



2023 Annual Security & Fire Safety Report

Brunswick Campus and Camden Center

Campus Safety – A Shared Responsibility

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The Chief of Police and Clery Compliance Coordinator prepare the College’s Annual Security & Fire Safety Report in collaboration with the Clery Compliance Committee. Some content areas are provided by other segments of the campus community, including Campus Security Authorities, Residence Life and Housing, Physical Plant, and the Office of Student Conduct. Additionally, statistical information is requested from surrounding law enforcement entities.

Message from the President

On behalf of the College of Coastal Georgia, I am pleased to submit our Annual Security and Fire Safety Report (ASFSR). This ASFSR contains information about our safety and security policies, procedures, and programs to protect the well-being of our campus communities on the Brunswick campus and Camden Center in Kingsland, Georgia. Throughout this annual report, you will observe that the College of Coastal Georgia is a very safe campus due in part to the combined efforts of students, faculty, staff, and visitors.



The Department of Public Safety at the College serves approximately 3,200 students and 318 faculty and staff. The devoted men and women of the Department of Public Safety defend life and property while providing the campus community with exceptional professional customer service. It is our responsibility to provide law enforcement services for all College property. Officers work diligently to deter crime and to enforce state law and applicable campus rules. The Department of Public Safety provides 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 ASFSR includes data for the past three years on recorded criminal activity on campus, in certain off-campus facilities or properties owned or under the jurisdiction of the College, and on open space that is either on the campus itself or is nearby and easily accessible from it. The paper details institutional security measures, such as those relevant to sexual assault, the use of firearms, behavioral interventions, drugs and alcohol, and other issues. Call the College of Coastal Georgia Department of Public Safety at 912.279.5820 to request a copy of this report or access the [Department of Public Safety website](#).

If you have questions or would like further information about security and fire safety at the College of Coastal Georgia, please contact the Chief of Police at 912.279.5819.

A handwritten signature in black ink that reads "Michelle R. Johnston". The signature is written in a cursive, flowing style.

Michelle R. Johnston, Ph.D.
President
College of Coastal Georgia

Accessibility Statement

If you need this document in an alternate format (i.e., Braille, large print, audio, etc.) for accessibility purposes, please email the Clery Compliance Coordinator at clery@ccga.edu.

Prohibition of Discrimination and Harassment Policy

In accordance with applicable federal and state law, the University System of Georgia (USG) prohibits its faculty, staff, and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment). It expects these individuals to refrain from committing acts of bias within the System's jurisdiction. The USG complies with applicable State and Federal law, which provides that it shall be an unlawful discriminatory practice for any employer because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

This policy ensures compliance with federal and state laws, including Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), Title IX of the Education Amendments of 1972 ("Title IX"), Title II of the Genetic Information Act of 2008 ("Title II"), the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Age Discrimination in Employment Act (ADEA) and any another other applicable federal and state law.



Preparation of Annual Security Report & Disclosure of Crime Statistics

The Crime Awareness and Campus Security Act, enacted in 1990, was intended to assist the campus community in making safety-related decisions by requiring higher education institutions to annually provide certain campus security information to current and prospective students and employees.

The Higher Education Act of 1998 and subsequent amendments to the implementing regulations (34 C.F.R.668.46) substantially increased the responsibilities of institutions under the Act. Additionally, the Act was renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (hereafter, the Clery Act).

The College has designated a position, Clery Compliance Coordinator, to serve as the principal official responsible for guiding and directing institutional compliance with all laws and regulations under the Clery Act, as well as overseeing the implementation of institutional policies and procedures as necessary to ensure compliance. The coordinator manages the publication of the Annual Security and Fire Safety Report and submits the annual statistical report to the U.S. Department of Education. Personnel from the College of Coastal Georgia's Department of Public Safety, the Clery Compliance Committee, and the Clery Compliance Coordinator collect and compile the statistics, information, and other data required for the Report for the Brunswick main campus and Camden Center, an off-campus instructional site, in accordance with applicable statutory and regulatory requirements. Individual campus departments and units are responsible for ensuring that the Report accurately reflects policy statements pertinent to their operations.

Reporting Crimes and Other Emergencies

Involvement from the campus community is essential to preventing crime on campus. Crime prevention rests not only with the Department of Public Safety but also with each member of the College. The campus community and guests are encouraged to promptly report all crimes and public safety-related incidents to the Department of Public Safety.

Reporting to Public Safety

All campus community members are encouraged to promptly report all crimes and other emergencies to the Department of Public Safety. The Department of Public Safety is open 24 hours a day, seven days a week. Someone is always available to answer calls. To report such incidents, potential criminal actions, or suspicious behavior, there are several ways to contact the Department of Public Safety for assistance – see Chart 1:

Chart 1: Reporting a Crime to the Department of Public Safety

Brunswick Main Campus	
911	Report emergencies from any phone on or off-campus
912.258.3133	Non-Emergency requests for police services
912.279.5820	Public Safety (leave a message if there is no answer)
Camden Center	
911	Report emergencies from any phone on or off-campus
912.552.5277	Non-Emergency requests for police services
912.510.3306	Public Safety (leave a message if there is no answer)

Though there are many resources available, College Police should be notified of any crime, whether an investigation continues, to ensure the College can assess all security concerns and inform the community if there is a significant threat to the College community.

The College has installed emergency call boxes throughout the Brunswick main campus and Camden Center. Emergency Call Boxes are in public areas, parking lots, outside residence hall complexes, outside administration buildings, and other outdoor locations. Emergency Call Boxes provide direct voice communications to the Department of Public Safety Dispatch Center.

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 Procedures

Remember that not reporting crimes allows the perpetrators to commit additional and perhaps more serious crimes. Crime-solving often depends on how accurately and promptly the incident is reported. Therefore, you must provide as much of the following information as possible:

- The nature, type, and location of the incident.
- The number of persons involved and any distinctive characteristics (names, sex, race, age, height, hairstyle/color, glasses, clothing, etc.).
- Vehicles involved (color, type, make, model, license plate, distinctive characteristics, i.e., bumper stickers, damage, number of occupants, etc.).
- The direction of travel.
- Description of stolen property (item, manufacturer, serial number, value, color, etc.).

