crime prevention programs, and provide policies and procedures to be followed in the investigation and prosecution of alleged sex offenses.

2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Morehouse Police Department (MCPD) must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven (7) years, and logs older than 60 days must be made available within two business days upon request.

3. Report statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault annually. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to these categories.

4. Withhold the names of victims for crimes considered a threat to other students and employees with respect to the “timely reports” the Clery Act mandates for crimes.

5. Inform students of procedures victims should follow such as preservation of evidence and to whom offenses should be reported.

6. Develop policy and disseminate to students and employees information about the victim’s option to, or not to, notify and seek assistance from law enforcement and campus authorities, victims' rights and institutional responsibilities regarding judicial no-contact, restraining and protective orders.

7. Develop policy and procedures for investigations and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.

8. Ensure that investigations are conducted using a “preponderance of the evidence” standard.

9. Ensure that College officials who conduct student conduct investigations, hearings or proceedings are trained on how to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes accountability.”

10. Identify “sanctions or protective measures” the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

11. Provide the same opportunities to the accuser and the accused to have other present during a disciplinary hearing or proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

12. Notify both the accuser and the accused “simultaneously” and “in writing” of the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result will become final.
13. Develop procedures for protecting the confidentiality of the victim, including record-keeping that excludes personally-identifiable information on victims.

14. Implement prevention and awareness programs to new students and new employees that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. The training programs must include:
   a. A statement that the institution prohibits those offenses
   b. The definition of those offenses in the applicable jurisdiction
   c. The definition of consent, with reference to sexual offenses, in the applicable jurisdiction

15. Implement By-Stander intervention training to students and employees to “prevent harm or intervene” in risky situations.

16. Recognition of signs of abusive behavior and how to avoid potential attacks.

17. Ongoing prevention and awareness campaigns for students and faculty on all of the above.

18. Keep the past three years of crime statistics detailing crimes that have occurred on campus in Morehouse residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as administration buildings and remote classrooms. Morehouse must also report liquor and drug violations and illegal weapons possession if they result in a disciplinary referral or arrest.

19. Disclose missing student notification procedures that pertain to students residing in any on-campus or off-campus student housing facilities.

20. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.

21. Submit the collected crime and fire statistics to the U. S. Department of Education each fall.

22. Inform prospective students and employees about the availability of the Annual Fire Safety Report.

Morehouse has a vested interest on camps security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.
Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the College's website at http://www.morehouse.edu/administration/campus_safety/index.html. Every member of Morehouse receives an email that describes the report and provides its website address. For more information, contact the Office of Campus Safety at 404-215-2666 or campuspolice@morehouse.edu.
Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. Morehouse strives to be a safe place to learn, live, work and grow.

Morehouse College Police Department (MCPD)

The MCPD is a full-service law enforcement agency that operates 24 hours a day, 365 days a year, from its headquarters in Robert Hall, Southwest Annex, in the center of the Morehouse campus, just across from Kilgore Center and between the mail room and Chivers Dining Hall. The Shift Office of the MCPD is located on the north campus at 171 Euharlee St. (blue trailer). This location is staffed only at the change of shifts.

The department employs both sworn police officers and non-sworn security and support personnel who provide security for the campus. Officers patrol the campus on foot and in vehicles. The department also employs four certified GCIC/NCIC emergency dispatchers.

The dispatch center is staffed with trained and certified dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, minor intrusion detection and fire alarms. Campus police personnel can be reached by dialing 404-215-2666 or if on campus, by dialing ext. 2666. The Police Department can also be contacted by email at mcpd@morehouse.edu or campuspolice@morehouse.edu.

As the law enforcement agency for Morehouse, the MCPD's mission is to protect lives and property, maintain order, prevent crimes, receive and investigate reports of crimes, and provide other law enforcement services, all while being responsive to the special needs of the College community.

The MCPD is dedicated to developing partnerships with the community we serve, including students, staff, and faculty in order to enhance the goal of providing quality higher education in a safe and secure atmosphere. Through these partnerships, we will preserve a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to all, and an open exchange of ideas.

Law Enforcement Authority and Interagency Programs

The MCPD provides basic police services to the campus and perimeter community. Morehouse desires to provide and maintain a safe, secure environment for students, employees, contractors, vendors, visitors and guests.
All sworn officers are trained and certified by the State of Georgia Police Officers Standards and Training (P.O.S.T.) Council with full powers of arrest. They are empowered and mandated to enforce all applicable federal and state laws, local ordinance, and State Board of Higher Education and College policies.

The Morehouse College campus falls under the jurisdiction of two police jurisdictions – Atlanta City and Fulton County. The College has a working relationship with the Atlanta City Police Department through a Task Force agreement with all higher education institutions located in the Atlanta College Center (AUC). MCPD also has a working relationship with the Fulton County Sheriff's Office. MCPD personnel work closely in conjunction with all local, state and federal police agencies. MCPD also works in cooperation with other institutions that form the AUC center comprised of Spelman College, Clark Atlanta University, Morehouse School of Medicine and the Interdenominational Theological Center.

All law enforcement actions are authorized under State Code Section 20-8-3. In accordance with Code Section 20-8-3 and, when authorized, by the governing body or authority of such educational facility, a campus police officer has the same law enforcement powers, including the power of arrest, as a law enforcement officer of the local government with police jurisdiction over such campus.

MCPD is also part of the 9-1-1 Emergency System. By mutual agreement with state and federal agencies, MCPD maintains an NLETS terminal (National Law Enforcement Telecommunications Network) that allows police personnel access to GCIC/NCIC (Georgia Crime Information Center/National Crime Information Center). These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal enforcement information that may be helpful to the campus police.

All offenses such as sexual offenses, murder, aggravated assault, robbery, and auto theft are reported to MCPD. When appropriate, joint investigative efforts with investigators from MCPD and local law enforcement are deployed to resolve these various crimes. Campus police performs a variety of law enforcement tasks to include: investigations of criminal activity, apprehension of criminals, emergency response, and special security assignments as needed. MCPD have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus.

The MCPD may also address minor offenses involving Morehouse rules and regulations that are committed by a student or employee. The campus police may also refer the student to the disciplinary Office of Student Conduct. All offenses involving an employee may also be referred to the Office of Human Resources.

**Emergency “Blue Light” Call Boxes**

The College has installed emergency two-way call boxes (blue light phones) strategically located throughout campus for use during emergencies. The call boxes provide two-way communication between the user and our communications center by pressing the button on the call box. The
The location of the station is broadcast by superseding all radio traffic and transmitting the information through base and portable radios. Call box locations are as follows:

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<th>Webster St. (ROTC)</th>
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<td>Danforth Chapel</td>
<td>Bonair St. (rear suites Gate)</td>
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<tr>
<td>Nabrit Mapp McBay</td>
<td>Paschal St. (East Emergency exit door)</td>
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<tr>
<td>Kilgore Dorm</td>
<td>Parson St. (Milton St.)</td>
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<tr>
<td>Douglas Commons</td>
<td>Wellborn St. (ECC)</td>
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<tr>
<td>Mays Hall (Lee Ln.)</td>
<td>West End Ave. (Ray Charles Art Center)</td>
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<tr>
<td>Euharlee St. (Perdue Lot)</td>
<td>Ray Charles Art Center (rear)</td>
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**Access to and Security of Campus Facilities**

Morehouse College is a private institution and is accessible to the public during normal business and building hours (time, place and restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building and business hours.

MCPD secures each academic and administrative building on campus at designated times. After normal business hours, all visitors, faculty, staff and other persons are required to sign in at the police entrance gate to gain access to facilities, excluding residence halls, unless they have been issued a building key. Proper identification is required for access to the residential buildings, which are under the control of the residential housing staff. Unlimited access is available to students and authorized staff and faculty. Guests and other visitors to the residence halls may visit as long as they have been authorized by a member of the Morehouse community. The exterior doors to student residence halls remain locked 24 hours a day.

The entry gate to Morehouse located at Lowery is open from 6:00 p.m. to 6:00 a.m. Access to the campus may also be obtained through the main entrance on Westview Drive during the hours of 6:00 p.m. to 6:00 a.m. with proper identification. All buildings are equipped with emergency lighting, exterior security lighting, ground floor security screens, fire and smoke alarms, and panic bar-type doors. All residence halls have self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually.

Every student residing in an on-campus residential building is required to share in the responsibility for his building. These requirements are as follows:

- Follow access control policies related to student and student visitors
- Report lost keys and IDs immediately to the Resident Director and MCPD
- Do not duplicate residential room keys
- Remember that visitation is a privilege – not a right - and may be suspended by the Resident Director at any time
In order to protect the safety and welfare of students and employees of Morehouse and to protect the property of the College, all persons on property under the jurisdiction of Morehouse behaving in a suspicious manner will be asked to identify themselves. A person can identify himself/herself by providing his/her name, proof of identification, and the nature of their business on campus.

If a person refuses or fails, upon request, to present evidence of his/her identification and proof of his/her authorization to be in a building or on the campus, or if it is determined that the individual has no legitimate reason to be in a building or on campus, the person will be asked to leave and may be removed from the building or campus by the MCPD.

Persons who behave in a suspicious manner or who are involved in suspicious activities should be reported immediately to the MCPD.

**Missing Student Notification**

Morehouse will investigate any report of a missing Morehouse student and take appropriate action to ensure all notifications comply with legal mandates. Investigation of such reports will be initiated immediately by the MCPD and local law enforcement. Procedures are governed by federal and state laws, local ordinance, and College policy, and are implemented by internal standard operating practice.

If any member of the campus community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should immediately notify the MCPD and provide further information related to the reported missing student.

A student enrolled on campus in either a full-time or part-time status, who is perceived by the reporting person to be missing in reaching home, campus, or another specific location, and there is an identifiable concern for the well-being of the student, should be reported as a missing student.

