



# College of Coastal Georgia Department of Public Safety

## 2016 Annual Security and Fire Report

Bryan Sipe, Chief

College of Coastal Georgia— 1 College Dr.

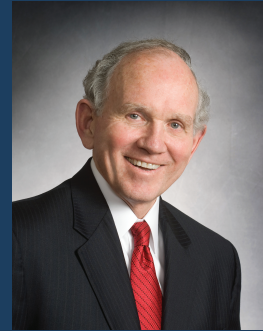
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On behalf of the College of Coastal Georgia, I am pleased to submit our Annual Fire Safety and Security Report (AFSSR). This AFSSR is designed to provide you with important information about your safety and security on campus. Throughout this annual report you will observe that the College of Coastal Georgia is an extremely safe campus due in part to combined efforts of students, faculty, staff and visitors.



The College of Coastal Georgia Department of Public Safety serves a population of approximately 3,000 students and 250 faculty and staff. The dedicated men and women of the CCGA Department of Public Safety serve to protect life and safeguard property while providing outstanding professional customer service to the college community. It is our responsibility to provide law enforcement services for all CCGA property. Officers work diligently to deter crime, enforce state law and applicable campus rules. CCGA Police provide continuous patrols of the college community to deter acts of crime and detect and intervene when criminal activity occurs, 24 hours a day and 7 days a week.

The Annual Fire Safety and Security Report (AFSSR) includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the College of Coastal Georgia; and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning campus security, such as specific policies concerning sexual assault, weapons policy, behavioral intervention, drugs / alcohol, and other matters. You can obtain a copy of this report by contacting the College of Coastal Georgia Department of Public Safety at 912-279-5820, or by accessing the Department of Public Safety website at: <http://www.ccgga.edu/PublicSafety/CampusSecurityAnnualReport.asp>.

If at any time you have questions or would like further information about safety and security at the College of Coastal Georgia, please feel free to contact Chief Bryan Sipe at:

Phone: **912-279-5820**

Email: [bsipe@ccga.edu](mailto:bsipe@ccga.edu)

A handwritten signature in blue ink, which appears to read "G. F. Aloia".

Gregory F. Aloia, Ph.D.  
President, College of Coastal Georgia

Students wishing to voluntarily report crimes to the Campus Police can do so through the various methods listed below, as well as anonymously through our website. We encourage everyone to report crimes promptly and participate in crime prevention.

Office: 912-279-5820

Emergency: Main 912-258-3133, Camden 912-552-5277

<http://www.ccgga.edu/PublicSafety>

<https://www.facebook.com/CCGAPolice>

## What to Report:

*Your name*  
*Telephone number*  
*Location or address*  
*The nature and location of the emergency*

It is the job of each of us to ensure the safety of this campus. We encourage our students to report all suspicious activity to the police. It's up to each of us!

***"If you see something, say something."***

## Anonymous Reporting of Crime or Suspicious Incidents is available at:

<http://www.ccgga.edu/PublicSafety/AnonymousTipsForm.asp>

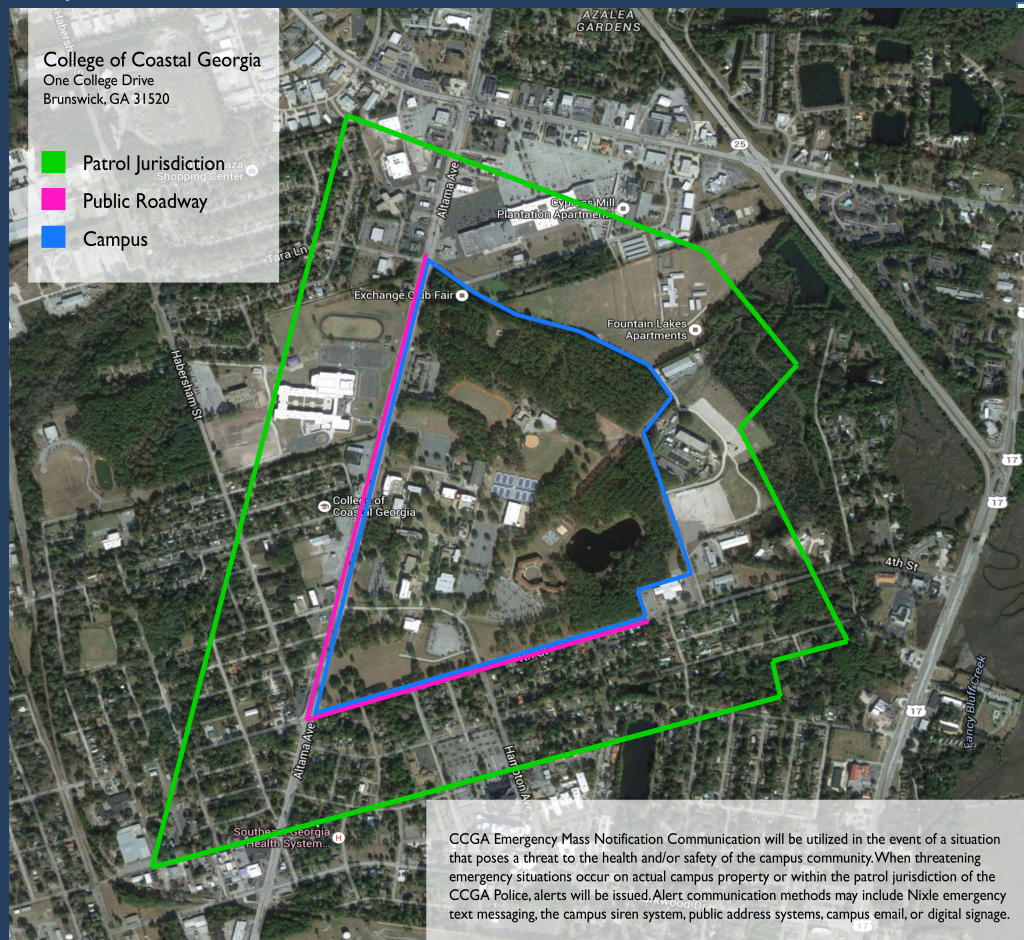
## In An Emergency:

- Do** avoid panic by staying calm, using common sense, and rendering assistance where needed
- Do** evacuate buildings in an orderly and rapid fashion upon the request of authorities, activation of fire alarm, or if a situation becomes life-threatening
- Do** seek out and remember the locations of at least two exits you could use in an emergency
- Do** keep a flashlight and batteries stored in your office if you are a faculty or staff member
- Do not** use the telephone for reasons other than emergency purposes
- Do not** use elevators in case of fire
- Do not** jeopardize your life or the lives of others by attempting to save property
- Do not** cross police barriers without authorization
- Do not** delay in reporting an emergency to the Public Safety Office



# Reporting in Person

Reports can also be made in person at the Department of Public Safety Headquarters.