Response Procedures

Department of Public Safety personnel will respond as quickly and as safely as possible to requests for assistance. Responses are based on the current activity and the severity of the call include, but are not limited to:

- Immediate response to emergencies through the dispatch of one or more officers.
- Investigation of reports in accordance with Department of Public Safety procedures.
- Arrest and filing of charges, depending upon the circumstances of the incident.
- Referring alleged offenders to appropriate campus agencies, such as the Dean of Students Office.
- Requesting assistance from the Brunswick or Kingsland Police Departments, Glynn or Camden County Sheriff's Offices, the local Fire Department, or any other appropriate unit.
- If a sexual assault or rape occurs, staff on the scene, including the Department of Public Safety, will offer the victim various services.

The College of Coastal Georgia does not have a policy for the voluntary, confidential reporting of crime for the purposes of inclusion in annual crime statistics or a policy for encouraging counselors to refer those they are counseling to such a program. The Office of Counseling Services provides free, confidential, personal counseling and support to all students and can be contacted at 912.280.7800. Reports made to counselors will not be reflected in crime statistics or initiate any response to sexual misconduct.

Anonymous Reporting

Victims, witnesses, and others should voluntarily report all crimes to the Department of Public Safety for inclusion in the annual crime statistics and crime journal and to facilitate the timely distribution of warning notices to the community when necessary. However, victims of certain crimes are eligible for a pseudonym that prevents the disclosure of their identity.

A person involved in or witnesses an active or ongoing emergency should promptly contact Public Safety at 912.258.3133 (Brunswick campus), 912.552.5277 (Camden Center), or dial 911 in an emergency. Someone can also complete and submit an anonymous complaint through the Campus Police Anonymous Report Form (<https://www.ccgga.edu/title-ixsexual-misconduct/anonymous-report-form/>).

The Department of Public Safety does not have a process for voluntary, confidential reporting due to the Georgia Open Records Act (O.C.G.A. 50-18-70, et seq.). If you are the victim of a crime and do not want to pursue action within the USG or within the criminal justice system, you may still want to consider making an anonymous report.

Reporting to Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to the Department of Public Safety, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).”

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

CSAs are campus officials responsible for campus security or significant responsibility for student and campus activities. Besides Department of Public Safety employees, CSAs are defined by federal law as follows:

- Any individual or individuals who have responsibility for campus security but who do not work for the Department, such as an individual who is responsible for monitoring entrance into college property;
- Any individual or organization specified in the college’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or
- An official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

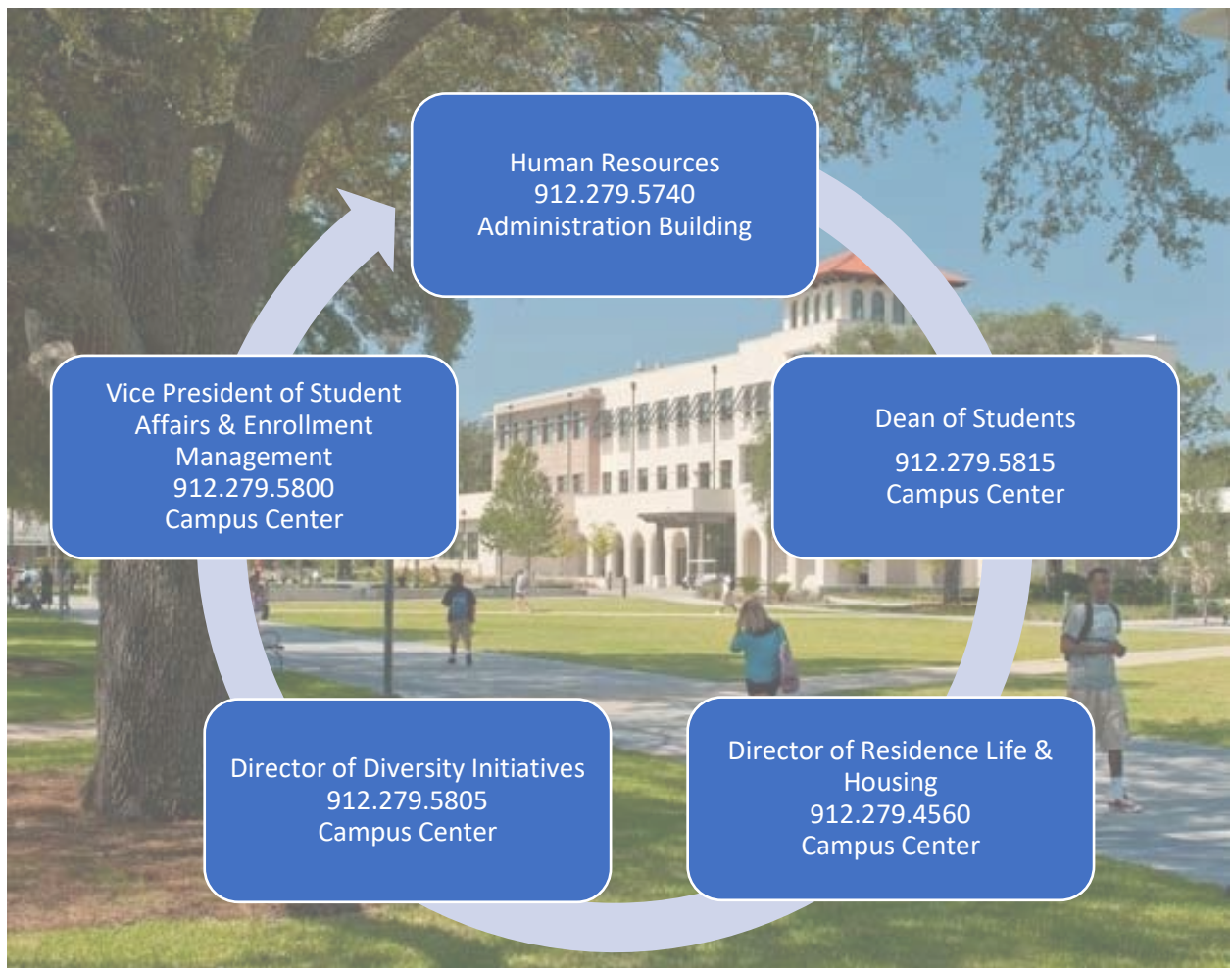
CSAs are responsible for forwarding nonidentifying, basic information about the type of crime and the incident location to the Department of Public Safety. This information is sent for issuing Timely Warnings and for inclusion in the Annual Security and Fire Safety Report.