**Investigation of Reported Missing Student**

An investigation of all missing student reports will be immediately initiated by the MCPD and local law enforcement within 24 hours in which the student is determined to be missing. The MCPD will generate a missing person report and collaborate with the Office of Student Development to make an effort to locate the student and determine his state of health and well-being. The MCPD will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

College officials will also endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an
on-campus housing resident, the MCPD may make a welfare entry into the student's room. If the student resides off-campus, the MCPD will informally enlist the aid of the neighboring police agency having jurisdiction.

**Methods of Contacting a Reported Missing Student**

The MCPD will work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to the following:

- Checking telephone numbers and email addresses provides as well as social networking sites;
- Surveying the student’s room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus members;
- Assessing the student’s use of campus resources, such as ID card access or computer network systems

If an on-campus residential student is reported missing and cannot be located, certain notices will be made as follows:

- **Parents/Guardians** will be notified within 24 hours after the MCPD receives the initial missing person report to determine whether they know the whereabouts of the student.
- **Local law enforcement** will be notified within 24 hours after the MCPD determines that the student is missing.
- The student's **designated emergency contact and/or designated missing person contact** (if any) will be notified once the MCPD or local law enforcement personnel makes a determination that the student has been missing for more than 24 hours.

If the student is an off-campus resident, the MCPD will notify the appropriate family members or associates within 24 hours of receiving the initial report. These individuals will then be encouraged to make an official missing-person report to the local law enforcement agency with jurisdiction. The MCPD will cooperate, aid, and assist the primary investigative agency as appropriate.

If/and after the student has been located, the MCPD will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Student Counseling Center and/or the Student Health Center.

**Designation of Contact for Emergencies and Missing Student Reports**

All students are encouraged to provide emergency contact information in the residential housing web based portal. Students also have the option to identify and register confidentially one or more individuals to be contacted by Morehouse in the event the student is determined to be
missing for more than 24 hours. If a student has identified such an individual(s), Morehouse will notify that individual(s) no later than 24 hours after the student is determined to be missing. These designations will remain in effect until changed or revoked by the student.

In circumstances where the student is under the age of 18 years of age and not emancipated, Morehouse is required by law to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to the student’s emergency contact person(s), if the student has identified and registered one.

Students are advised that their contact information will be registered confidentially and will be accessible only to authorized College officials. This information will not be disclosed to any third party except to law enforcement personnel involved in a missing student investigation.

Communications About Missing Students

In accordance with established Morehouse emergency procedures, the Office of Communications will be part of the College’s administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student. The Office of Communications will consult with the local law enforcement agency in charge of the investigation and the MCPD prior to any information released from Morehouse so as not to jeopardize any investigation.

The local law enforcement agency will handle information provided to the media to elicit public assistance in the search for the missing person.

Resolution of Missing Student Status

Missing student contacts will be advised of the resolution of a student’s missing status. These contacts will also be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. The MCPD or the Office of Student Development will make contact notifications.

Weapons Policy

Morehouse is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors. The use, possession, storage, purchase and sale of all firearms, dangerous weapons, ammunition, explosives or other dangerous articles are prohibited on all properties owned, leased or otherwise controlled by the College. Law enforcement officers duly authorized to carry such property are excepted.

Any person violating this policy will be subject to disciplinary action. Student violations should be reported to the Office of Student Enrollment and Student Services. Staff and faculty violations should be reported the Office of Human Resources. All violations should also be reported to the Office of Campus Security.
Emergency Response and Evacuation

Emergency Preparedness
The Morehouse College Emergency Operation Plan (EOP) describes the responsibilities and duties of campus personnel, agencies and non-governmental organizations in the event of an emergency or dangerous situation involving an immediate threat. The EOP is designed to assist College employees to respond appropriately when emergency conditions exist. The EOP allows for immediate response procedures, thereby minimizing danger to the campus and students.

All emergency responses are managed by the MCPD and the Emergency Management Team (EMT). The highest ranking Police Officer will assume the role of Incident Commander (IC). Morehouse subscribes to the Connect-ED/MC Alert notification system. Participation in Connect-ED/MC Alert is voluntary for all Morehouse students and employees through the use of their personal cell phones. Participation in the Connect-ED/MC Alert program is mandatory for all employees using a cell phone provided by the College. In the event of an emergency, notification between the EMT and the campus community will be made via Connect-EMC Alert or the MCPD. To ensure emergency plans are appropriate, Morehouse conducts emergency response exercises annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

How to Report an Emergency
The campus community is encouraged to call the MCPD to report any situation on campus that could constitute a significant emergency or dangerous situation involving an immediate or ongoing threat to the campus. Directly contacting the MCPD is the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation
The MCPD works in close collaboration with agencies and departments, both on and off campus, and other institutions in the AUC Center to gather and assess information related to events that may pose an immediate threat or hazard to the College. The MCPD, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the campus community. The MCPD will confirm whether an incident is a threat and implement procedures to minimize the impact of the incident to the campus community.

When a serious threat or disaster to the campus community occurs, the MCPD will coordinate with other first responders, which may include the Atlanta City Police Department, Atlanta City Fire Department, Fulton County Police Department, and Fulton County Fire Department. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Environmental Health and Safety
Morehouse has an Environmental Health & Safety Officer who handles all issues involving chemical, Bio-Hazardous and other issues that affect the storage acquisition and maintenance of
chemical and hazardous materials. This officer maintains records, logs, and inspections of materials that are brought into this environment.

**Authorized Officials for the College**

During or in the time leading up to an emergency that threatens life, safety, or security of students and employees, it will be necessary for notification to be provided to the Morehouse community with speed and accuracy. Conditions may not allow time for responders or other officials to seek approval to send notification messages. Authorizing a notification involves:

- Making a determination that notification is necessary
- Formulating message content
- Selecting the appropriate segment of the campus to receive notification, and
- Choosing the appropriate communications tool(s).

For this reason, Morehouse has designated specific campus officials to serve as authorized officials who are empowered to authorize the issuance of emergency notifications. Each authorized official is expected to act within his/her realm of responsibility as defined by department mission and authorize emergency notification when experience and prudence indicate that emergency conditions warrant such actions be taken.

The following individuals are the authorized officials at Morehouse (in the order listed below). Such authority is delegated to the highest ranked official on the list with whom the MCPD is able to contact in a timely manner:

1. President
2. Sr. Vice President for Academic Affairs and Provost
3. Sr. Vice President and COO
4. General Counsel
5. Vice President for Business and Finance/CFO
6. Vice President for Student Development
7. Vice President for OIA
8. Chief of Police
9. Deputy Chief of Police

In cases of imminent threat to the Morehouse community, the MCPD may send out initial emergency warning messages upon confirmation of such threat with the National Weather Service or the Atlanta-Fulton County Emergency Management Association (AFCEMA).

**Notifying the Campus of Emergencies**

Decisions concerning whether to use a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
• Continuing danger to the campus community
• Possible risk of compromising law enforcement efforts

The MCPD, after receiving confirmation from an authorized official and taking into account the safety of the campus community, will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The MCPD will activate the appropriate emergency notification system. A library of notification statements are pre-drafted for anticipated emergencies and may be found in Morehouse’s EOP. The MCPD is responsible for disseminating these statements when an immediate campus notification is necessary. The notification will include Morehouse’s response to the emergency, instructions to follow during the emergency, and when it is safe to return to the campus. The release of all subsequent information is collaborated upon by first responders and Morehouse administration, and is released as the situation unfolds and will be delivered to all College campus community members and parents who has signed up for this service.

Notification Methods for Emergencies

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

• Connect-ED®/(MC-Alert)
• Phone
• Text message
• Email
• Outdoor warning sirens (future)
• Official Morehouse website
• Local media
• Megaphone
• Targeted communications – posters, bolos (“be on the look-out”)
• Message boards (future)
• Morehouse TV Channels 22 & 24
• Classroom projectors

Connect-ED®/MC Alert is Morehouse’s campus-wide emergency notification system. It is used when there is a severe threat to the public safety and health of the entire campus. Phone numbers provided by students, parents and employees are utilized to disseminate emergency alerts by telephone and/or text. Students, parents and employees should check this information and ensure that their contact information is accurate.

Faculty may require students to turn off cell phones while in class only if the faculty member has a registered cell phone capable of receiving emergency messages. The faculty member’s cell phone must be available for use at all times while students are required to turn off their cell phones.
Individuals and organizations outside the campus community are notified of emergency and
dangerous situations through the use of local media (i.e., radio, television), Morehouse’ website,
Facebook and Twitter feeds.

**Procedures for Evacuation in Emergency or Dangerous Situations**

In the event of an emergency or dangerous situation, the MCPD will direct students, faculty,
guests to evacuate a building, several buildings, a portion of the campus, or the entire campus.
The campus community will be asked to follow building and campus evacuation protocols and to
obey directions from the EMT and on-scene emergency responders.

Certain events, like a community-wide hazardous materials release, may require the Morehouse
community and the general public to shelter-in-place or relocate to a temporary location to
prevent exposure to harmful elements.

**Emergency and Evacuation Drills and Exercises**

Morehouse will test emergency response and evacuation procedures annually. Additional
building evacuation and sheltering drills are encouraged for campus buildings.
Communication About Campus Crime

In keeping with the Clery Act, Morehouse provides information and statistics about crime on and around our campus community.

Annual Security Report

This annual report, published and distributed to students and employees every year by October 1, contains three years’ of campus crime statistics and security policy statements, as mandated by the Clery Act. Statistics are reported in the guide in a format that is mandated by the law. Crimes are reported in the following major categories: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the crime statistics also report the following types of incidents if they result in either an arrest or disciplinary referral: liquor law violations, drug law violations, illegal weapons possession. These crime statistics include only those crimes which occur in campus buildings, on-campus and off-campus residential facilities, and adjacent public property, as shown on the campus map included in the Campus Safety Guide.

The Annual Security Guide is available online at http://www.morclosehouse.edu/administration/campus_safety/annualreport.html. A hard copy version may be obtained by calling the Office of Campus Safety at 404-215-2666, or stopping in the MCPD to pick one up.