*The College of Coastal Georgia Department of Public Safety is centrally located at 1 College Drive, on the north side of the Andrews Building. An office is staffed at the Camden Campus as well.*

**Emergency Call Boxes are located across outdoor spaces on the Main and Camden Campuses, as well as all Residential Facilities.**

For residents of Coastal Place Apartments, our off-campus residential building, incidents can be reported to the on-duty security guard between the hours of 10pm and 6am, seven days a week. The security guards are based out of the front lobby office and conduct routine patrols of the property. Residents can also contact the Campus Police via phone or through the emergency call boxes located on the east and west sides of the building.



# Reporting to Campus Security Authorities

If you prefer to report incidents to other individuals or offices, the Clery Act recognizes certain officials as Campus Security Authorities (CSA's). This includes any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. CSA's are defined as officials who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus and judicial proceedings.



The Clery Act specifies that pastoral and professional counselors who are appropriately credentialed and hired by CCGA to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. CCGA encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.



The College of Coastal Georgia Department of Public Safety consists of 12 fulltime state certified police officers, providing 24 hour service, every day. We are responsible for the safety of 3,000 students and 250 staff. Aside from the Main Brunswick Campus and residential apartments, a satellite Camden Campus in Kingsland and additional off-campus residential apartments are patrolled as well.

We go beyond the duties of a municipal police department, as we tend to have broader areas of responsibility in addition to routine police activities. These activities include duties such as fire prevention, disaster preparedness, and student safety presentations. This often places us in the role of serving and educating, more so than enforcing. This allows us to take a community policing approach to our job, develop connections with the community we serve, and gain an appreciation for what we do. However, the safety of our students and staff is our number one priority. Part of our patrol duties is the enforcement of Georgia State Law, including the issuance of citations through the Glynn County State Court, the arrests of violators and wanted individuals, and the investigation of criminal incidents and motor vehicle accidents.

The authority of the Campus Police is derived from OCGA 20-3-72, which provides arrest powers within 500 yards of any University or Board of Regents owned/leased property. When appropriate, and at the officer's discretion, minor (misdemeanor) offenses can be referred to Student Affairs in lieu of criminal prosecution.

The Department of Public Safety has a Memorandum of Understanding (MOU) with all of the surrounding law enforcement agencies, including the Brunswick and Glynn County Police Departments, Glynn County Sheriff's Office, Kingsland Police, St. Mary's police, and Glynn/Brunswick 911. This agreement assures assistance to/from all surrounding agencies.

The Security Guards at Coastal Place Apartments do not have arrest authority. They are authorized to patrol the property and ensure the safety of the residents. Any criminal or suspicious behavior is reported by them to the Campus Police.

## *Our Mission:*

*It is the mission of the College of Coastal Georgia's Department of Public Safety to provide professional law enforcement services and to safeguard the lives and property of the students, staff, faculty and visitors of this esteemed college.*

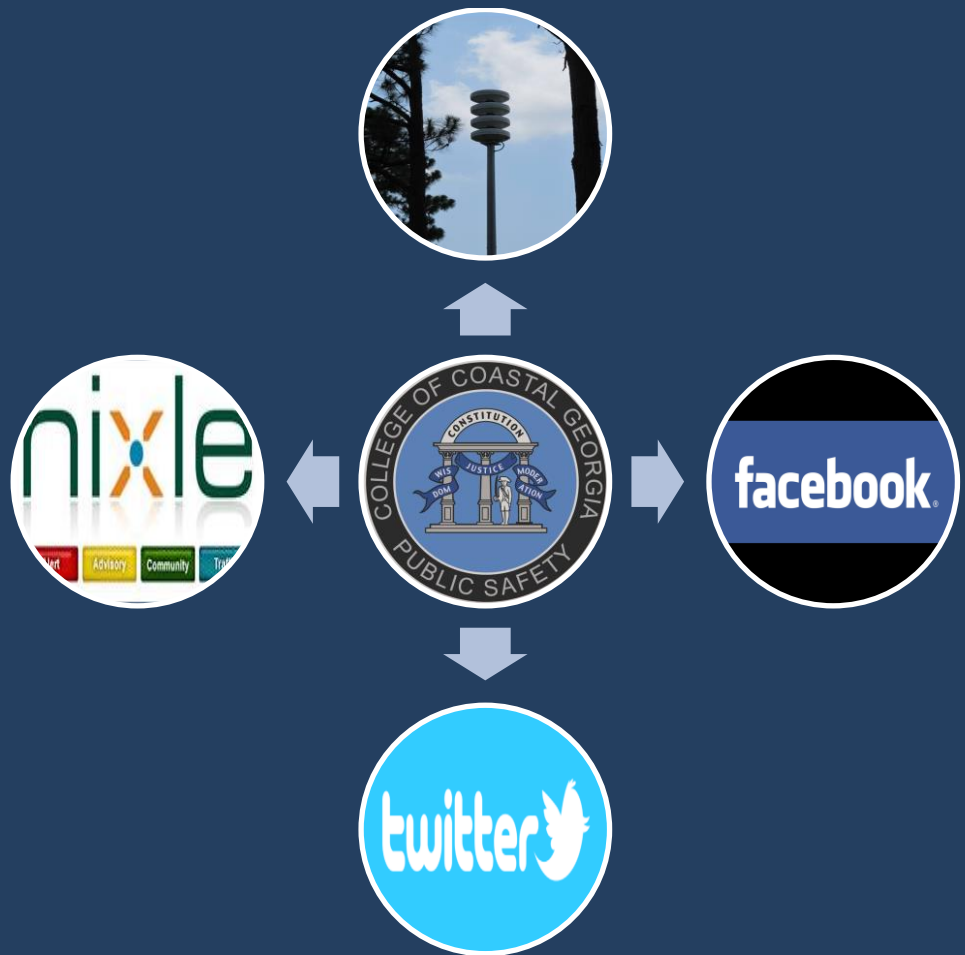
*We accomplish our mission by diligently policing to reduce criminal incidence and fear of crime. We strive to enhance public safety while working with our diverse community to improve their on-campus quality of life. Our mandate is to do so with respect, professionalism, and excellence while at all times conducting ourselves with the highest ethical standards to maintain public confidence.*

The College of Coastal Georgia Department of Public Safety utilizes multiple tools to warn our students and employees of pending dangers, such as severe weather or area crime.