If a person would rather not report a crime to law enforcement, they may submit it to another approved CSA, which will then consider whether to issue a Timely Warning Notice when necessary and include the report in the annual statistics disclosures. The offices or positions identified in Chart 1 below are among the CSAs intended as preferred report recipients.

The current list of CSAs includes individuals with significant responsibility for student and campus activities, including the following:

- Athletic Coaching Staff & Trainers
- Athletic Director
- Director Camden Center
- Director of Student Engagement
- Division Directors and Deans
- Faculty Advisors to Student Groups
- Health Services
- Human Resources Personnel
- Resident Assistants
- Student Affairs Personnel
- Title IX Coordinator
- Vice Presidents and President

Chart 1: Reporting to Other Campus Security Authorities



The Clery Compliance Coordinator maintains a listing of CSAs. The Clery Compliance Committee reviews and updates the list of CSAs continuously. To ensure that all designated CSAs are knowledgeable of Clery Act reporting requirements, CSAs are provided notice of their obligations. They are trained annually through an email advisory sent during the fall semester. The CSA must report even if the information regarding the incident was shared with them confidentially. Reports filed this way are counted and disclosed in the Annual Security and Fire Safety Report.

Campus Security Authority (CSA) Reporting Form

<https://www.ccgga.edu/about/offices/publicsafety/clerycompliance/>

The CSA should provide as much detail about the incident as possible to ensure appropriate response and accurate recording. It is particularly important for the police to know where the incident occurred (or is alleged to have occurred) and to have enough detail to classify the incident and to determine if a report has already been made. Additionally, a CSA must note when the crime or incident occurred and when it was reported. A crime reported to a CSA must be submitted to the Department of Public Safety for inclusion in the College's crime statistics. If a crime were only reported to the local Rape Crisis Center, it would not be included in the College's crime statistics.

Daily Crime Log

All members of the Brunswick campus and Camden Center communities are encouraged to report all crimes and emergencies accurately and promptly to the campus police or any other law enforcement agency if they have been the victim of a crime.

The Department of Public Safety generates the Public Crime Log daily from reports made to them through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Crime logs are publicly available for inspection at the Department headquarters on the Brunswick main campus (north side of Andrews Building) and the Camden Center during regular business hours (8:00 a.m.-5:00 p.m.).

According to the Clery Act, the log is updated regularly. The crime log lists each incident's kind, date, time, geographical location, and outcome if any of those details are known. Updates are made to occurrences in the crime log's disposition status going back to 60 days. This is typically carried out when an arrest is made in connection with an incident previously regarded as an "open case."

The log is created by looking through criminal offenses that have taken place since the last time it was published. It contains both off-campus occurrences that the Department of Public Safety has responded to and crimes on campus.

Compiling Clery Statistics

Each year, the Clery Compliance Committee seeks and compiles statistics for the report using data obtained from the offices and organizations, including the Police Department, Human Resources, Academic Affairs, Student Life, Registrar, Athletics, Facilities, Title IX as well as from the campus security authority. These numbers are totaled and organized into categories for the report. Before it is included in the report, content related to each office's duties is reviewed by those offices across the institution.

The Clery Compliance Committee strives to ensure the report complies with its obligations and gives the most accurate information about crime, fire, safety, and related College policies.

Every year, the report is emailed to students and staff members and posted online for parents, prospective students, staff members, and the general public to access.

This report is available online on the [Clery Compliance](#) web page. A printed copy is available by request from the Clery Compliance Coordinator (clery@ccga.edu) or may be printed from the online PDF version on the [Clery Compliance](#) web page.

Reporting Clery Statistics

The Department of Public Safety submits these crime statistics to the U.S. Department of Education (USDOE), whose website makes the report accessible to the general public. Additionally, crime statistics can be found in this manual on the [Department of Public Safety](#) web page. This manual is available in hard copy from the Department of Public Safety upon request. The Department also keeps track of the crime statistics for the [Camden Center](#) in Kingsland, Georgia.

Annually, an email notification that provides website access to the Annual Security & Fire Safety Report is sent to all current students, faculty, and staff. Prospective employees are notified of the availability of the Annual Security Report through an email distributed when applying for a position.

Prospective students are notified of the availability of the Annual Security & Fire Safety Report through an email distributed when applying for admission. The Office of Admissions provides website access to the report through a link titled [Clery Compliance](#).

Campus Police Authority and Jurisdiction

The Department of Public Safety consists of fourteen full-time state-certified police officers, providing 24-hour service daily. The Department is responsible for the safety of 3,200 students and 318 staff. Aside from the main Brunswick campus and residential apartments, the Camden Center, located in Kingsland, Georgia, and additional off-campus residential apartments are also patrolled.



The mission statement of the Department of Public Safety reads,

“It is the mission of the Department to provide a safe and secure campus community accomplished by establishing positive partnerships, promoting open communication, exhibiting excellence in public safety practices, and providing outstanding customer service. We accomplish our mission by diligently policing to reduce the 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 always conducting ourselves with the highest ethical standards to maintain public confidence.”

The Department of Public Safety goes 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, placing officers serving and educating more than enforcing. It allows the Department of Public Safety to take a community policing approach to our job, develop connections with the community we serve, and gain an appreciation for what we do.