Daily Crime Log

The Clery Act requires Morehouse to maintain a public crime log, “for the purpose of recording alleged criminal incidents that are reported to the campus police or security department.” The crime log covers all crimes reported to MCPD. This is a broader range of crimes than those reported in the annual crime statistics and a much broader range than those covered by the College’s timely warning system, described below. The crime log is available for review by anyone who requests it during normal business hours at the MCPD office.

Campus Safety Activity Log (On-Line)

This information is accessible on-line and is a summary of incidents and activity that MCPD has been notified of or has been involved in. Security Information Alerts (Timely Warnings) are also posted here. This is not the official Clery Act-mandated Daily Crime Log. Please see http://www.morclosehouse.edu/administration/campus_safety/campuscrime.html for additional information.
Security Information Alerts (Timely Warning)

Morehouse provides timely warning to the campus community whenever the College considers a crime to pose a serious or continuing threat to students and employees. The decision to issue a Security Information Alert (Timely Warning) is made by MCPD.

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to the MCPD.

When major incidents occur, the Atlanta City Police Department and/or Fulton County Police Department may respond. The MCPD receives information about incidents involving Morehouse students off campus from the Atlanta Police Department. MCPD will investigate any crime information it receives concerning or involving a member of the Morehouse community.

How to Report a Criminal Offense

To report a crime or emergency on campus, call ext. 2666 from any campus telephone or 404-215-2666. To report crime or emergencies occurring off campus, call 9-1-1. To report a non-emergency security or public safety related matter and in cases of a power outage, call 404-427-7396. The MCPD has an anonymous tip line where individuals can provide information confidentially by contacting 404-525-3245. Individuals also may report incidents in person at the campus police headquarters located in the southwest annex of Robert Hall. Individuals can also send an email to campuspolice@morehouse.edu.

Dispatchers are available at these telephone numbers 24 hours a day, 365 days a year. In response to a call, the MCPD will take the required action, dispatching an officer or asking the victim to file an incident report with their office.

Individuals on campus may also report crimes to a designated Campus Security Authority (CSA):

- Vice President of Student Development or designee (404-653-7858)
- Director, Student Conduct (404-215-2977)
- Sr. Vice President/Chief Operating Officer (404-215-2645)
- General Counsel (404-681-5540)
- Dean, Housing and Residential Life (404-653-7857)
- Director, Student Counseling Services (404-215-2636)
- Dean, Office of Student Services (404-653-7893)
- Medical providers in the Student Health Center (404-215-2637)
- Director of Athletics or designee (404-215-2669)
- Interim Athletic Compliance Officer/Academic Advisor (404-572-3642)
- Director, Ethics/Compliance & Title IX Coordinator (404-681-7589)
- Associate, Vice President, Human Resources (404-681-2656)
These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by the MCPD as to the extent of their responsibility and how to report crimes to the MCPD.

Campus professional counselors, when employed as a counselor and acting within the scope of their employment at Morehouse, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

Morehouse does not employ campus pastoral counselors.

Medical providers, when acting as such, are considered to be CSAs and are required to report crimes for inclusion in the annual disclosure of crime statistics.

**Initiating and Distributing Timely Warnings**

Morehouse will issue a timely warning when it receives a report of a crime that represents a serious or on-going threat to the safety of members of the campus community. Morehouse may also issue a warning to the campus community when other instances pose a safety concern (See Emergency Response and Evacuation section).

The issuing of a Security Information Alert is decided on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and where it occurred (within specific geographic reporting areas such as those that are mandated by the Clery Act or within our voluntary expanded reporting area described below).

The MCPD is responsible for initiating timely warnings. Those responsible include, but are not limited to:

- MCPD Chief of Police or designee
- MCPD Deputy Chief of Police or designee

Morehouse in conjunction with various campus offices will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following reasons:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
• Robbery
• Sexual offenses
• Domestic violence, dating violence, and stalking
• Violations of liquor, drug law, or weapons possession law
• Any other crime in which the victim was chosen on the basis of race, gender, identity, religion, disability, sexual orientation, ethnicity, or national origin

A decision concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

• Nature of the crime
• Continuing danger to the campus community
• Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is not immediate, the warning will be fully developed and distributed after that point in time.

A Security Information Alert will be issued when there is a continuing threat that includes, but is not limited to:

• Serial crimes that target certain campus populations such as sex crimes or race based crimes in which the perpetrator has not been apprehended, and

• On-going criminal activity in which there is no apparent connection between the perpetrator and victim.

A Security Information Alert may not be issued if:

• A report was not filed with the MCPD or Atlanta City Police.
• The report was made to professional counselors only.
• The notification occurred in a manner that would not allow a “timely” warning for the community.
• An arrest is made and there is no ongoing threat to the MCPD community.
• Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

**Warning Content**

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

• A succinct statement of the incident
• Possible connection to previous incidents, if applicable
• Date, time, and location of the incident
- Description and drawing of the suspect, if available
- Risk reduction and safety tips and other relevant and important information

In some cases, the MCPD may have to keep some facts confidential to avoid compromising an on-going investigation.

**How Security Notification Alerts Are Distributed**

The following methods may be used to notify the campus community of various emergencies that may affect the campus community.

- *Connect-ED®* (*MC-Alert*)
- Phone
- Text message
- Email
- Official Morehouse website
- Local media
- Megaphone
- Targeted communications – posters, letters, group meetings, etc.
- Morehouse TV Channels 22 & 24
- Classroom Projectors

Students and employees are responsible for ensuring that their individual email accounts are operational and checked regularly for new communications. Supervisors of employees who do not have regular access to email are responsible for disseminating or posting hard copy versions of Security Information Alerts in a location readily accessible by such employees.

**Limited Voluntary Confidential Reporting**

The MCPD encourages anyone who is a victim or witness to any crime to promptly report the incident to the MCPD. Because police reports are public records under state law, MCPD cannot hold reports of crime in confidence. Anonymous reports may be filed for statistical reporting purposes. A student’s privacy concerns are weighed against the needs of MCPD to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private.

However, in compelling situations, MCPD reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. Information reported to MCPD is treated as confidential during the investigative phase, except as required by law. MCPD will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning" as well as inclusion in the annual crime statistics.
Definitions of Criminal Offenses

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential; injury if the crime were successfully completed.

**Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating violence** is a violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited 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, 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.

**Drug abuse** violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

**Liquor law violations** are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or

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1 Per the Clery Act, IHEs must classify crimes based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, use definitions from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Classify hate crimes according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it does not require Clery Act crime reporting to meet all UCR standards.
intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** is the killing of another person through gross negligence.

**Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is 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** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or to suffer substantial emotional distress.
- **Weapons** violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
Preparation and Disclosure of Crime Statistics

Morehouse is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

The Chief of Police at Morehouse is responsible for collecting and reporting the annual crime statistics from the local police agencies. This information is included in Morehouse’s Annual Security and Fire Safety Report (ASFSR). By October 1 of each year, notification of the new ASFSR is emailed to current students and employees and posted on the College website. A hard copy of the report is available upon request at the MCPD, Office of the Vice President for Business and Finance, and the Office of Admissions. The crime statistics are also submitted to the U. S. Department of Education no later than October 15 on an annual basis.

The MCPD collects its own statistics, and accepts supplemental numbers from the Director, Student Conduct, the Title IX Coordinator and other CSAs in their subordinate reporting roles. The Dean of Housing and Residential Life also provide statistics to MCPD. The MCPS annually requests statistical information from the Atlanta City Police Department for non-campus operations. Clery reporting covers the preceding calendar year, January 1 to December for the former three years.

Morehouse protocols specify that aggravated assault, arson, negligent manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter, and robbery are reported to MCPD either by a CSA or the student. In cases of sexual assault, domestic violence, dating violence, and stalking, the victim or witness(s) may report to MCPD, the Title IX Coordinator, the Director, Student Conduct, a Residential Director or Advisor, or file as an anonymous report (a statistical notation absent any names). Anonymous reports are reviewed at the end of the year for reporting purposes.

All relevant crime data are compiled by the chief of Police and are included in Morehouse’s submission to the U. S. Department of Education annually by October 15.

The Chief of Police also produces the Annual Security and Fire Safety Report which contains policies, procedures and crime data as required by the Clery Act.

Non-Campus Crime Statistics

The MCPD annually requests statistical information from the appropriate law enforcement agencies (Fulton County) for non-campus operations. Morehouse does not have any classroom space off campus. However, the College does have off-campus residential housing. Crime data for this specific location was requested from the Atlanta City and Fulton County Police Departments and is included in this report. Figure 1 shows statistical information MCPD received as a result of these requests.
Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around Morehouse’s campus.

On-Campus Buildings or Property

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and;

2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Buildings or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Buildings or Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Morehouse crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
Figure 1: Campus Crime Statistics

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
</tr>
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<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>2013</td>
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<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>0</td>
<td>0</td>
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<tr>
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<tr>
<td></td>
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<td>0</td>
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<td>Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)**</td>
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<td>2</td>
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<td>10</td>
<td>2</td>
<td>0</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>2011</td>
<td>1</td>
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<td>1</td>
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<td>Sex Offenses, Non Forcible (Incest and Statutory Rape)</td>
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<td>0</td>
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<tr>
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<td>Liquor Law Arrests</td>
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Figure 1: Campus Crime Statistics*

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<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
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<td></td>
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Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. The MCPD, in cooperation with other College organization and departments, is responsible for presenting security awareness and crime prevention programs to the campus community on an on-going basis.

Students and Employees

Morehouse provides the following crime prevention programs which are useful in the protection of property and contribute to the physical well-being of the campus community. These programs are available to the campus community and relate to crime prevention and personal safety, and are designed to serve as a deterrent to criminal activities.