These tools include our outdoor mass notification speaker, which can be heard within a one mile radius of the campus.

Email and Social media outlets such as Facebook and Twitter are used as well.

All of our students, parents and employees are encouraged to sign up for the Nixle emergency text messaging service, which enables us to quickly reach the largest population.



## Receive INSTANT EMERGENCY NOTIFICATIONS from Campus Police

It's the fastest and most effective way to stay connected! In the event of an emergency situation, messages will be sent with relevant emergency and safety information.

### HOW TO REGISTER:

Text CCGA to 888777

Step 1: Compose a new text message

Step 2: Enter 888777 in the "To" field

Step 3: Enter CCGA in the "Message" field

Step 4: Press "Send"

\*Standard text rates may apply



COLLEGE of  
COASTAL  
GEORGIA  
UNIVERSITY SYSTEM OF GEORGIA

*Dreams in Action*





## ***Emergency Management at College of Coastal Georgia***

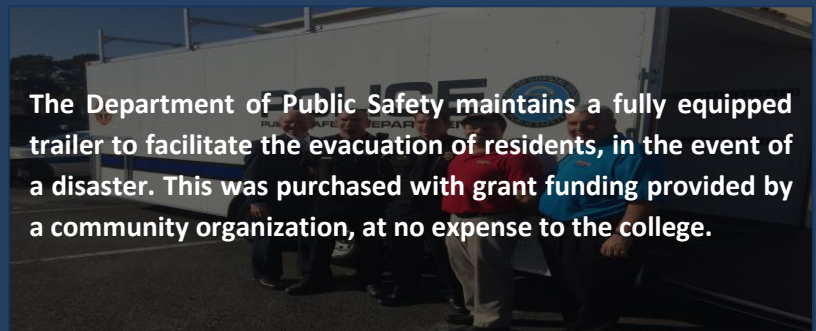
On February 28, 2003, President Bush issued Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, directing the U.S. Department of Homeland Security to establish an incident management system template that would allow Federal, State, local, and tribal governments and private-sector organizations to work together collectively. The College of Coastal Georgia Emergency Management Plan incorporates the Incident Management System concept in conformance with (HSPD)-5, Management of Domestic Incidents. The Department of Public Safety is responsible for the Emergency Management Plan. ***\*All senior management, members of the CCGA Emergency Preparedness and Response Team and public safety officials have been trained in the National Incident Management System (NIMS).***

### ***Purpose***

The purpose of the Emergency Response Plan (EMP) is to safeguard the College community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the college by the establishment of procedures for communication, command-and-control, effective coordination, and use of institution and community resources, in response to a potentially hazardous event. This is done so in coordination with Local Emergency Planning Committee, Glynn County EMA, and GEMA.

The Emergency Operations Center (EOC) is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- *Severe Weather Emergencies*
- *Fires and Explosions*
- *Hazardous Material Incidents*
- *Extended Power Outages*
- *Floods*
- *Violent Criminal Acts*



**The Department of Public Safety maintains a fully equipped trailer to facilitate the evacuation of residents, in the event of a disaster. This was purchased with grant funding provided by a community organization, at no expense to the college.**

The Emergency Management Plan can be accessed at:

<http://www.ccgga.edu/PublicSafety/Files/EmergencyMgtPlanCCGA2013.pdf>

### ***Drills, Exercises and Training***

The College of Coastal Georgia will conduct training and drills for faculty, staff, and students informing them of the emergency response procedures and location of critical items within their respective buildings. Training elements will include monthly tests of the outdoor emergency mass notification system. All employees will receive safety related training. Drills and table-top exercises for incidents such as tornados, fires, bomb threats, hurricanes, and other potential threats are conducted annually.

## Emergency Notification

*Communications prior, during and after an incident or event are critical to protecting the community and property. As conditions require, communications will be clear, effective, and timely. Timely notification of the college community and key college personnel can be critical to response efforts. A clear chain-of-communications/command must be established to ensure efficient notifications. Disruptions of power, telephone service, loss of cell towers, internet and/or email services require that alternate communication methods are identified.*

*As previously mentioned, several lines of communications have been established for emergency notifications. While 800mhz digital radios are the primary method of communication for the Department of Public Safety and all surrounding area public safety agencies, other secondary methods such as cellular communications and internet are used as well. Other methods, such as mass text messaging, mass outdoor notification and email are used to notify the campus community. \*The outdoor mass notification system is tested on the first Wednesday of every month at noon, in conjunction with the NOAA radio test schedule. The test message clearly announces "This is a test..."*

## Confirmation of Emergencies

*Once an emergency is confirmed, whether through confirmation firsthand, from surrounding public safety agencies, or the National Weather Service, the appropriate targeted population is notified. In order to decrease notification time, the Department of Public Safety has pre-drafted message templates ready for dissemination through the various methods. The outdoor mass notification system is programmed as well with pre-recorded, incident specific messages. Regardless of the method used to communicate the threat, an "All Clear" message is broadcasted once it is deemed safe to resume normal operations.*

*Any messages which need to be disseminated to the outside community will be coordinate through the Office of Advancement and the Glynn/Brunswick 911 Center.*

*Those wishing to enroll in the mass text notification system (Nixle), can text "CCGA" to 888777.*

*\*To opt out of Nixle, text "STOP" to 888777.*



College of Coastal Georgia  
**Emergency Text Messaging System**





Admin Buildings  
Monday - Friday  
8am - 5pm



Academic Buildings  
Monday - Friday  
7am - 9pm



Residential Halls  
24/7  
Secured Access

*Campus Police are available to open buildings for authorized individuals after hours.*

**Many of our athletic and cultural events are open to the community, as well as the Bookstore, Mariner's Galley, Library and Nature Trail. Most campus facilities have controlled access by manual lock and key or keycard (MAC) entry.**



Lakeside Village and Mariner Village are controlled by a computerized keycard (MAC) system, allowing entry only by residents and designated staff. Residents are required to sign-in and accompany all guests. Visitor parking is located directly in front of the main entrance. The Department of Public Safety conducts routine patrols in and around residence halls, ensuring that all points of entry are secure and identifying any unknown or suspicious individuals who might not belong on site. However, it is the shared responsibility of the entire community to ensure the doors are secured and to notify the police if anyone encounters any suspicious activity on the property.