The Department enforces federal, state, and local laws and institutional policy. All Georgia-certified peace officers, including Department of Public Safety officers, must complete a required training course. They receive a minimum of 20 hours per year of in-service training certified by the Georgia Peace Officers Standards and Training Council, which includes recertification of firearms and the use of force. Department of Public Safety officers are responsible for enforcing Georgia's criminal and traffic laws, responding to demands for service, and assisting with crime prevention.

The Department of Public Safety is a certified state police agency. All officers employed by the College of Coastal Georgia are equivalent to the police or law enforcement officers employed in Glynn County. Campus police officers are authorized to make arrests for violations of state law and local ordinances, obtain and execute search warrants, and enforce traffic laws. The jurisdiction of campus police officers, as defined by Georgia law, is public or private property under the control of the USG Board of Regents plus 500 yards. Officers may operate beyond the 500 yards if they are pursuing an individual; assistance is requested from a surrounding agency with whom the College has a mutual aid agreement. The Department of Public Safety works regularly with local, state, and federal law enforcement agencies.

Collaboration with Other Agencies

The Glynn County Police Department, the Glynn County Sheriff's Office, the City of Brunswick Police Department, the Camden County Sheriff's Office, and the City of Kingsland Police Department are all parties to a Memorandum of Understanding with the Department of Public Safety. This mutually beneficial relationship between the agencies enables officers to collaborate across jurisdictions in an emergency. Additionally, it promotes effective communication between the investigation units of the various departments and the Department of Public Safety investigators.

The Georgia Bureau of Investigations is a state law enforcement organization that the College of Coastal Georgia interacts with and may ask for help investigating complex incidents like a campus homicide.

The College of Coastal Georgia may be made aware of off-campus crimes involving student organizations through channels within the Department of Public Safety. These crimes are handled by the appropriate local law enforcement agency based on jurisdiction. If an incident satisfies the criteria of the Clery Act, it is recorded on the daily crime log.

The Department of Public Safety maintains a Telecommunications Network terminal that allows police personnel access to the National Crime Information Computer system and the Georgia Crime Information Center. These computer databases are used for accessing criminal history data, driver/vehicle identification information, and other local, state, and federal law enforcement information.



Missing Persons Policy

The College of Coastal Georgia has established a missing student notification protocol as a requirement of the Higher Education Opportunity Act (HEOA) to assist in ensuring the safety of residential students. The protocol requires the institution to alert an emergency contact designated by the student and/or the student's parents and local law enforcement if the student has been missing for more than 24 hours. This protocol is established in accordance with Higher Education Act Section 485(f), as amended by the Higher Education Opportunity Act Section 488(g).

When it is determined that a residential student is missing from the College, staff, in collaboration with local law enforcement, will be guided by the Missing Student Notification Policy and related procedures. Students, employees, and others may report a missing student to one of the following campus officials:

Contact	Phone	Email
Chief of Police/Director of Public Safety	912.279.5819	bsipe@ccga.edu
Dean of Students	912.279.5815	mbutcher@ccga.edu
Director of Residence Life and Housing	912.279.4588	mwoodbury@ccga.edu

A student will be considered a "missing person" if the person's absence is contrary to their usual pattern of behavior, if unusual circumstances may have caused the absence, and/or if a roommate, classmate, faculty member, or other person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person's daily schedule, habits, punctuality, and reliability. Such circumstances may also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been in the company of, persons who may endanger the student's well-being.

Procedure for Designation of Emergency Contact Information

Upon registration, all students are asked to provide the Registrar's Office with the name and contact information of a person(s) to be contacted in a personal emergency. At that time, students are also informed that they may identify a confidential contact person who will be alerted no later than 24 hours after the student is reported missing. Students select this individual by filling out a contact form that is given to them when they first move into the residence halls.

All unemancipated students under the age of 18 who live in campus housing will have their parents, custodial parents, or guardians notified by the College within 24 hours, in addition to the confidential contact person the student specified.

The Registrar's Office will maintain the contact information of all individuals the student designates in a database. Only authorized College staff, including law enforcement, can access the student's sensitive contact information, which may not be shared with anyone else. If the Department of Public Safety receives a missing student report and determines that the student has been missing for more than 24 hours, the College will initiate the following notification process.

Determination & Notification Processes

The Chief of Police or Lieutenant will initiate an investigation to try to determine the student's whereabouts. Campus law enforcement personnel will make every reasonable effort to locate the student. At a minimum, the investigation shall consist of the following actions:

- Call the missing student's cell phone and send a text message to the number;
- Conduct a welfare check into the student's resident hall room;
- Interview the student's roommates, suitemates, and known friends;
- Examine social networking sites to determine whether any recent activity has occurred;
- Check the residence hall to determine the last time the student's access key was utilized;
- Check the dining facility to determine the last time the student's identification card was used;
- Check with faculty members to determine whether the student was in class or contact;
- Attempt to locate the student's vehicle on campus;
- Contact area hospitals and law enforcement to determine whether they can provide information regarding the student's whereabouts; and
- Contact employers if that information is known.

If the Chief of Police or Lieutenant determines that a student who is the subject of a missing person report has been missing for more than twenty-four (24) hours and has not returned to the campus, the Chief of Police or Lieutenant shall inform the President, Provost, Dean of Students, Director of Residence Life and Housing will be notified that a student is missing.

When a student is determined to be a missing person, the Dean for Students or Director of Residence Life and Housing will notify the parents, custodial parent, or guardian of all unemancipated students younger than 18 who reside in campus housing within 24 hours in addition to contacting the confidential contact person designated by the student.

If the student resides off-campus or was reported missing from an off-campus location, the Chief of Police or Lieutenant will report the incident to and cooperate with the appropriate local law enforcement agency to locate the student.

The Investigating Officer will document their findings in an incident report. That report shall include the following information:

- The name and contact information of the individual making the missing person report;
- Name and vital information of the student reported missing;
- Nature of the circumstances supporting the determination that the student is missing, including the results of all inquiries made pursuant;
- The date and time the missing person report was received; and
- The date and time the inquiry was completed and a determination the student was missing was made.