- Burglary/Theft Protection
- Crime Prevention
- Sexual Violence/Sexual Assault/Domestic Violence
- Vehicle Assist (Battery Boost)
- Vehicle Safety
- Dormitory Safety
- Security of Valuables
- Escort Program

The MCPD participates in new student and new employee orientation where they discuss safety procedures, security and alcohol and drug awareness. Students are encouraged to engrave unique identifiers on their personal items such as computers, gaming systems and any other electronic device. The MCPD also recommends keeping a record of serial numbers and unique identifiers of valuables that will be kept on campus. This will aid in identification and recovery.

- These categories are new for the 2013 reporting period and were not required to be reported in this manner in 2011 or 2013. Statistics for 2012, where available, have been provided for your information. On-campus residence crimes are included in the on-campus numbers. **NOTE:** Sodomy and sexual assaults with an object are included in the rape category.
Housing RDs/RAs, Student Organizations, Fraternities, Athletic Teams

The MCPD, in cooperation with other Morehouse departments, provides training to all RDs, RAs, student organizations, international students, fraternities and athletic teams. Topics include MCPD responsibilities, crime prevention, safety, and security.

Informational Communications

The MCPD publishes information on how to access the campus crime statistics, campus police services, fire statistics, and important phone numbers. This information is made available to all Morehouse students and employees.

Campus Lighting and Building Checks

Proper lighting and building security are major factors in reducing crime on campus. Exterior lighting and landscape control is a critical part of that commitment. Campus Operations maintains College buildings and grounds with a concern for safety and security. They regularly conduct an inspection of campus facilities and ensure that repairs are made as quickly as possible. Campus Operations also supports the safety and security mission by working with state and local officials, including private corporations, to ensure that infrastructures such as street lighting, safe sidewalks, and other lightning and security issues that affect safety are appropriately controlled.

The MCPD officers complete campus lighting checks as a part of their normal daily patrol. Police Officers complete campus lighting checks regularly. Campus Operations is notified when there are burned out or damaged street and building lights. This inspection ensures maximum lighting for the public in the MCPD’s jurisdiction.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may include but are not limited to unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment. All members of the campus community are encouraged to report safety hazards to Campus Operations or to the MCPD.

Disclosures to Victims of Alleged Crimes

Morehouse adheres to disciplinary procedures when students are involved in any sex offense.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and consistent with the Student Handbook and Student Code, a school is permitted to disclose to the harassed student information about the sanction imposed upon a student or employee who was found to have engaged in harassment when the sanction directly relates to the sexually harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits institutions to disclose to the victim, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was
committed. Additionally, the institution may, upon written request, disclose to anyone – not just the complainant – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and with respect to the allegation made, the student has committed a violation the institution’s rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed and any sanction imposed against the perpetrator by Morehouse.

Morehouse may not require a complainant from disclosing this information from others.

If the complainant is deceased as a result of the crime or offense, Morehouse will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of apparent, personal representative or other qualified representative of the student’s estate or pursuant to a court order or subpoena.
Alcohol and Drugs

Morehouse College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function or of employees when reporting for work or engaging in work during normal work hours or other times when required to be at work is also prohibited. Morehouse employees and students are required to abide by all federal and state laws, local ordinances, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Additionally, Morehouse College is concerned about the academic success of students and the safety of all members of the campus community and is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students.

Alcohol and Drug-Free Campus Workplace Policy Summary

Morehouse College prohibits the unlawful possession, use, manufacture, sale, distribution or dispensing of alcohol or illicit drugs. Equipment, products and materials which are used, intended for use, or designated for use with such drugs is also prohibited while on College property, during working hours, on college business, or while operating College vehicles or equipment, or as part of any College activity, by students or employees.

The misuse of alcohol and illicit substances is also prohibited that adversely affects a student’s academic performance, is a threat to individual safety on the part of students, and adversely affects Morehouse’s reputation in the public arena.

In addition, reporting to work or being at work while under the influence of or impaired by alcohol or non-prescribed drugs is prohibited. This includes reporting to work or being at work with a measurable quantity of non-prescribed drugs in the blood or urine when, in the immediate supervisor’s or other manager’s opinion, such use poses a risk or threat to individual safety, other persons, or property and prevents the employee from performing the duties of his or her job.

Covered Individuals

Morehouse’s Alcohol and Drug policy is intended to apply whenever anyone is representing or conducting business for the College. This includes during all working hours, while on call, paid standby and while on College property.
Morehouse’s policy applies to, but is not limited to students, employees, contractors, vendors and job applicants.

Policy Provisions
All violations are handled on an individual basis. Any full-time or part-time student or employee found to be in violation of this policy is subject to disciplinary action in accordance with the policies and procedures of the College, the county, the state and the federal government, up to and including termination of employment if an employee or expulsion if a student.

Students are subject to the sanctions set forth in the Student Code and are responsible for the actions of their guests. Morehouse does not tolerate the misuse of alcohol or the abuse of illicit drugs. The Student Conduct Director or his designee and the College’s Judicial Committee will determine the nature of the sanctions against students who violate this policy. Disciplinary action includes, but is not limited to, warnings, probation, suspension and expulsion or referral for prosecution and/or for the completion of a substance abuse assistance or rehabilitation program specified by Morehouse at the expense of the student. Specific sanctions include but are not limited to:

- Automatic suspension from the College for first time violators of the policy on the possession, distribution, sale or manufacture of illegal drugs or illicit drugs;
- Automatic disciplinary probation for first time violators of the policy on the possession and/or consumption of alcohol;
- Permanent expulsion from the College for second time violators of the policy on the possession, distribution, sale or manufacture of illegal drugs or controlled substances;
- Suspension from the College for second time violators of the policy on the possession and/or consumption of alcohol;
- Permanent expulsion from the College for third time violators of the policy on the possession and/or consumption of alcohol;
- Reported to authorities for criminal prosecution or other appropriate action.

Students who are expelled or suspended for any length of time should be aware that this action may impact the following:

- Tuition, residence hall costs and fees (suspension does not forgive financial obligations)
- Student financial aid including the Hope Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health care provider)
- College housing
- Meal plan
- Use of College resources and access to College facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Internships, assistantships, and study abroad
Student organizations found to be in violation of the College’s policy on drugs and alcohol will be subject to disciplinary action up to and including educational sanctions, suspension and/or revocation of its registration and/or referral to the appropriate federal, state, or local authorities for prosecution.

When there is an alcohol or drug infraction by a student who is a member of any of the College’s athletic teams, he may face additional sanctions based on rules established by the team and/or the NCAA in addition to any criminal prosecution or College judicial code sanction.

Sanctions for employees include but are not limited to:

- Immediately removed from his or her position;
- Referred to the Employee Assistance Program, *CompPsych Guidance Resources*;
- Required to successfully complete an alcohol or drug abuse treatment program as a condition of employment;
- Disciplined, up to and including termination of his or her employment with the College;
- Reported to authorities for criminal prosecution or other appropriate action.
- Employees may be requested to undergo a blood test, urinalysis, “breathalyzer” test or other diagnostic test for the presence of non-prescribed drugs or alcohol under any of the following circumstances:

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician’s prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee’s responsibility to use appropriate personnel procedures (e.g., use sick leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

**Alcohol and Drug Awareness Programs, Driving Under the Influence, Consumption and Possession of Alcohol and Drugs By Minors Enforcement**

MCPD uses both a proactive and reactive approach to addressing the problems of underage drinking and drunk driving. The MCPD go to on-campus residential halls and provide educational programs regarding the problems associated with alcohol abuse and misuse and its relationship to crimes such as drunk driving. MCPD also arrests drunk drivers, and cite violators for minor consumption and minor possession of alcohol. In addition, the Student Health Center and the Student Counseling Center provides education and counseling on substance use and abuse issues.

Employees may obtain assistance from the Employee Assistance Program, [http://tigernet.morehouse.edu/emp/EmployeeAssistanceProgram.pdf](http://tigernet.morehouse.edu/emp/EmployeeAssistanceProgram.pdf).

**Domestic and International Field Trips/Study Abroad/Overseas Programs**

Students and employees participating in domestic field trips or academic programs, or visiting foreign countries to attend field trips or academic programs abroad are reminded that they may
be subject to arrest and legal sanctions for alcohol or drug offenses under the laws and regulations of that particular state, country or institution, in addition to the sanctions described in the Student Code, the employee’s Code of Conduct and the College’s Alcohol and Drug policy.

Employees are expected to uphold the standard promulgated by this policy and to act in a way that demonstrates the principle of “freedom with responsibility” by behaving in a responsible manner around alcohol and illegal drugs.

Morehouse strongly discourages faculty from hosting off-campus activities where alcohol is served, or providing alcohol or purchasing alcohol for students participating in domestic or international field trips or study abroad programs. Employees are not permitted to purchase alcohol using College or program funds.

Employees must maintain their ability to respond to and report critical incidents are expected to be able to perform duties as assigned.

**Suspicion of Alcohol and Drug Use**

An employee who suspects that a colleague or co-worker is impaired by alcohol or drug use on the job should contact his/her department head or supervisor immediately. An employee who suspects a supervisor or department head is impaired by alcohol or drug use should contact the next level of supervision or administration. Behaviors which may suggest alcohol/drug abuse include (but are not limited to) the following:

1. Repeated accidents (on- or off-campus);
2. Repeated illness absences;
3. Chronic lateness or early departures;
4. Significantly diminished task performance (with no other explanation); and
5. Odor of alcohol, slurred speech, unsteady gait, disorientation, paranoia, hallucinations, and other physical signs of impaired function, not caused by a known medical condition.


If a department chair, supervisor, or administrator has been contacted or suspects that an individual is under the influence of drugs or alcohol, he/she should:

- Assess the situation and call for assistance if necessary. If assistance is needed, notify the MCPD, or the local police department, if not on campus;
- Document observations and other relevant information fully;
- Prohibit the individual from continuing to work and from driving;
- Not leave the impaired employee alone;
- Handle information confidentially; and
- Consult with Human Resources staff.
Summary of Legal Sanctions Covering Alcohol and Drugs

Local, state and federal laws make the use of illegal drugs and misuse of alcohol serious crimes. Convictions can lead to imprisonment, fines, and assigned community service. Courts do not reduce prison sentences in order for convicted persons to attend school or continue their jobs. A felony conviction for such an offense can prevent an individual from entering many fields of employment or professions.