Coastal Place Apartments are controlled by lock and key access. Only the residents and staff have access to the property. Although the Department of Public Safety conducts routine patrols, there is also a security guard present at night time.

The parking lots at all residence halls and apartments are gated, with controlled access. They are frequently patrolled, and in view of video surveillance 24 hours a day.



The College of Coastal Georgia is committed to the safety and security of our students. Controlled access to buildings and well-lit paths and parking lots are example of our pursuit to ensure a safe environment. Student Safety Walks are conducted every semester in conjunction with the Emergency Preparedness and Response Team and the Staff Assembly Safety Committee in order to identify areas that are in need of improved lighting or that pose a hazard. All of the Emergency Call Boxes are tested frequently as well, to ensure ready availability. Our video surveillance system is monitored daily to ensure proper function. Any technical issues are immediately reported to the IT department.

## Policies, Crime Prevention & Awareness Programs

### Security Policies and Procedures

The College of Coastal Georgia maintains various policies and procedures to ensure the safety and security of our students. Here are some examples.

**Behavioral Intervention Team:** This multi-disciplinary team proactively evaluates potentially threatening situations or individuals which could cause harm on the campus.

<http://www.ccgga.edu/BIT/index.asp>

**Weapons Policy:** The possession, carrying and/or use of weapons, ammunition or explosives is prohibited at the College of Coastal Georgia.

<http://www.ccgga.edu/PublicSafety/Files/ProhibitionofWeaponsPolicy.pdf>

**Video Surveillance:** A network of over 100 surveillance cameras assist in the safety of the college community. The cameras are a great tool for proactively combatting crime, but this does not imply or guarantee that every camera will be monitored in real time 24 hours a day, seven days a week.

<http://www.ccgga.edu/PublicSafety/Files/CCGAVideoSurveillancePolicy.pdf>

Our officers provide training to students, faculty and staff throughout the year on topics involving safety and crime prevention. Examples of classes provided are *Active Shooter*, *Emergency Preparedness*, *Campus Safety*, and *PTV Certification*. Two officers are certified *RAD (Rape Aggressive Defense)* Instructors and are available to provide self-defense training to female students. Our officers are involved at the community level as well, serving on local boards such as the Domestic Violence Task Force and the Local Emergency Preparedness Committee.

### *Student Conduct*

Students who violate the College of Coastal Georgia Code of Conduct may be liable to both civil and college authorities. Disciplinary action at the College will normally proceed regardless of the status of criminal proceedings. Decisions about the timing of specific actions will be made by the Dean of Students on the status of the evidence and other relevant case factors.

The Code of Conduct and further details can be accessed at the following link:

<http://www.ccgga.edu/SDServices/files/StudentCodeofConduct.pdf>

### *Parental Notification*

The *Family Educational Rights and Privacy Act* (FERPA) has given colleges/universities the option to notify parents or guardians about specific types of information from a student's judicial record. The Office of Student Affairs will notify parents or guardians the first time and every subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21. Please note that the Office of Student Affairs only notifies parents when a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs through a formal hearing or informal resolution. More details on this policy can found in the Student Code of Conduct link, provided above. For more information on the Family Educational Rights and Privacy Act, access the following link:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



# Sexual Assault, Domestic Violence, Dating Violence and Stalking

## Introduction

The College of Coastal Georgia is committed to providing a safe learning and working environment. In compliance with federal laws policies and procedures have been adopted to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

### Defining Sexual Assault, Domestic Violence, Dating Violence, and Stalking

**Rape** - In Georgia is defined under O.C.G.A. 16-6-1 as a "male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs." The code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

**Sexual Assault** - is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** - includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim.

**Dating Violence** - means violence committed by a person who is or has been in a romantic or intimate relationship with the victim.

**Stalking** - is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

### Reporting an Incident

If a student, employee or visitor has been the victim of an incident of sexual assault, domestic violence, dating violence, or stalking, they should immediately report to the Department of Public Safety, located on the north side of the Andrews Building. In the case of an emergency or ongoing threat, please get to a safe location and call 912-258-3133, or 911. Students may also report to any of the Campus Security Authorities, as previously listed in the AFSSR. Employees may also report to the Title IX Coordinator, Michael Butcher @ 912-279-5815, located in the Office of Student Affairs upstairs in the Andrews Building. Victims are not required to report to law enforcement in order to receive assistance from or pursue any options with the College of Coastal Georgia.

### Written Notification of Rights and Options





Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights as provided for under this policy. This shall come in the form of the *College Bill of Rights*.

## Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs it is important to preserve evidence so that a successful criminal prosecution remains an option. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

## On & Off Campus Resources

Both the College of Coastal Georgia and the Glynn County District Attorney's Victim's Assistance Office also offer other important resources to the victims of sexual violence including medical treatment, counseling, and advocacy they may wish to utilize. The Office of Counseling Services is available to assist any student or employee free of charge and will help them consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or the College of Coastal Georgia to access these resources that include the following.

-  Sexual Violence Advocate, Michael Butcher, Upstairs in the Campus Center -912 279 5805
-  Office of Counseling Services, Upstairs in the Campus Center – 912-279-5806
-  Southeast Georgia Health System, 2415 Parkwood Dr. Brunswick, GA – 912-466-7000
-  Rape Crisis Center, Safe Harbor, 2215 Gloucester St. Brunswick, GA – 912-267-6000

## Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual assault, domestic violence, dating violence, or stalking, the College of Coastal Georgia is committed to providing them a safe as possible learning or working environment. Upon request, the College of Coastal Georgia will make any reasonably available change to a victim's academic, living, transportation, and or working situation. For assistance, students may contact Student Affairs (912-279-5802). Employees may contact Floyd Phoenix @ 912-279-5805 for assistance.

If a victim reports to law enforcement, they may assist them in obtaining a Good Behavior Warrant/Restraining Order from a criminal court. The College of Coastal Georgia is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. The College of Coastal Georgia is also committed to protecting victims from any further harm, and Student Affairs may issue an institutional no-contact order.