Communication about a Missing Student

In all cases of a missing student, after an initial investigation by campus police or the appropriate local law enforcement agency, the Office of Advancement will provide information to the media to obtain public assistance in the search for any missing student. Any media inquiries should be directed to the Office of Advancement. Before informing the Mariner community about a missing student, the Office of

Advancement will consult with campus police and local law enforcement to ensure that communications do not impede the investigation.

Well-Being Verification

The student's health and intent to return to campus will be verified if they are located. When appropriate, a referral to the Student Health Center will be made (tele-counseling services provided through the support of the University System of Georgia).

Campus Security and Access to Facilities

General Provisions

The College of Coastal Georgia is dedicated to its students' safety and security. Controlled access to buildings, well-lit paths, and parking lots demonstrates the institution's commitment to ensuring a safe environment. Every semester, Student Safety Walks are held with the Emergency Preparedness and Response Team and the Staff Assembly Safety Committee to identify areas that require improved lighting or pose a hazard. All the Emergency Call Boxes are also tested regularly to ensure their readiness.

The College has a comprehensive key control program in place. Facilities personnel create and maintain a list of mechanical keys to meet campus needs. When a need is identified, an audit of the list of issued keys is performed. Electronic access and maintenance are the responsibility of the Instruction division. A concerted effort is made to determine security levels and permitted access areas. Please see the College's Access Control Policy for more information.

Patrol efforts by college personnel, local law enforcement agencies, and private security officers keep the premises secure. Other security measures include extensive video monitoring capabilities. The Brunswick campus and Camden Center have video cameras strategically placed throughout, including the entrances and around the residence halls. The video surveillance system at the College is checked daily to ensure proper operation. Any technical issues are reported to the IT department right away. See the College's Video Surveillance Policy for more information.

Brunswick Campus

Academic and Administrative Buildings

During the week, academic buildings on the Brunswick campus are open between 7:00 a.m. and 5:30 p.m., administrative offices are open between 8:00 a.m. and 5:00 p.m., and auxiliary services are open as necessary. During non-business hours, access to all campus facilities is by key, swipe card, or by admittance via the Department of Public Safety personnel who will admit only those with prior written approval to specific facilities or those with an official verified purpose to be on the premises with Coastal Georgia ID card.

Buildings will be secured in accordance with schedules established by the department in charge of the facility. The College Library, Student Activities Center, Campus Center, and Mariners Galley are examples of buildings with changing hours. Emergencies may necessitate changes or adjustments to advertised timetables.

Department of Public Safety personnel conduct routine security patrols of campus academic and administrative buildings throughout the day.

Many events on campus are open to the public; however, some may be restricted to students and employees only. Visitors are permitted to attend College events open to the public or with the previous approval of the authorized representative.

Residence Halls

Lakeside Village and Mariner Village are controlled by a computerized keycard (MAC) system, allowing only residents and designated staff entry. 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 entry points are secure and identifying 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, off-campus residential housing, 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, a security guard is also present at nighttime on the weekends at Coastal Place Apartments. The parking lots at all residence halls and apartments are frequently patrolled in view of video surveillance 24 hours a day.

Camden Center

Outside of normal building operating hours, the Camden Center, an off-campus instructional site in Kingsland, Georgia, has an Access Control System that only restricts entry to the building via card key. The Center is open from 7:00 a.m. to 5:30 p.m. during the week, and administrative offices are open from 8:00 a.m. to 5:00 p.m. on weekends and holidays. The Camden Center does not have on-campus housing or residence halls.

Parking Areas

Several parking areas on the Brunswick campus and the Camden Center are under video surveillance and monitoring. Only campus housing residents with a residence life parking lot permit can access the gated parking lot entrance.

Several parking lots have emergency phones, easily visible and identifiable by the bright blue lights on top of the phone cabinets. Students, employees, and visitors are directed to contact the Department of Public Safety at 912.258.3133 for non-emergency assistance and to dial 911 for emergency assistance.

Maintenance of Facilities

The College maintains a strong commitment to campus safety and security and labors diligently to maintain campus facilities to minimize hazardous conditions. The maintenance and security of campus buildings span the areas of key control, maintenance of door hardware, replacement of broken windows, fire protection, ventilation, life safety items, etc. The maintenance and security of campus facilities lie with the Departments of Physical Plant and Public Safety and all units and divisions of the institution.

Physical Plant is responsible for the renovation, maintenance, repair, and operation of all facilities at the College. These responsibilities include routine and preventative maintenance, repairs/renovations, and the fulfillment of service requests. Facilities is also responsible for ensuring the safety of all facilities and equipment and coordinating the licensure and inspection of all building-related equipment and facilities as required by law.

Environmental Design

On campus, trees, shrubs, and other vegetation are routinely trimmed. Pruning shrubbery discourages people with criminal intent from hiding or disguising themselves with it. To maintain a secure environment, facilities and police personnel patrol the campus grounds constantly.

Exterior Lighting

The College's dedication to safety includes outdoor lighting as a crucial component. The parking lots, sidewalks, and building exteriors have lighting. Public Safety and Physical Plant representatives thoroughly audit all exterior lighting at least once a year. The campus community is encouraged to notify Physical Plant of any issues with exterior lighting.

Locking Mechanisms

The Department of Public Safety and facility staff inspect exterior doors to ensure each locking mechanism is in good working order. Each evening, security staff at the Camden Center in Kingsland, Georgia, and the Department of Public Safety employees on the Brunswick main campus lock and secure the campus' exterior doors. When issues are noticed, College staff notify facilities and IT staff of any operating issues with door and security hardware.

Timely Warnings

Timely Warning notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated – so that campus community members can protect themselves from harm.

Timely Warnings are decided on a case-by-case basis and issued as soon as the pertinent information is available – the intent is to alert the campus community without delay of continuing threats, allowing the community to protect themselves.