Atlanta City Code – Drug Offenses

- Section 178003: Unlawful possession of one ounce or less of marijuana within the corporate limits of the city is prohibited. This is punishable by a fine not to exceed $1,000, or 60 days in jail, or 60 days of public work, or any or all of these.

- Section 178005: Unlawful for any person to intentionally inhale or inhale Spray paint containing halogenated hydrocarbons for the purpose of intoxication. This is punishable by a fine not to exceed $250 or imprisonment for not more than 25 days.

Atlanta City Code - Alcohol Offenses

- Section 1711010 (h): Any person convicted of violating any prohibition related to the “furnishing to, purchasing of or possession by persons less than 21 years of age “alcoholic beverages” shall be punishable by a fine not to exceed $1,000 or imprisonment in the city jail for not more than six months or both. Any person who is under 21 years of age and convicted of purchasing or knowingly possessing any alcohol beverages shall be punished by not more than 30 days imprisonment or a fine of not more than $300 or both.

Any person charged with a second or subsequent offense shall be punished as for a misdemeanor of a high and aggravated nature in the court having general misdemeanor jurisdiction in the county in which the alleged offense occurred.

State of Georgia Criminal Liability- Drugs

The following drug related offenses are felonies under Georgia law [O.C.G.A. § 16-13-30(c)].

Offenses:

- Purchase, possess, or have under his or her control any controlled substance [O.C.G.A. §16-13-30(a)].

- Manufacture, deliver, distribute, dispense, administer, sell or possess a controlled substance [O.C.G.A. § 16-13-30(b)].
- Manufacture, deliver, distribute, dispense, administer, purchase, sell or possess with the intent to distribute marijuana [O.C.G.A. § 16-13-30(j) (1)].
- Hire, solicit, engage, or use an individual under the age of 17 years or the purpose of manufacturing, distributing, dispensing, on behalf of a solicitor, any controlled substance [O.C.G.A. § 16-13-30(k)].

**Penalties:**
- First conviction for violation of Offense 1: A felony and imprisonment for not less than two years and not more than 15 years [O.C.G.A. § 16-13-30(c)].
- Second and subsequent convictions for violation of Offense 1: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. § 16-13-30 (c)].
- First conviction for violation of Offense 2: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. § 16-13-30 (d)].
- Second and subsequent convictions for violation of Offense 2: A felony and imprisonment for at least 10 years and not more than 40 years or life imprisonment [O.C.G.A. § 16-13-30 (d)].
- Any conviction for violation of Offense 3: A felony and imprisonment for at least one year and not more than 10 years [O.C.G.A. § 16-13-30(j) (2)].
- Any conviction for violation of Offense 4: A felony and imprisonment for at least five years and not more than 20 years, or by fine not to exceed $20,000 or both [O.C.G.A. § 16-13-30(k)].

Federal trafficking penalties are provided under the Drug Enforcement Administration.

The violation of any offense may lead to disciplinary action by the College, as well as criminal prosecution. Federal statutes are available as printed in the August 16, 1990, Federal Register as part of the final regulations for the *Drug-Free Schools and Communities Act 1990*.

**Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the College in writing within five calendar days after being convicted for violation of any Federal, state or local criminal drug statute where such violation occurred while in the workplace, on College premises or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

Convictions of employees working under federal grants, for violating drug laws in the workplace, on College sponsored activities, will be reported to the appropriate Federal agency. The Human Resources Office is required to notify the U. S. government agency, with which the
grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace.

The College will take appropriate action within 30 calendar days of notification. As a condition of further employment on any Federal government grant, the law requires all employees to abide by this policy. Students employed under the College Work Study Program are considered to be employees of the College, if the work is performed for the College.

For work performed for a federal, state or local public agency, a private non-profit agency or a private for-profit company, students shall be considered to be employees of the College unless the agreement between the College and the organization specified that the organization is considered to be the employer.

The service, possession and consumption of alcoholic beverages are regulated by the State of Georgia general statutes, city and county codes, and policies of the College. All members of the College community are obligated to obey these laws, rules, ordinances and policies. The College does not have the right or authority to alter the laws and regulations or secure exemption from them.

Substance Abuse Counseling, Treatment, and Referral

Morehouse has a vested interest in the health and well-being of its students and employees. Providing students and employees access to substance abuse education materials promotes a healthy campus community. The College recognizes substance abuse as a treatable condition and offers programs and services for employees and students with substance dependency problems. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals.

Morehouse expects its students to comply with federal and state laws, local ordinances, and the Student Handbook related to alcohol and other drugs. Continued or abusive use of alcohol and other drugs has health consequences. Violations of Morehouse’s Alcohol and Drug policy will be addressed by the College through the Student Code for students and the Code of Conduct for employees. Morehouse recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also recognize that early intervention and support improves the success of rehabilitation. We encourage students and employees to seek professional help for their drug and/or alcohol problems.

The Employee Assistance Program (EAP) provides a variety of services, including alcohol and drug dependence services, to all benefited employees and their immediate family members (spouse and/or dependent children living in the same household as the employee or dependent children attending a college or Morehouse). The use of EAP services is confidential unless the employee signs to release information to specific people for a specific purpose. To support employees, Morehouse:

• Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem;
• Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help;

• Ensures the availability of a current list of qualified community professionals;

• Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP; and

• Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for substance use disorders (e.g., alcohol dependence, alcohol abuse, alcoholism, drug abuse, etc.) may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

We encourage students to seek professional help for their drug and/or alcohol problems from referral resources outlined in the Student Handbook and the College's Alcohol and Drug Policy. Additionally, students may be referred to the College’s Student Health Service and the Student Counseling Center for information pertaining to alcohol and drug use/abuse assistance programs.

Alcohol/Drug Use Abuse Education

The Morehouse Student Counseling Center, a division of Student Development, fosters health and well-being on the campus. The Center strives to integrate all dimensions of wellness: intellectual, social, physical, emotional, and spiritual. Our approach is holistic, and we collaborate with the entire college community.

Our team of professionals, including two licensed Psychologists, two professional counselors, a counseling intern and administrative assistant, are available to campus organizations, academic departments, administrators and staff for presentations. Counseling resources provide support for students in need of individual assistance, and encourages self-learning in a confidential environment. In addition, Disability Services are offered at the Counseling Center that support students with special needs.

The Counseling Center, utilizing the prevention model, assists students by anticipating and intervening in situations where substance abuse may negatively influence student performance in the community and environment. Individual and group counseling, alcohol and other drug use assessment, referral for further evaluation and treatment, and educational programming are important components of this service. Contact: Student Counseling Center: http://www.morehouse.edu/campus_life/counseling_serv/index.html
Phone: 404-215-2636; Fax: 404-215-2749. If emergency assistance is needed call: 404-215-2666 (on campus); 911 (off-campus).
The Counseling Center functions to assist students by anticipating and intervening in situations where substance use/abuse may negatively influence student performance in the College, community and environment. Individual and group counseling, drug use assessment, referral for further evaluation and treatment, and educational programming are important components of this service. Students who are concerned about their own drug or alcohol use and/or about that of others are encouraged to contact the Student Counseling Center. When appropriate, students may be referred to private counselors.

Confidentiality

All information received by the organization through the Drug-Free Workplace program is confidential communications. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

In addition, Supervisors should treat an employee’s alcohol or drug problem confidentially. Only those management personnel who have a need to know about the incident should be informed. If only a few people know of an employee’s alleged substance abuse, the employer is better able to defend against allegations that the information was handled indiscreetly and will avoid embarrassing the employee.

Parental Notification Under FERPA

In accordance with a 1998 amendment to FERPA, Morehouse officials have the discretion to notify parents or guardians of students who, at the time of disclosure, are under the age of 21, and have violated any federal, state, or local laws, or violated any rule or policy of the institution governing the use or possession of alcohol or controlled substance. Attempt at parental notification will be made:

➢ After the finding of a second alcohol offense and any subsequent alcohol offense; or after the finding of a first alcohol offense if the violation is more serious, such as but not limited to, driving under the influence of alcohol or in conjunction with another violation, especially one involving violence or property damage;

➢ For any drug offense; or

➢ During a medical emergency involving a student.

Exceptions to parental notification may be made based on circumstance as determined by school officials with legitimate educational interest.

Reporting Requirements and Records Retention

The Office of the General Counsel is responsible for the record retention and access requirements of the Drug-Free Schools and Campuses regulations. Copies of the annual
distributions, the results of biennial reviews, and the detailed procedures for the distributions and the reviews are to be maintained for three (3) years after the fiscal year in which the record was created as well as other required records reasonably related to the College’s compliance with this regulation.

A department chair or Supervisor who has disciplined an employee for alcohol or drug-related problems or who has knowledge of an alcohol- or drug-related conviction must notify the appropriate Vice President in whose area the employee is employed. The following information will be retained: employee’s name, department, date and type of offense, date and type of action taken, and any follow-up or aftercare required.

Disciplinary reports on staff will be submitted to the Department Head, Vice President, and Human Resources which will place all disciplinary reports in the official personnel file of the employee with copies to their dean, Department Head, Vice President or staff equivalent.

Referral data for evaluation, treatment, or aftercare that are non-disciplinary or contain medical information shall be retained in a separate file in Human Resources.
Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Morehouse College will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Morehouse utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who have been trained in addressing sexual harassment and discrimination issues.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In all of these situations, Morehouse is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The College’s process does not preclude adjudication under state law.

Morehouse prohibits retaliation, in any form, by its officers, employees, or students against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SaVE Act, or this policy.

Prevention Efforts

Morehouse attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, Morehouse considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, discipline, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.
Morehouse has developed educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The MCPD supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, students and employees should contact the Title IX Coordinator, the Office of Student Development, the Office of Student Conduct and the Office of Housing and Residential Life.