## **Victim Confidentiality**

The College of Coastal Georgia recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public, pursuant to OCGA 50-18-70 and shared with the accused. For more information regarding this law, visit the following link:

<http://law.justia.com/codes/georgia/2006/50/50-18-70.html>

Reports made to the College of Coastal Georgia officials will be kept confidential, and identifying information about the victim shall not be made public, pursuant to OCGA 16-6-23. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. Reports made to medical professionals and licensed mental health counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party. For more information regarding this law, visit the following the link:

<http://law.justia.com/codes/georgia/2010/title-16/chapter-6/16-6-23>

## **Education Programs**

The College of Coastal Georgia is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that the College of Coastal Georgia prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- Student Orientation
- New Employee Orientation
- Rape Aggression Defense (RAD) Training
- Residence Hall Floor Programs
- Poster Campaigns
- CCGA 1101
- Seminars for Employees



### **Conduct Proceedings**

The College of Coastal Georgia strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action the College of Coastal Georgia. Individuals found responsible for having committed such a violation may face permanent expulsion, termination of employment, suspension, probation and academic educational sanctions, and protective measures that may be utilized such as no contact orders, restitution, written statements, or similar actions. Incidents involving accused students will be handled by Student Affairs, located upstairs in the Andrew Building. Incidents involving accused employees/affiliates will be handled by the Title IX Coordinator, Dr. Michael Butcher, @ 912-279-5815, located upstairs in the Andrew Building.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution, via due process. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Investigations shall be conducted within 60 days or less unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required. Determinations shall be made within the same 60 days or less, unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required.

For additional information about student conduct proceedings please consult the Student Code of Conduct, available at: <http://www.ccgga.edu/SDServices/files/StudentCodeofConduct.pdf>

For additional information about employee conduct proceedings please consult the Staff Handbook, available at: <http://www.ccgga.edu/SACSCOC/compliance/files/StaffHandbook.pdf>

### **Sexual Assault Response and Investigation Plan**

The College of Coastal Georgia maintains a Sexual Assault Response & Investigation Plan, outlining the steps which CCGA Campus Department of Public Safety and supporting partners will take in response to any student report of sexual assault. In addition to these action steps, the College of Coastal Georgia may coordinate investigations with the Georgia Bureau of Investigation and Southeast Georgia Health System to assist in the investigation of a sexual assault case.



### **Megan's Law**

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. A list of locally registered sex offenders can be found online at the following link:

[http://www.sheriffalerts.com/cap\\_main.php?office=55387](http://www.sheriffalerts.com/cap_main.php?office=55387)

## *Missing Student Notification*

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). More information regarding the Higher Education Opportunity Act can be accessed at the following link:

<http://www2.ed.gov/policy/highered/leg/hea08/index.html>

When it is determined that a residential student is missing from the College, staff at CCGA, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

Reports regarding any student attending school or living in the residence hall who is missing must be referred immediately to Campus Police at 912-258-3133. Students living in the residence hall are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by Campus Police to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the college. In addition to any additional contact person designated by the student, if the student is under 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Police. Campus Police will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours. This policy can be accessed in the Residence Hall Handbook at the following link:

<http://www.ccgga.edu/ResLife/files/ResidenceHallHandbook.pdf>

The Department of Public Safety is required by Clery to maintain a Daily Crime and Fire Log. This log identifies the type, location and time of each criminal incident reported to Campus Police. Some routine activities, such as patrols and citizen encounters, are recorded as well.

The Crime Log records specific information about criminal incidents, *not crime statistics*. It is designed to disclose crime information on a timelier basis than the annual statistical disclosures.

The Fire Log records any fires or fire alarms, along with their disposition.

Both of these logs are maintained in the Department of Public Safety office, located on the north side of the Andrews Building, and in the Campus Police Office at the Camden Center. On weekdays, between 9am to 5pm, the public can request to view these logs, as they are public record.

## Alcohol and Drug Policy

### ***Drug and Alcohol Policy Specific to Employees***

*The College of Coastal Georgia expects faculty and staff to meet appropriate standards of performance, to observe basic rules of good conduct and to comply with institutional policies and procedures. As an employer, the College aggressively promotes and requires a drug-free workplace among its faculty and staff. This policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the College of Coastal Georgia. Any questions regarding the College's drug-free workplace program should be directed to the Director of Human Resources at 912.279.5740. More information is available at the following link:*

<http://www.ccga.edu/Faculty/HumanResources/DrugFreeWorkplace.asp>

### ***Drug and Alcohol Policy Specific to Students***

*The College of Coastal Georgia follows the Board of Regents' Policy (4.6.4) on alcohol on campus. The sale, possession, distribution, and consumption of alcoholic beverages are prohibited on the campus and at off-campus College sponsored or registered student organization sponsored events. Unauthorized manufacture, distribution, or possession for purposes of distribution of any controlled substance or illegal drug/illegal synthetic drug on College premises or at College-sponsored activities is prohibited. Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College-sponsored activities is prohibited. Conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension. More information is available at the following link:*

<http://www.ccga.edu/SDServices/files/StudentCodeofConduct.pdf>

[http://ccgafinalsite.com/uploaded/Student\\_Affairs/files/ResidenceHallHandbook.pdf](http://ccgafinalsite.com/uploaded/Student_Affairs/files/ResidenceHallHandbook.pdf)

## ***On-Campus Events***

The sale or service of alcohol is prohibited on-campus, unless specifically authorized by the College President and/or her/his designee, the Office of Business Affairs. The request for consideration must be submitted to the business office *no later than two weeks* prior to the event. The full list of details and regulations are contained in the “College of Coastal Georgia Alcohol Policy for On-Campus Events” section of the Student Handbook. Further details and regulations can be viewed on page 26 of the following link:

<http://www.ccga.edu/SACSCOC/compliance/files/StudentHandbook.pdf>

## ***Drug and Alcohol Policy Specific to Residence Life***

The alcohol policy applying to residents of Lakeside Village and Coastal Place Apartments prohibits the following, regardless of age:

- Promotions and/or public displays referring to or promoting the use of alcoholic beverages;
- Public intoxication;
- Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol;
- The organization of, and/or attendance at social events or parties in the residence hall where alcoholic beverages are served or consumed;
- Coercing or encouraging another to consume alcoholic beverages against their will;
- The organization of, and/or participation in, drinking games involving consumption of alcohol;
- Transporting, in vehicles or otherwise, alcoholic beverages;
- Possessing and/or using devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages including, but not limited to: bars, punch bowls, beer pong, funnels, and/or ice blocks; and,
- The presence of containers of alcoholic beverages, empty or otherwise, in the residence hall.
- The unauthorized manufacture, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on College premises or at College-sponsored activities is prohibited.
- Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College-sponsored activities is prohibited. Conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension.
- The misuse of controlled substances by Residents is prohibited. Controlled substances must be issued in the name of the Resident and stored in Resident’s assigned room.
- The residence hall and the campus are tobacco free. The use of all tobacco products, including chewing tobacco and paraphernalia, is prohibited.