Once the initial crime report has been received, the Chief of Police or Lieutenant will be contacted to share information about the crime and potential threats to safety that may exist in connection with the crime. Criteria to be evaluated include the nature of the crime, continuing danger to the campus community, and the risk of compromising law enforcement efforts. The Chief of Police or Lieutenant sends timely warnings and updates to the campus community.

The Clery Act does not specify what information should be included in the Timely Warning, but it should include all necessary information for the campus community to protect themselves. The decision to issue a Timely Warning includes, but is not limited to:

- The date and time or timeframe of the incident;
- A brief description of the incident;

- Information that will promote safety;
- Suspect description(s) *when deemed appropriate and if there is sufficient detail*;
- Police agency contact information; and
- Other information as deemed appropriate.

Alerts and updates will be sent through email and the Nixle emergency text messaging system. Alerts will be issued without delay. The Department of Public Safety will generally not issue crime warnings for crimes beyond the immediate Clery geographical area. The same procedures for determining whether to issue a Clery geography Crime Warning are used for determining whether to issue a non-Clery geography Crime Warning. They will be evaluated on a case-by-case basis.

Updates about the incident resulting in the alert will be distributed via an email blast and may be posted on the College's main home page.

The Chief of Police or Lieutenant will notify the President, Vice President of Business Affairs, and other campus authorities when issuing a Timely Warning notification and forward documentation surrounding the need to issue such a notification.

Emergency Response & Evacuation Procedures

The College has developed a process to notify the campus community in emergencies that present an immediate or impending threat to the campus. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples that may warrant an emergency (immediate) notification after confirmation: health emergency (outbreak of meningitis, norovirus, or other serious infectious illness); extreme weather conditions (approaching tornado, hurricane, or other extreme weather events); earthquake; gas leak; terrorist incident; armed intruder/active shooter; bomb threat; civil unrest or rioting; explosion; nearby chemical or hazardous waste spill; and approaching fire.

Emergency Notifications

Confirming the Existence of a Significant Emergency

Generally, the College becomes aware of these situations when reported to the Department of Public Safety Communications Center or upon discovery during patrol or other assignments.

Upon a report of an incident that presents an immediate and imminent threat to the health and safety of the campus community, the Chief of Police or Lieutenant will confirm the existence of a significant emergency, determine the appropriate segment or segments of the campus community to notify, determine the content of the emergency notification, and initiate the emergency notification system.

Authorization to Direct System Activation

Upon confirmation of an emergency, the College, without delay and considering the safety of the community, initiates the emergency notification system unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Activating the notification system is the responsibility of the Chief of Police or Lieutenant.

Initiating the Emergency Notification System

Utilizing prescribed messages appropriate for the emergency presented, the Chief of Police or Lieutenant will initiate all components of the Nixle communication system.

The Department of Public Safety has created a NIXLE link tied to the Campus Emergency Alert System. To enroll in Nixle, text "CCGA" to 888777 to join. *To opt out of Nixle, text "STOP" to 888777.

These alert messages identify the situation, allow for location input, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use the "alert" template to craft a specific message. The President and Vice President of Advancement will approve the final message content if time allows. The goal is to make people aware of the situation and communicate the steps to stay safe.

The communication systems employed will depend upon the specific circumstances of the incident. In the event of a situation that poses an immediate threat to campus community members, the College may also use various systems in place for communicating information quickly:

- Web: initial and follow-up emergency notification messages are posted on the College's home page as an emergency alert or crime notice.
- Text: a text message providing emergency information may be sent to all registered cell phone numbers.
- Email: Crime notices or emergency information can be sent to any or all Brunswick campus members or Camden Center members.
- Outdoor siren system: the alert system can make the traditional siren sound used by municipalities to warn of severe weather and other sounds.
- External media contacts—The college may utilize external media contacts in the form of a news release or news conference to provide emergency information and updates.

Emergency notification status updates will be made when new information is available. An "All Clear" notification indicates that the emergency has been contained.

Communication with the Larger Community

In addition to the contact methods listed above, other emergency notification means, including to the larger surrounding community and other interested members of the public, may include:

- CCGA website (ccga.edu)
- CCGA's Nixle Alerts
 - The general public and other interested parties can sign up to receive alerts about operational impact, advisory, and emergency information. They can customize the methods they want to receive by signing up for event subscriptions through CCGA's Nixle Alerts.
- WBHS-LP 104.9 FM
 - Weather reports, natural disasters, general safety information, operational information, and any other communications deemed important by Glynn County and its affiliates during major emergency events were broadcast on the Glynn County-maintained and operated radio station.

In the event of an emergency potentially impacting the communities surrounding the Brunswick campus or Camden Center, the Department of Public Safety will contact the appropriate authorities in both the City of Brunswick and the City of Kingsland to notify area residents of any emergency that presents an immediate and imminent threat to their health and safety.

Follow Up Information Regarding Emergency

The Chief of Police or Lieutenant will stay in close contact with the appropriate College administrators, Public Safety personnel, local first responders and/or the National Weather Service as the situation unfolds so that they can determine when it is appropriate to provide follow-up information to the community. Any follow-up information will be provided using the same procedures and methods as the initial Emergency Notification.

Emergency Preparedness

The Department of Public Safety is responsible for crisis management at the College. More information on preparing for and responding to certain emergencies can be found in the Emergency Management Plan (EMP) document on the Public Safety web page. The EMP is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for higher education and includes planning, mitigation, response, and recovery actions. The EMP identifies key decision-makers and their roles during a campus emergency. The plan establishes planning cycles for emergency command-center incident management that will be utilized during identified emergencies and crises.

Implementing the EMP is intended to safeguard the College community and facilities against potential threats from natural disasters, 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, working in coordination with the Local Emergency Planning Committee, Glynn County EMA, and GEMA.

Depending on the nature of the emergency, an Incident Command would immediately be established to manage all aspects of the emergency with the Chief of Campus Police or Lieutenant serving as Incident Commander or delegate such authority to state and local law enforcement/fire authorities or other pertinent responding state authorities. The Chief of Police or Lieutenant will issue any further notifications.