First year students (including international students) are required to engage in a new student orientation program that includes Title IX, how to file a Title IX complaint and the process, Title IX investigation, understanding consent, sexual assault, sexual violence, the Student Conduct process, and an overview of the student conduct hearing. This comprehensive training program is also provided to athletic teams, student organizations, fraternities, resident director, student resident advisors, student government, the band and Glee Club. Participants include the Title IX Coordinator, Director of Student Conduct, Chief of Police, and a faculty member who teaches a course on sexual assault and sexual violence. A similar overview is also provided to parents during the first week of school.

Other prevention activities include: a workshop on hazing and a sexual assault workshop is provided by the Atlanta Police Department and the Woodruff Library; Men Stopping Violence workshop; regular Brother-to-Brother residential housing meetings during the year to discuss “doing the right thing” panel discussion, a domestic violence seminar and a panel discussion with the local legal office; a Brother/Sister Exchange to help students develop healthy personal and sexual relationships; domestic violence improvisation and education production; and “Broken”, a domestic violence program with various skits.

How To Be An Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, contact MCPD. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
• Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Strategies To Reduce the Risk of Sexual Assault or Harassment

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

➤ **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
➤ **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
➤ **Walk with purpose.** Even if you don’t know where you are going, act like you do.
➤ **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
➤ **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
➤ **Make sure your cell phone is with you** and charged and that you have cab money.
➤ **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
➤ **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
➤ **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
➤ **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
➤ **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, get a new one.
➤ **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
➤ **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
➤ **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
➤ **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
➤ **Be true to yourself.** Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don’t feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- **Lie.** If you don’t want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. Pursuing counseling services with appropriate agencies (e.g., Student Counseling Center, Employee Assistance Program (EAP), or private providers). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
5. Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
6. Making a report to the Title IX Coordinator, Director of Student Conduct, MCPD, or other responsible employee under Title IX.
7. Making an anonymous report to MCPD. An anonymous report notifies the MCPD that an act of sexual violence has occurred but gives no names or identification.

### Consider Filing a Police Report

A report to the MCPD can empower the complainant by exercising her/his legal rights and can aid in the protection of others. Morehouse staff will encourage the complainant to file a police
report and will assist the complainant in notifying the police if requested. The MCPD will then advise the complainant of the legal process.

➢ Morehouse typically conducts an on-campus investigation. The College has both an administrative role and a law enforcement role.
➢ Off-campus cases are usually investigated by the Atlanta City Police Department or the Fulton County Sheriff’s Department. When an investigation or legal proceedings occur off-campus, services are still available through the College.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

**Alternatives to Immediately Filing a Police Report**

➢ Report the crime at a later date.
➢ Make a complaint to the Title IX Coordinator; Director, Student Conduct; Vice President, Student Development; or the MCPD. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
➢ Contact the Title IX Coordinator for more information concerning the administrative process.

Students may reference the campus judicial process in the *Student Handbook*. Faculty and staff may consult with Human Resources or the Title IX Coordinator.

If the complainant does not choose to file a police report, s/he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Employees may be encouraged to seek assistance through Human Resources and the EAP. Students may receive support from the Student Health, the Title IX Coordinator, and/or various community resources. The complainant may decline to notify campus police and campus authorities.

**On-Going Care**

Students may seek assistance at any time from the Student Counseling Center. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies. Students may also seek assistance from Student Health Services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs). Costs for testing may be paid directly by the student or billed through insurance.

Employees may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP). Additionally, the Title IX Coordinator may provide additional information and available community resources.
On-Campus Investigation and Adjudication

Morehouse’s response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., Vice President of Student Development, Director of Student Conduct, Title IX Coordinator, MCPD, and medical and counseling services personnel). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about Morehouse’s compliance with Title IX or U. S. Department of Education policies, may be directed to the Title IX Coordinator in the Ethics and Compliance Office, The Office of the General Counsel, Morehouse College, 830 Westview Drive, S. W., Gloster Hall, Room 109, Atlanta, GA 30314, or the U.S. Department of Education, Office of Civil Rights, 61 Forsyth St., N. W., Ste. 19T70, Atlanta, GA 30303-8927 or 400 Maryland Avenue, SW, Washington, DC 20202.

Procedures for Filing a Complaint By Students

The Student Code describes the procedures followed when a violation is reported to the Director, Student Conduct. Reports of violence involving students are generally directed to the MCPD. The Student Code outlines the process and protection of rights of both the complainant (the student who brings the grievance or makes the complaint) and the respondent (the student or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified in the Student Code.

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the hearing.
3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. The Office of Student Conduct may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the hearing, in whatever manner and as determined in the sole judgment of a Director, Student Conduct, to be appropriate.
5. The Office of Student Conduct will render the decision to the respondent and the complainant simultaneously and in writing within five business days. The Student Code provides for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault, or stalking.
6. Decisions may be appealed by both parties in accordance with the Student Code, as applicable. All parties will be informed in writing of the outcome of any appeal. The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student’s privacy concerns
are weighed against the needs of Morehouse to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

**Procedures for Filing a Complaint by Faculty and Staff**

If a faculty or staff member is involved as the complainant or respondent:

- All incidents are to be reported to the Title IX Coordinator.
- Based on the initial report of the incident, the Title IX Coordinator, with assistance from Human Resources, and/or the Office of Student Conduct, will implement any temporary safety measures immediately.
- The Title IX Coordinator will then assign a Title IX Investigator to investigate the incident.
- The Title IX Investigator will investigate the incident and submit a final written report to the Title IX Coordinator.
- Both the complainant and respondent will be notified in writing of the final results of the investigation and any resulting actions.

**Interim Arrangements and Post-Hearing Interventions**

Morehouse actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. Morehouse has a coordinated response system that attends to the complainant’s and respondent’s physical and emotional well-being as well as the safety of the community.

**Administrative Services to Assist a Student Complainant or Respondent**

The Title IX Coordinator and the Office of Student Services will assist students and departments to provide:

- Referral to a counselor at the Student Counseling Center or referrals to outside provider(s);
- The complainant and respondent may be directed not to have contact, by any means, with each other;
- Provide Escort services;
- The complainant and/or respondent may have parking re-assigned;
- The complainant and/or respondent may have on-campus residence changed;
- The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes;
- Assistance in petitioning for a protection order. Morehouse honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court;
- Withdrawal from the College;
An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures;
- Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities;
- Other referrals as necessary.

**Administrative Services to Assist Faculty or Staff Complainant or Respondent**

The Title IX Coordinator and Human Resources will assist faculty and staff and departments to provide:

- Referral to the Employee Assistant Program;
- Escort services;
- The respondent may be directed not to have contact, by any means, with a complainant;
- The complainant and respondent may be directed not to have contact, by any means, with each other;
- Assistance in petitioning for a protection order. Morehouse honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court. An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures.;
- Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities;
- Other referrals as necessary.

**Defining Acts Involved with Sex Offenses**

The following definitions are informational and are not used to classify crime statistics in the Morehouse College 2014 Annual Security and Fire Safety Report.

Coercion is the exploitation of fear or anxiety through intimidation, compulsion, domination, or control with the intent to compel conduct or compliance.

A deviate sexual act is any form of sexual contact with an animal, bird, or dead person.

An object is anything used in commission of a sexual act other than the person of the actor.

A sexual act is the sexual contact between human beings consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any other portion of the human body and the penis, anus, or vulva; or the use of an object which comes in contact with the victim’s anus, vulva, or penis. For the purposes of this subsection, sexual contact between the penis and the vulva, the penis and the anus, any other portion of the human body and the anus or vulva, or an object and the anus, vulva, or penis of the victim, occurs upon penetration, however slight. Emission is not required.
**Sexual contact** is any touching, whether or not through the clothing or other covering, of the sexual or other intimate parts of the person, or the penile ejaculation or ejaculate or emission of urine or feces upon any part of the person, for the purpose of arousing or satisfying sexual or aggressive desires.

A person who engages in a sexual act with another, or who causes another to engage in a sexual act, is guilty of **gross sexual imposition** if:

- That person compels the victim to submit by force or by threat of imminent death, serious bodily injury, or kidnapping, to be inflicted on any human being;
- That person or someone with that person’s knowledge has substantially impaired the victim’s power to appraise or control the victim’s conduct by administering or employing without the victim’s knowledge intoxicants, a controlled substance (NDCC Chapter 19-03.1.) or other means with intent to prevent resistance;
- That person knows or has reasonable cause to believe that the victim is unaware that a sexual act is being committed upon him or her;
- The victim is less than fifteen years old; or
- That person knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders him or her incapable of understanding the nature of his or her conduct.

Additionally, when a person who engages in sexual contact with another, or who causes another to engage in sexual contact, is guilty of **gross sexual imposition** if:

- The victim is less than fifteen years old;
- That person compels the victim to submit by force or by threat of imminent death, serious bodily injury, or kidnapping, to be inflicted on any human being; or
- That person knows or has reasonable cause to believe that the victim is unaware that sexual contact is being committed on the victim.

A person who engages in a sexual act or sexual contact with another, or who causes another to engage in a sexual act or sexual contact, is guilty of **sexual imposition** and a Class B felony if they:

- Compels the other person to submit by any threat or coercion that would render a person reasonably incapable of resisting; or
- Engages in a sexual act or sexual contact with another, whether consensual or not, as part of an induction, initiation, ceremony, pledge, hazing, or qualification to become a member or an associate of any criminal street gang (NDCC Section 12.1-06.2-01).