Full details are listed in Section 1.02 and 1.07 of the following link:

<http://www.ccga.edu/ResLife/files/ResidenceHallHandbook.pdf>

## ***Know the Signs of Alcohol Poisoning!***

- Unconscious or semiconscious
- Presents shallow or irregular breathing
- Cold, clammy, pale or bluish skin
- Cannot be awakened by shouting or prodding
- Vomiting

## ***Know How to Help!***

- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake and do not leave them unattended.

***Call 911 or Campus Police at 912-258-3133 if someone is displaying any symptoms!!!***



## OCGA 3-3-23.1 – Underage Possession of Alcohol

It is unlawful for any person knowingly to violate any prohibition contained in Code Section 3-3-23, relating to furnishing alcoholic beverages to, and purchasing, attempting to purchase, and possession of alcoholic beverages by, a person under 21 years of age.

The following penalties may apply:

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Fine	\$300	\$300
Jail	Up to Six Months	Up to Six Months
License Suspension	Six Months	One Year

*\*The College of Coastal Georgia notifies parents or guardians of all underage drinking violations.*

## OCGA 16-9-4(b) – False Identifications

(1) It shall be unlawful for any person to knowingly possess, display, or use any false, fictitious, fraudulent, or altered identification document.

(2) It shall be unlawful for any person to knowingly manufacture, alter, sell, distribute, deliver, possess with intent to sell, deliver, or distribute, or offer for sale, delivery, or distribution a false, fraudulent, or fictitious identification document or any identification document which contains any false, fictitious, or fraudulent statement or entry.

## OCGA 16-11-41 – Public Drunkenness

A person who shall be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language, is guilty of a misdemeanor.

## OCGA 40-6-391 – Driving Under the Influence (DUI)

A person shall not drive or be in actual physical control of any moving vehicle while: Under the influence of **alcohol** to the extent that it is less safe for the person to drive; Under the influence of any **drug** to the extent that it is less safe for the person to drive; Under the intentional influence of any **glue, aerosol, or other toxic vapor** to the extent that it is less safe for the person to drive; Under the combined influence of any two or more of the substances specified in paragraphs (1) through (3) of this subsection to the extent that it is less safe for the person to drive; The person's alcohol concentration is 0.08 grams or more (.02 grams, under 21) at any time within three hours after such driving or being in actual physical control from alcohol consumed before such driving or being in actual physical control ended; or Subject to the provisions of subsection (b) of this Code section, there is any amount of **marijuana or a controlled substance**, as defined in Code Section 16-13-21, present in the person's blood or urine, or both, including the metabolites and derivatives of each or both without regard to whether or not any alcohol is present in the person's breath or blood.

### **OCGA 40-6-392 (4)(d) – Refusal to Submit to Chemical Test**

The refusal of a defendant to permit a chemical analysis of their blood, breath, urine or other bodily substance at the time of their arrest shall be admissible as evidence against them.

*\*Refusal may result in suspension of license.*

### **OCGA 40-6-253 – Consuming or Possessing Open Container in Vehicle**

A person shall not consume any alcoholic beverage or possess any open alcoholic beverage container in the passenger area of any motor vehicle which is on the roadway or shoulder of any public highway.

## *Related Offenses*

### **OCGA 16-13-30(j)(1) – Possession of Marijuana**

It is unlawful for any person to possess, have under his control, manufacture, deliver, distribute, dispense, administer, purchase, sell, or possess with intent to distribute marijuana.

*\*OCGA 16-13-25 includes synthetic versions of Tetrahydrocannabinols.*

### **OCGA 16-13-32.2 – Possession and Use of Drug Related Objects**

It shall be unlawful for any person to use, or possess with the intent to use, any object or materials of any kind for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance.




## *Drug Risks and Consequences*

- ✓ Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- ✓ Additional risks of harm may occur from toxic impurities present in street drugs.
- ✓ Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- ✓ Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

More information is available at:  
[www.drugabuse.gov](http://www.drugabuse.gov) and [www.samhas.gov](http://www.samhas.gov)

## ***Student and Employee Assistance***

The College has no drug treatment or rehabilitation programs. A list with options for addiction treatment is available from the Director of Counseling and Student Support at 912-279-5803. Programs listed as representative referral sources should not be interpreted as an endorsement by the College. Some of the community resources available to members of the College community include:

-  **Drug Abuse Help-Line** – 800-338-6745
-  **NARANON of Brunswick** – 912-264-1614
-  **Narcotics Anonymous** – 912-262-6099



## ***College of Coastal Georgia Office of Counseling Services***

College students normally experience many changes during their time at school. The pressures they experience may result from such things as: academic, social, emotional, career, developmental, financial, or spiritual concerns and can lead to many types of feelings, such as confusion, anxiety or depression. Counseling is a process by which students receive assistance from trained, experienced professionals who are knowledgeable about the types of problems students may face.

The College of Coastal Georgia provides free, short-term counseling to students who are currently attending classes at the time counseling is sought.

For more information or to schedule an appointment, call 912-279-5803 or email [counseling@ccga.edu](mailto:counseling@ccga.edu)

## ***Education Programs***

Seminars, events and educational programs are routinely hosted by the College of Coastal Georgia, in an effort to educate our students and prevent substance abuse. Mandatory employee training is held annually as well.



The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Department of Public Safety maintains a close relationship with all police departments where the College of Coastal Georgia owns or controls property to ensure that crimes reported directly to these police departments that involve the college are brought to the attention of the Department of Public Safety.

The Department of Public Safety collects the crime statistics disclosed in the charts through a number of methods. Police officers enter all reports of crime incidents made directly to the department in a daily log and an automated reported system. After an officer enters the report in the system, a department supervisor reviews the report to ensure it is appropriately classified in the correct crime category. The Department of Public Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that the Department of Public Safety maintains, the statistics below also include crimes that are reported to various Campus Security Authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to Campus Judicial Authorities for respective violations, not the number of offenses documented.