The Department of Public Safety maintains a fully equipped mobile command center to facilitate the evacuation of residents in the event of a disaster – purchased with grant funding provided by a community organization at no expense to the College.

Drills, Exercises, and Tests

To ensure the campus emergency management plans remain current and actionable, the College conducts emergency response and evacuation tests annually through tabletop exercises and practical drills. Clery Act regulations define a test as a regularly scheduled drill, exercise, and appropriate follow-through activities designed to assess and evaluate emergency plans and capabilities. The scenario and items required for evaluation determine the type of drill carried out. Every semester, announced unannounced building evacuation drills are held in residence halls.

The components of the emergency notification system are tested at the College. Warning sirens, a text messaging system, mass email, Nixle app messaging, and Web banners are among the systems tested. These tests assess and evaluate the institution's emergency plans and capabilities. Following each emergency, an after-action review is completed, and annual tabletop or live exercises are conducted.

The Department of Public Safety keeps test and drill records, documenting the exercise's date, time, description, and whether it was announced or unannounced.

The Chief of Police or Lieutenant will notify the community via email and text messaging about tests and training and remind them of the information in the College's publicly available emergency response procedures on the Public Safety web page.

Evacuation & Shelter-in-Place Procedures

In an emergency, the College's evacuation procedures will be influenced by the nature, magnitude, and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general directions to travel or avoid, precautions taken, and where to assemble, if appropriate.

General Building Evacuation

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators in case of fire and/or earthquake.
- Once outside, proceed to a clear area at least 500 feet from the affected building.
- Go to your agreed-upon meeting place so everyone can be accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by fire or police personnel on the scene.

Campus-Wide Evacuation

- When an order is given to evacuate the campus, all non-essential personnel must immediately leave the campus.
- Proceed calmly to your vehicle or other modes of transportation.
- Exit campus via available roadways and walkways.
- Use caution when driving and be on alert for pedestrians and others leaving campus.
- DO NOT RETURN TO CAMPUS until directed by the College or public safety officials.

Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. To "shelter-in-place" means that you should make a shelter in the building you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

- If you are inside, stay where you are.
- Collect any emergency shelter-in-place supplies and a telephone for an emergency. If outdoors, proceed into the closest building quickly or follow emergency personnel's instructions.
 - Locate a room to shelter inside an interior room above ground level, without or with the least number of windows.
 - Several rooms may be necessary if a large group is inside a building.

- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of the people with you and ask someone (Housing staff, faculty, or other staff) to call the list to the Department of Public Safety so they know where you are sheltering. If only students are present, someone from the class should call in the list.
- Turn on the radio or TV and listen for further instructions.
- Make yourself comfortable.

If your building is damaged, take your belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest campus building quickly. If Public safety personnel are on the scene, follow their directions.

Alcohol and Drug Policies

The College of Coastal Georgia supports the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The College encourages a healthy environment for its students, employees, and guests. To this end, we

- adhere to the policies & procedures regarding a drug-free workplace as established by the USG;
- promote education and training programs regarding alcohol and other drug use/abuse;
- have an employee assistance program;
- provide wellness programs and activities for employees and students; and
- are a drug, alcohol, and tobacco-free campus.

In the interest of the personal health and safety of the campus community, the College strictly prohibits the possession, manufacture, distribution, sale, or use of illegal drugs and alcohol on the College campus. Police personnel will enforce all local, state, and federal laws about illegal drugs and alcoholic beverages, including underage drinking. Furthermore, incidents of alcohol or drug violations will be referred to Student Conduct.

No student may possess or consume any alcoholic beverage on the college campus or while participating in a college-sponsored trip or activity, as this policy also extends to students conducting College-related business/activities off campus. Any student on or returning to the campus who is unable to control themselves because of the consumption of an alcoholic beverage violates this code.

Employees or students who violate the Alcohol and Other Drugs Policy will be subject to disciplinary action, up to and including termination of employment, expulsion from the College, and referral for criminal prosecution. By law, students convicted of certain drug offenses may lose their student financial-aid eligibility for a specified period.

Drug and Alcohol Policy Specific to Employees

The College of Coastal Georgia expects faculty and staff to meet appropriate performance standards, observe basic rules of good conduct, and 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 Drug Testing Policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs by College of Coastal Georgia employees. Any questions regarding the College's drug-free workplace program should be directed to the Office of Human Resources at 912.279.5740.

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 Brunswick main campus, Camden Center, and at off-campus college-sponsored or registered student organization-sponsored events. Unauthorized manufacture, distribution, or possession distribution of any controlled substance or illegal drug/synthetic drug on college premises or at college-sponsored activities is prohibited. Using or possessing any illegal drug or controlled substance (without a valid prescription) on college premises or at college-sponsored activities is prohibited. A conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension.

On-Campus Events

The sale or service of alcohol is prohibited on-campus unless specifically authorized by the College President and/or their designee, the Office of Business Affairs. The request for consideration must be submitted to the business office no later than two weeks before the event. The full list of details and regulations is in the "College of Coastal Georgia Alcohol Policy for On-Campus Events" section of the College of Coastal Georgia [Student Handbook](#).

Any disciplinary action will be consistent with the College's and the Board of Regents' policies and local and Federal laws.

Board of Regents Policy Manual - Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents Policy on Application for Discretionary Review.

Any individual who violates Georgia law and/or the policies stated in the code of conduct in the student handbook may be subject to any or all of the following: expulsion, suspension, conduct probation, mandatory counseling, fines, and/or restitution or compensation.

Drug and Alcohol Policy Specific to Residence Life

The Alcohol and Other Drugs Policy applying to residents of Lakeside Village, Mariner 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 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 the 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.

Using or possessing any illegal drug or controlled substance (without a 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 the 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 Sections 1.02 and 1.07 of the College of Coastal Georgia [Residence Hall Handbook](#).

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 their 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!