A person who knowingly has sexual contact with another person, or who causes another person to have sexual contact with that person, is guilty of **sexual assault** if:

- That person knows or has reasonable cause to believe that the contact is offensive to the other person;
- That person knows or has reasonable cause to believe that the other person suffers from a
mental disease or defect which renders that other person incapable of understanding the nature of that other person’s conduct;

➢ That person or someone with that person’s knowledge has substantially impaired the victim’s power to appraise or control the victim’s conduct, by administering or employing without the victim’s knowledge intoxicants, a controlled substance as defined in Chapter 19-03.1, or other means for the purpose of preventing resistance;

➢ The other person is in official custody or detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over that other person;

➢ The other person is a minor, fifteen years of age or older, and the actor is the other person’s parent, guardian, or is otherwise responsible for general supervision of the other person’s welfare; or

➢ The other person is a minor, fifteen years of age or older, and the actor is an adult.

**Incest** occurs when a person intermarries, cohabits, or engages in a sexual act with another person related to him within a degree of consanguinity within which marriages are declared incestuous and void (NDCC Section 14-03-03), knowing such other person to be within said degree of relationship. Incest is a Class C felony.

**Domestic violence** includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.

**Stalking** is (NDCC Section 12.1-17-07.1):

➢ “Course of conduct” means a pattern of conduct consisting of two or more acts evidencing a continuity of purpose. The term does not include constitutionally protected activity.

➢ “Immediate family” means a spouse, parent, child, or sibling. The term also includes any other individual who regularly resides in the household or who within the prior six months regularly resided in the household.

➢ “Stalk” means to engage in an intentional course of conduct directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person’s immediate family and must cause a reasonable person to experience fear, intimidation, or harassment.

➢ No person may intentionally stalk another person.

➢ In any prosecution under this section, it is not a defense that the actor was not given actual notice that the person did not want the actor to contact or follow the person; nor is it a defense that the actor did not intend to frighten, intimidate, or harass the person. An attempt to contact or follow a person after being given actual notice that the person does not want to be contacted or followed is prima facie evidence that the actor intends to stalk that person.

➢ In any prosecution under this section, it is a defense that a private licensed investigator (NDCC Chapter 43-30), or a licensed peace officer (NDCC Chapter 12-63) was acting within the scope of employment.
If a person claims to have been engaged in a constitutionally protected activity, the court shall determine the validity of the claim as a matter of law and, if found valid, shall exclude evidence of the activity.

a. A person who violates this section is guilty of a Class C felony if:

i. The person previously has been convicted of violating NDCC Sections 12.1-17-01, 12.1-17-01.1, 12.1-17-02, 12.1-17-04, 12.1-17-05, or 12.1-17-07, or a similar offense from another court in Georgia, a court of record in the United States involving the victim of the stalking;

ii. The stalking violates a court order issued under NDCC chapter 14-07.1 protecting the victim of the stalking, if the person had notice of the court order; or

iii. The person previously has been convicted of violating this section.

b. If subdivision a does not apply, a person who violates this section is guilty of a Class A misdemeanor.

Assent does not constitute consent as a defense, within the meaning, if:

➢ It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor;

➢ It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

➢ It is induced by force, duress, or deception.

Disciplinary Sanctions for Students

The Office of Student Conduct may impose one or more disciplinary sanctions as described below for violations of the Code.

Student Sanctions

➢ Written Reprimand — Written reprimand refers to official censure of a student’s conduct in violation of a regulation of the Morehouse community. A written reprimand indicates no ongoing status change for the student.

➢ Warning Probation — Warning probation indicates that further violations of the Student Code will result in more severe disciplinary action. Warning probation shall be imposed for a period of not more than one year and the student shall be removed automatically from probation when the imposed period expires.

➢ Conduct Probation — Conduct probation indicates that further violations of the Student Code may result in Suspension. Conduct probation may not be imposed for more than one calendar year.

➢ Suspension — Suspension is a temporary withdrawal of enrollment privileges and ban from campus property and activities (student) or recognition (student organization) for a specific period. Suspension notification will include conditions of the suspension and terms for reinstatement. In some cases, short term suspension may be imposed depending
on the nature and severity of the offense.

- Indefinite Suspension — Indefinite suspension is a suspension which involves no definite time limit and may carry conditions which must be met before the student/student organization may request reinstatement.

- Emergency Suspension — The Vice President for Student Development or designee may direct the temporary, immediate removal of a student in accordance with the Student Code.

- Expelled from the institution

- No Contact Directive — A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.

- Criminal Trespass Order - A no trespass order means the person named in the order cannot enter the named property or they will be subject to arrest.

- Residence Hall Transfer — Residence hall transfer; removal or ban from the residence hall for a specified period of time

- Suspension of or restriction(s) on driving on or parking in campus controlled streets and parking lots

- Referral for Behavioral Assessment — to the Student Counseling Center or another provider approved by the Counseling Center Director.

- Mandated community service and/or participation in educational programs

- Mandated participation in one or more campus activities, lectures, workshops, and/or other activity

**Disciplinary Sanctions for Employees**

The College will follow the disciplinary policies and procedures in the Faculty and Employee Handbooks and the Policy and Procedure Manual for all employees.

**Privacy and Respect of Information**

Respecting one’s right to privacy is important to Morehouse. Students can be assured that when they share information with medical, police, and/or College officials, such information will be handled professionally and within the framework of each agency’s governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

Morehouse employees who have the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or appropriate school designee; or whom a student could reasonably believe has this authority or duty shall report all complaints of sexual violence to the Title IX Coordinator.

A student’s privacy concerns are weighed against the needs of Morehouse to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to
investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks Morehouse not to investigate or seek administrative action against the respondent, Morehouse will be limited in its ability to respond fully to the incident. Title IX and the Campus SaVE Act include protections against retaliation. Morehouse officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Campus Student Counseling Center mental health counselors, Student Health Services employees, or any other person with a professional license requiring confidentiality or who is supervised by such a person will not report incidents of sexual violence to the Title IX coordinator in any way that identifies a student without the student’s consent.
All information received is subject to inclusion, in statistical form, in annual Morehouse-published reports.

**Sex Offender Registration**

All registered sex offenders are required to self-report their status to the MCPD upon employment or enrollment. Some limitations and restrictions may apply to that employment and/or enrollment. In addition, MCPD provides access to sex offender information through links posted on the College’s website.

Convicted sex offenders must register with the local law enforcement agency in the jurisdiction where the offender resides. Out-of-state sex offenders are required to register with the local Georgia law enforcement agency if they work or attend school in Georgia. Each time the offender moves or changes jobs, the offender must notify the local law enforcement agency.
All registered sex offenders are required to self-report their status to Morehouse and to the MCPD upon employment or enrollment. If designated as a registered sex offender after employment or enrollment, the self-reporting must occur within three working days of the designation. Failure to self-report may result in disciplinary action up to and including termination of employment or suspension.

**Employment and Enrollment of Sex Offenders**

Registered sex offenders are not barred from employment or enrollment at Morehouse. Limitations and restrictions on employment and enrollment must be reasonable, job related (for employees), and directly related to areas of potential risk.

**Employment**

Registered sex offenders are prohibited from working in or being on the premises, without proper authority, of any area of Morehouse that is designated to provide service/care to minors. This prohibition includes, but is not limited to various facilities used by College sponsored, affiliated, or hosted camps, groups, activities, or programs. Other locations and/or events may be added at the discretion of the College administration. Registered sex offenders are also prohibited from working in residence halls and apartments. Furthermore, registered sex offenders are prohibited from being within the living areas of Morehouse residence halls, apartments, or any other living facilities owned or operated by Morehouse.
Supervisors of registered sex offenders should not assign the employee to an area from which they are prohibited if other employees are available to complete the assignment. If the assignment of the sex offender is essential, their immediate supervisor must escort them for the entire time that they are working in the prohibited location.

**Enrollment**

Registered sex offenders are prohibited from living in Morehouse residence halls and apartments. Additionally, registered sex offenders are prohibited from being within the living areas of Morehouse residence halls, apartments or any other living facilities owned or operated by Morehouse. Other locations and/or events may be added at the discretion of Morehouse Administrators.

**Public Access to Sex Offender Information**

Registered sex offenders classified as moderate risk or high risk and who are employed with or enrolled at Morehouse will be posted on the College's website upon confirmed notice from the registered jurisdiction. The Georgia Sex Offender website identifying all registered sex offenders in the state of Georgia is available via Internet pursuant to NDCC Section 12.1-32-15. The Georgia Office of Attorney General is responsible for maintaining this registry. Follow this link to access the Georgia Sex Offender website: [www.gbi.georgia.gov](http://www.gbi.georgia.gov). This information can also be accessed through the College's website at [www.morehouse.edu/administration/campus_safety/index.html](http://www.morehouse.edu/administration/campus_safety/index.html).

Unlawful use of the information for purposes of intimidating or harassing another may be a crime and punishable by law.

The Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) is a federal law that provides for the tracking of convicted sex offenders. The AWCPSA requires state law enforcement agencies (in Georgia, it is the Georgia Bureau of Criminal Investigations) to provide Morehouse with a list of registered sex offenders who have indicated that they are either enrolled or employed with Morehouse.

This information is provided in compliance with the AWCPSA and the Georgia Offender Registration requirements established by NDCC, section 12.1-32-15.
Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U. S. Department of Education.

Collectively, this information provides prospective and current students' information regarding the policies, concerns, and fire safety conditions that are present at Morehouse College.

Fire Safety

It is the policy of Morehouse to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the Morehouse's Fire Safety Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by employing a state certified, Fire Safety Officer and increasing the fire safety awareness of employees and students by conducting periodic basic emergency evacuation training. The Fire Safety Officer conducts fire safety inspections of all campus buildings.

Morehouse has 11 on-campus resident halls and suites in addition to 20 administrative buildings.

Basic fire safety instruction is be provided during New Employee Orientation. Additional training is available upon request by any department. Basic fire safety instruction is also provided to all Resident Directors and Resident Assistants at the beginning of each academic year.
The Fire Safety Officer will coordinate fire investigations with the Atlanta Fire Department and Georgia State Fire Marshal’s Office.

**Portable Electrical Appliances, Smoking and Open Flames in Student Housing**

Morehouse reserves the right to direct residents to remove from their room any hazardous materials. The final decision regarding removal of such materials will be made by the Dean, Housing and Residential Services. Items may also be confiscated by the MCPD if they violate hall fire safety and/or jeopardize security and community living.