## ***Definitions of Reportable Crimes***

### **Primary Crimes:**

***Murder/Manslaughter*** – Murder - The willful killing of one human being by another. Manslaughter by Negligence - is the killing of another through gross negligence

***Sex offenses*** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

*A. Rape — In Georgia, Rape is defined under O.C.G.A. § 16-6-1 as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.” The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life. This offense includes the rape of both males and females.*

*B. Sexual Assault — In Georgia, Sexual Assault is defined under OCGA § 16-6-5.1 as “sexual contact” is that is perpetrated by “a person who has supervisory or disciplinary authority over another individual.”*

*C. Statutory Rape — Non-forcible sexual intercourse with a person who is under the statutory age of 16.*

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

***Aggravated Assault*** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

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

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

## **Hate Crimes**

**Hate Crimes** – Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

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

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

**Criminal Trespass / Criminal Damage** – To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Categories of Prejudice:**

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

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

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

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

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

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

## **Dating violence, domestic violence, and stalking**

**Dating Violence** – In Georgia, the term Dating Violence is not defined however “Family Violence” as defined under OCGA § 19-13-1 to include some dating situations – i.e. persons who are parents of the same child, other persons living or formerly living in the same household.

**Domestic Violence** - In Georgia, the term Domestic Violence is not defined but Family Violence is defined under OCGA § 19-13-1 as “The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony or (2) Commission of offenses of battery, simply battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass”.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— In Georgia, Stalking is defined under OCGA § 16-5-90 as “(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms ‘computer’ and ‘computer network’ shall have the same meanings as set out in Code Section 16-9-92; the term ‘contact’ shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term ‘place or places’ shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term ‘harassing and intimidating’ means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made. (2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.”

# Annual Disclosure of Crime Statistics, cont.

The following charts contain the annual crime statistics for the College of Coastal Georgia, for the years 2013, 2014, and 2015. This is additionally defined by cases which were handled by Arrest or by Judicial Referral.

Main Brunswick Campus							
Offense	Year	Total	On Campus	Residential Facility	Noncampus Building or Property	Public Property	Unfounded
<b>Criminal Homicide</b> <i>Murder and Nonnegligent Manslaughter</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Sex Offenses **</b> <i>rape</i>	2015	1	1	0	0	0	1
	2014	1	1	1	0	0	0
	2013	0	0	0	0	0	0
<i>incest</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<i>statutory rape</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<i>fondling</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Robbery</b>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Aggravated Assault</b>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Burglary</b>	2015	2	2	2	0	0	0
	2014	1	1	1	0	0	0
	2013	1	1	1	0	0	0
<b>Motor Vehicle Theft</b>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Arson</b>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
Offenses (Not Reported By Hierarchy)			On Campus	Residential Facility	Noncampus Building or Property	Public Property	Public Property
<b>Hate Crimes</b> <i>larceny / theft, simple assault, criminal trespass, damage to property</i>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
<b>Domestic Violence</b>	2015	3	3	3	0	0	0
	2014	1	1	1	0	0	0
	2013	1	1	1	0	0	0
<b>Dating Violence</b>	2015	3	3	3	0	0	0
	2014	1	1	1	0	0	0
	2013	0	0	0	0	0	0
<b>Stalking</b>	2015	0	0	0	0	0	0
	2014	1	1	0	0	0	0
	2013	0	0	0	0	0	0
Other Offenses - Arrests			On Campus	Residential Facility	Noncampus Building or Property	Public Property	Public Property
<b>Liquor Law Violations</b>	2015	6	6	6	0	0	0
	2014	2	1	1	0	0	0
	2013	0	0	0	0	0	0
<b>Drug Abuse Violations</b>	2015	8	8	5	0	0	0
	2014	2	2	1	0	0	0
	2013	0	0	0	0	0	0
<b>Illegal Weapons Possession</b>	2015	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2013	0	0	0	0	0	0
Judicial Referral							
Other Offenses - Judicial Referral			On Campus	Residential Facility	Noncampus Building or Property	Public Property	Unfounded
<b>Liquor Law Violations</b>	2015	26	26	26	0	0	0
	2014	15	15	15	0	0	0
	2013	19	19	19	0	0	0
<b>Drug Abuse Violations</b>	2015	13	13	12	0	0	0
	2014	5	5	5	0	0	0
	2013	6	6	6	0	0	0
<b>Illegal Weapons Possession</b>	2015	1	1	1	0	0	0
	2014	3	3	3	0	0	0
	2013	3	3	1	0	0	0

\*\* The statistics for Sex Offenses also include those incidents reported to the Counseling Center and the Title IX Coordinator.

Note - The CCGA Camden Campus had no Clery reportable incidents or statistics for the 3 yr period.



# IF YOU SEE SOMETHING, SAY SOMETHING

<http://www.ccgga.edu/PublicSafety>  
912-258-3133

## Silent Witness (Anonymous Tips)

This program is designed so that students, faculty and staff can report suspicious activity and crimes via the Internet while remaining anonymous.

If you have witnessed a crime, or if you know of a crime that was committed or will be committed, simply fill out and submit the form. <http://www.ccgga.edu/PublicSafety/AnonymousTipsForm.asp>

A member of the College of Coastal Georgia Police Department will investigate the information provided. You will not be contacted, unless you provide your contact information. All tips will remain anonymous.

Please keep in mind this program is intended to assist the College of Coastal Georgia Police Department and is not intended for crimes in progress or for emergencies. Dial 912.258.3133 or 911 in those instances.

**\*Parking Citations** can be paid at the Bursars Office in the Andrews Building.

**\*State Citations** can be paid at State Court at 701 H Street, in Downtown Brunswick.



The Higher Education Opportunity Act, enacted on August 14, 2008, requires 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 following report details all information required by this act for the College of Coastal Georgia.

## ***Definitions***

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

*On-Campus Student Housing* – A 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 a reasonable contiguous area that makes up the campus.

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

## ***Residence Hall Fire Drills***

Quarterly fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Department of Public Safety, Plant Operations and Resident Assistants. For more information regarding Fire Drills, the policy can be viewed at the following link:

<http://www.ccgga.edu/PublicSafety/files/FireDrillPolicy.pdf>

## ***Fire Safety***

The College of Coastal Georgia takes Fire Safety very seriously and continues to enhance its programs to the college community through education, engineering and enforcement. Educational programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at all campus locations, include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All college residence halls have emergency evacuation plans and conduct quarterly fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills.

The College of Coastal Georgia has been a leader in ensuring the safety of students, faculty, staff and visitors who live and work in college operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a fire-safe living environment. All college operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency.

The College of Coastal Georgia maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

The college has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all campus locations. These policies, guidelines and other fire drill information can be accessed on the following webpage at:  
<http://www.ccgga.edu/PublicSafety/files/FireDrillPolicy.pdf>

Additional protection is provided by Department of Public Safety Police Officers who are trained for initial response to fire incidents occurring at college facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

In addition, evacuation plans are available in the EMP. The Department of Public Safety is dedicated to maintaining the safety of our community by conducting annual inspections, plan reviews, and evacuation drills for all buildings on campus. More information regarding our Fire Safety Program is available at:

<http://www.ccgga.edu/PublicSafety/FireSafetyProgram.asp>

## ***Fire Statistics for On-Campus Student Housing Facilities***

Fire Safety				Total	Residential Facility
Accidental Fires Reported In Residential Facilities	2015			1	Coastal Place
	2014			1	Lakeside Village
	2013			0	

## ***Automated External Defibrillators (AED)***



The Department of Public Safety maintains Automated External Defibrillators (AED) in every building, on both campuses. These are located in central locations in every building, in clearly marked white cabinets, for easy access to everyone. An audible alarm is activated upon access of the cabinet. Although the police officers are all trained in CPR and AED usage, these automated devices are designed to be used by someone with no training. Every AED and cabinet is inspected monthly. All needed maintenance is documented.

## ***Fire Safety Education and Training Programs for Students, Faculty and Staff***

The Department of Public Safety, in coordination with Residence Life and Housing, provides annual training to Resident Assistants (RA).

*Topics addressed during this training include:*

- Fire prevention in the residence hall
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

**Remember "PASS"!**

**P = Pull the Pin**

**A = Aim at Base of Fire**

**S = Squeeze the Handle**

**S = Sweep at Base of Flame**



Resident Assistants coordinate additional fire safety training and education programs for residence hall students.

Other general safety and fire safety information is available to students, faculty and staff on the Department of Public Safety web site at:

<http://www.ccgga.edu/PublicSafety/index.asp>

## ***Fire Incident Reporting***

Students, faculty and staff are instructed to call 912-258-3133 or 911 to report a fire emergency.

Non-emergency notifications (e.g. evidence that something burned) are made to:

Residence Life Area Coordinator @ 912-279-4560 or Campus Police @ 912-258-3133

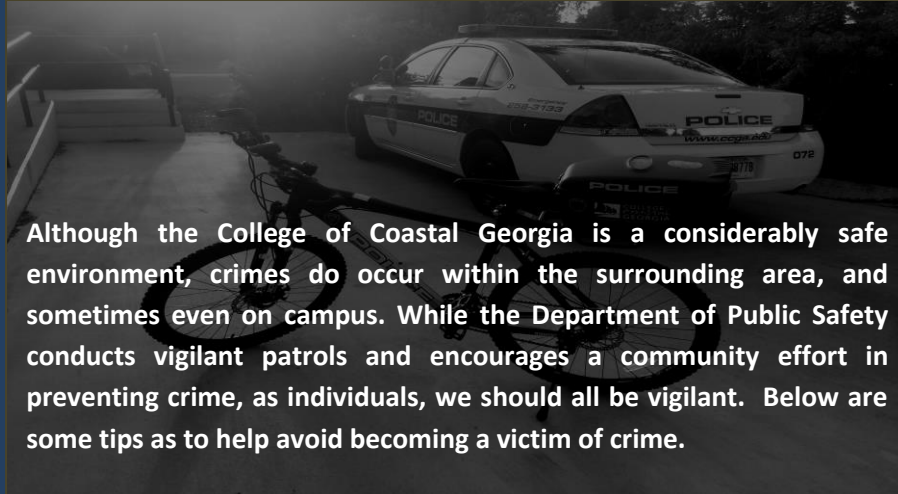
## ***Plans for Future Improvements in Fire Safety***

The College of Coastal Georgia continues to monitor trends related to residence hall fire incidents and alarms to provide a safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.

## ***Fire Protection***

The College of Coastal Georgia Brunswick Campus is located ½ mile from the Brunswick Fire Department's Fourth Street Station. The City of Brunswick currently holds a Class 2 Fire Protection Rating from the Insurance Services Office (ISO). The Brunswick Fire Department is the smallest Class 2 rated fire department in the history of Georgia. The Insurance Services Office collects information on a community's public fire protection and analyzes the data using a Fire Suppression Rating Schedule (FSRS). They then assign a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria. For more information, visit <http://brunswickga.org/fire.html>.





Although the College of Coastal Georgia is a considerably safe environment, crimes do occur within the surrounding area, and sometimes even on campus. While the Department of Public Safety conducts vigilant patrols and encourages a community effort in preventing crime, as individuals, we should all be vigilant. Below are some tips as to help avoid becoming a victim of crime.

## ***Theft***

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, classrooms locked when not occupied
- Don't provide access to unauthorized persons in the buildings or classrooms
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, checkbooks in a lock box or locked drawer
- Keep a list of all valuable possessions, including the makes, models, and serial numbers
- Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

## Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are good.

## Assault

The campus is open to the public, which means that there is non-student foot traffic in and around it, frequently. Students should always be vigilant when approached by unknown individuals. Keep in mind the following suggestions:

- Walk in groups, whenever possible (*there is safety in numbers*)
- Utilize well-lit paths when walking through the campus
- Avoid unlit areas and suspicious individuals
- Be aware of your surroundings
- Call Campus Police immediately to report suspicious activity

Campus Police Main Campus 912-258-3133 Camden Campus 912-552-5277

If You  
**See**  
Something...

Then  
**Say**  
Something!

# Important Phone Numbers

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## College of Coastal Georgia (Main Line)

•912-279-5700

## Department of Public Safety

• Main Campus 912-279-5820 / 912-258-3133 Camden Campus 912-552-5277

## Student Affairs

•912-279-5800

## Residence Life Area Coordinator

•912-279-4560

## Title IX Coordinator

•912-279-5815

## Office of Counseling Services

•912-279-5806

## Human Resources

•912-279-5740

## Nixle Registration

•“CCGA” to 888777

## Brunswick Police Department

•912-267-5555

## Glynn County Police Department

•912-554-7800