Morehouse’s residence halls and administrative buildings that are in compliance with the National Fire Protection Association (NFPA) and Authority Having Jurisdiction (AHJ). Approved fire alarm systems are regularly inspected by the Fire Safety Officer. The fire alarm system is monitored 24 hours/day, 7 days/week.

To minimize the potential for fires at Morehouse, it is the policy of the College to prohibit the use of combustible decorations open burning and open flames. All decorations used on campus must be fire resistant or non-combustible. Decorative lights and extension cords must be UL rated and used in a manner that will not present a fire hazard or trip-hazard. Morehouse regulates portable electric appliances, smoking, and open flames in on-campus housing and administrative offices and building throughout the campus community.

**Portable Electrical Appliances**

**Residence Halls**

The storage of electric grills, toasters, microwaves, toaster ovens, hotpots, or any other cooking appliance with a heating element is prohibited in rooms or suites. Additionally, space heaters, room air conditioners (window or portable) and extension cords are not permitted in residence hall rooms.

The following electrical appliances, which must be UL-approved and in good condition, are permitted in student rooms: clocks, desk lamps, hair dryers, curling irons, PC equipment, radios, TVs, razors, fans, heating pads, sewing machines, and stereo equipment. No more than two electrical appliances can be plugged into any double outlet. However, multiple outlet power strips which are UL-approved and fused are allowed in residence hall rooms with a limit of one per outlet.

**Campus Owned Off-Campus Housing**

Electrical appliances are allowed. However, students are encouraged to maintain a safe number of appliances plugged in at any one time. Plugging too many appliances, especially heat producing appliances such as toasters, coffee pots, waffle irons, or electric frying pans into the same electrical outlet or circuit could overload circuits, overheat, or cause a fire.
Open Flames and Flammable Storage

Residence Halls
Candles used for decorative purposes are prohibited. Candles and other devices with open flames, as well as incense, are prohibited. Additionally, flammable liquids, such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials, may not be stored in residence halls.

College Owned Off-Campus Housing
Candles and other devices with open flames, as well as incense, are allowed. However, flammable liquids, such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials, may not be stored. All barbecue grills must be attended by an adult at all times there are hot coals. Grills must be kept a safe distance away from buildings and vehicles. Hot coals must be doused with water when cooking is complete and are not to be disposed of on the ground or in a garbage dumpster. Only lighter fluids specifically designed for barbecues may be used. Gas grills may not be stored indoors. The following items are prohibited in all residential campus housing:

- Fireworks
- Oil lamps or other fuel burning lamps
- Candles
- Incense
- Flammable liquids must be stored in approved safety cabinets. Flammable liquids are not allowed to be stored in residence hall rooms (including paint thinner, solvents, lighter fluid and lamp oil.)
- Barbeque grills (in accordance with college policies and procedure).
- Smoking is prohibited within all buildings on campus.
- Portable space heaters are prohibited in dorm rooms.

Smoking
Morehouse is a tobacco-free campus. Smoking or use of tobacco is not permitted on the campus of the College. Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.

Fire Safety Education and Training Programs
Morehouse promotes campus fire safety on an ongoing basis through various safety education and training programs.

The Resident Hall Directors, Residence Hall Assistants receive general fire safety and fire extinguisher training from the Morehouse Office of Safety during fall training. All resident students receive orientation to the operations and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. New Students receive a general orientation to the
fire systems present in the building during the first week of the residents’ arrival. Staff also reviews evacuation and emergency procedures with residents. Residence hall students participate in one fire drill during both the fall and spring semesters.

**Reporting a Fire Occurring in an On-Campus College Student Housing Facility**

Individuals discovering a fire at an on-campus student housing facility should dial ext. 2666 and activate the fire alarm system. The fire alarm system in buildings on campus, when sounded, will not summon the fire department. They are for alerting occupants of the building only.

**Fire Drills**

**Residence Halls and Otis Moss Suites**

One announced fire drill is conducted at the beginning of the fall semester and one fire drill is scheduled, but not announced, at the beginning of the spring semester. The announced fire drill is designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

**Fire Alarm System**

**Residence Halls**

Each residence hall is equipped with a building fire alarm system, and each student room has a smoke detector. In accordance with Georgia state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted by fire staff. The interference with the operation of the smoke detector or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

**Otis Moss Suites**

The Otis Moss Suites are equipped with a building fire alarm system and smoke detectors are installed in all campus apartments. Smoke detectors in Otis Moss Suites do not require any resident maintenance or battery replacement. In accordance with Georgia state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted by hall staff. The interference with the operation of the smoke detector or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

**Fire Safety and Prevention**

- Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the outside and the inside, at all times.
• Do not overload electrical outlets.
• Do not use broken, frayed, or cracked electrical cords.
• Do not suspend lamps or lights by their own cords.
• Do not allow excess clutter or flammable materials to accumulate.

Fire Evacuation Procedures

Students in On-Campus Housing
Each student housing facility is equipped with fire detection systems and pull boxes. In the event of a continuous sounding of the fire alarm in the unit, students should proceed as follows:

1. All persons inside a residential or dining facility are required to leave the building immediately.
2. College staff may assist with the evacuation of the building as availability and safety permit.
3. It is the responsibility of all students to familiarize themselves with proper fire and emergency evacuation procedures.
4. Failure to respond to a fire alarm or to staff requests during an evacuation may result in College disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.
5. When an alarm sounds, follow these guidelines:
   • Close room doors and windows.
   • Wear shoes and carry or wear a coat.
   • Leave via the nearest, safest exit, path, or route.
   • Don’t panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and check in with College staff.
6. Do not use elevators as exit routes. Use the closest stairwells.
7. Do not re-enter the building until the alarm is silenced and the “all clear” announcement is given by emergency personnel.
8. If you are on an upper floor, are hearing impaired, have mobility issues, or are unable to escape from your room:
   • Close your door and seal it off with a towel or blanket.
   • Duct tape often works well to seal cracks.
   • Dial 9-1-1 and relay all information pertaining to the fire (i.e., location, floor, room, building, etc.) to the dispatcher. Don’t hang up until directed to do so.
   • Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
   • Open your upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
   • Wait for rescue. Don’t panic, open the door, or prematurely jump from your window.
Campus Employees
It is important for employees to familiarize themselves with the procedures of fire reporting.

1. **Safety of the People.** Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for firefighters to arrive. Exit strategies should be discussed with supervisors.

2. **Send the Alarm.** Call the Fire Department, 9-1-1, and relay all information pertaining to the fire (i.e., location, floor, room, building, etc.). If the building is equipped with the fire pull boxes, break the glass, and pull the bar.

3. **Notify Others in the Area.** Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.

4. **Assist Campus Police or Firefighters.** Relate to them what is burning (i.e., special chemicals, radiation hazards) or any other pertinent information.

Fire Safety Definitions

On-campus student housing facility is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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

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

**Fire drill** is a supervised practice of a mandatory evacuation of a building for a fire.

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

**Fire-related death** is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

**Fire safety system** is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
**Value of property damage** is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**Fire Log**

Morehouse has tracked fire alarms and fire calls. Figure 2 provides information pertaining to fires that have occurred at Morehouse on-campus housing facilities for the 2011, 2012, and 2013 calendar years. Morehouse maintains a fire log, generated through a database system that includes a listing of all fires that occur in an on-campus student housing facilities or buildings. This report is available, upon request, for public inspection and includes the nature, date, time and general location of each fire. The log may be viewed at the Department of Public Safety at 830 Westview Dr., S. W., Robert Hall, Southwest Annex, Atlanta, GA 30314.

**Post-Fire Contact Information**

Contact the Atlanta Fire Department to report fires that have been successfully extinguished in on-campus housing by calling 9-1-1. The Fire Department will investigate and generate a report as appropriate. Communication regarding insurance coverage and future fire prevention efforts may be directed to Morehouse’s Director of Risk Management at (404-681-2800, ext. 3695). When calling, provide as much information as possible about the location, date, time and cause of the fire.

**Plans for Future Improvements in Fire Safety**

Morehouse continually evaluates the fire protection system in residential facilities. Upgrades to the system occur through replacements or building renovations. Current planning and education include additional informational and interactive programs for students and employees to learn about fire safety.

**Additional Fire Safety Resources**

- Disability Services for Students
- Office of Safety
- General Fire Safety Information
- Fire Evacuation Maps
FIGURE 2: FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

<table>
<thead>
<tr>
<th>Morehouse College Facilities</th>
<th>Fire Alarm Monitoring Done On Site</th>
<th>Partial *1 Sprinkler System</th>
<th>Full *2 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>
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1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.
<table>
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<tr>
<th>LOCATION</th>
<th>TOTAL FIRE IN EACH BLDG</th>
<th>NUMBER OF FIRES</th>
<th>CAUSE OF FIRE</th>
<th>NUMBER OF MEDICALLY TREATED INJURIES</th>
<th>NUMBER FIRE RELATED DEATHS</th>
<th>VALUE OF PROPERTY DAMAGE CAUSED BY FIRE</th>
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Important Numbers

Atlanta Emergency.......................................................... 911
Atlanta Police Non-Emergency........................................ 404-614-6544
Morehouse College (Emergency and Non-Emergency)............. 404-215-2666
Campus Escorts............................................................. 404-215-2666
Inclement Weather Power Outage..................................... 404-427-7396
Morehouse College Parking............................................. 404-614-3793
Spelman College........................................................... 404-525-6401
Clark Atlanta University................................................ 404-880-8623
Morehouse School of Medicine........................................ 404-752-1795
AUC Shuttle Mon-Fri 9am-5pm........................................ 404-978-2060
AUC Shuttle After p.m. & weekends.................................. 404-577-0306

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For shuttle schedules and other information, visit the Woodruff Library Shuttle Service web page at: http://www.auctr.edu/services/shuttle-services-schedule.asp.