Some Alcohol-Related Crimes in the State of Georgia

It is illegal for:

- Minors (persons under the age of 21) to purchase or possess alcoholic beverages (Refer to O.C.G.A. 3-3-23.2).
- Parents or other adults contribute to the delinquency of a minor through the purchase, sale, or providing of alcoholic beverages (Refer to O.C.G.A. 3-3-23.1).
- Anyone can use a false driver's license, birth certificate, or any other false identification card to obtain any alcoholic beverage illegally (Refer to O.C.G.A. 3-3-23.5).
- Anyone to operate a motor vehicle while under the influence (Refer to O.C.G.A. 40-6-391).
- Refusing to submit to a chemical test (Refer to O.C.G.A. 40-5-67.1, 40-6-392).

- Anyone to give an alcoholic drink to a person in a state of noticeable intoxication (Refer to O.C.G.A. 3-3-22).
- Anyone to possess an open container of alcohol in a vehicle (Refer to O.C.G.A. 40-6-253).
- Anyone to be intoxicated, boisterous, or loud using profane or inappropriate language in a public place or on property not his own (Refer to O.C.G.A. 16-11-41).

Some Drug-Related Crimes in Georgia

It is illegal under Georgia law:

- To possess, manufacture, deliver, distribute, dispense, administer, or sell any amount of marijuana or other “controlled substances,” such as methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, hashish, etc. This includes prescription medication without proper authorization (Refer to O.C.G.A. 16-13-30).
- Chase’s Law amended O.C.G.A. 16-13-25 to make synthetic marijuana a Schedule I Controlled substance.
- To possess drug-related objects (Refer to O.C.G.A. 16-13-1, 16-13-32.2).
- Abandon controlled substances (Refer to O.C.G.A. 16-13-3).
- To possess drugs within one thousand feet of a school (Refer to O.C.G.A. 16-13-32.4).

Please contact any of the following for questions concerning alcohol or drug policies, procedures, disciplinary actions, and education programs.

- Department of Public Safety (912.279.5820)
- Dean of Students (912.279.5815)
- Director of Human Resources (912.279.5740)

[Alcohol and Other Drugs Prevention, Intervention, and Recovery Support](#)

The College of Coastal Georgia routinely hosts seminars, events, and educational programs to educate students and prevent substance abuse.

Multiple units provided educational programming on alcohol and other drugs throughout the year. Delivered in both active and passive ways, the Residence Life and Housing staff hosted programming centered around the impacts of alcohol, marijuana, and DUI.

Resident Assistants team up with the Student Health Center to provide passive bulletin boards and brochures in the halls. Student Health also provides a number of passive programs on the impacts of alcohol and other drug use at campus events, such as orientations and admitted student days.

The largest student programming function at the College, Student Life, provided alternative programming by hosting things like Rock the RoofTop, Late Night Breakfast, Homecoming, and MarinerFest, providing “mocktails” and other engaging events that provided substitutes for going out and using substances.

Other AOD programs include, but are not limited to, the following:

Current Efforts	Intended Outcome	Frequency	Responsibility
Safe Spring Break Week	Increase student awareness of the severity and susceptibility of overconsumption of alcohol use while using methods to calculate BAC and standard drink sizes, identify signs and symptoms of alcohol poisoning, and avoid risky behaviors.	Spring Semester	Director of Student Engagement
Personal Risks	Offer a training program to provide students one-on-one to discuss the risk factors associated with AOD use and how to reduce them.	Fall and Spring Semesters	Student Counseling
Police Department Alcohol Education Classes	Offer educational classes upon request to organizations to include alcohol/drug awareness. Collect quantitative data to determine program success.	Upon Request	Police Department
Residence Life Alcohol and Bystander Intervention	Require each Resident Assistant to present programs on Alcohol or Bystander Intervention annually in October and programs on Safe Spring Break or Bystander Intervention annually in March. Qualitative data is collected for each program.	Fall and Spring Semesters	Residence Life and Housing
Resident Assistant Conversations	Require each Resident Assistant to complete a series of conversations based on student adjustment to campus life, academics, mental health, and substance use.	Fall and Spring Semester	Residence Life and Housing
Police Department Education	Provide educational classes upon request to organizations; partner with Residence Life to conduct presentations and training to recognize signs of possible drug activity in the residence halls.	Upon Request	Police Department, Student Engagement, Residence Life
USG Employee Assistance Program	Utilize USG partnership with KEPRO to provide faculty and staff and their household family members with a comprehensive EAP.	Upon Request	Human Resources
Campus Safety Awareness Month	Work with various departments to provide a one-day event on staying safe, including alcohol and other drug education.	Fall and Spring Semester	Police Department, Student Engagement, Residence Life
Vector Solutions (formerly Everfi's Campus Prevention Network)	All new students must complete an online module entitled "AlcoholEDU." This online program fulfills the federal and state mandates of onboarding educational requirements for new students, student-athletes, and student leaders.	Fall and Spring Semester	Office of the Dean of Students
New Student Orientation	Explain safety to students during orientation, including common laws enforced on campus, such as the possession of alcohol by minors.	Fall and Spring Semester	Police Department

Getting Help with Alcohol and Substance Abuse Problems

The College will assist members of the campus community who are experiencing problems with alcohol or other drugs in making informed decisions about appropriate use, as well as the adverse consequences of alcohol or drug abuse on one's health and behavior.

Alcohol Risks

The National Council on Alcoholism and Drug Dependence (NCADD) recognizes "alcohol-related problems and impairments such as liver disease, gastritis, anemia, neurological disorders, impairments in cognition, [and] changes in mood or behavior." Additionally, alcohol consumption poses grave health dangers for pregnant women and can cause congenital disabilities.

For more information, visit [Recovered - Helping people to beat addiction](#).

Abuse of alcohol, including excessive or "binge" consumption, can negatively impact academic and occupational performance. Alcohol abuse can also result in destructive, combative, and antisocial behavior. In some instances, excessive alcohol consumption can directly or indirectly result in mortality.

Risks of Drugs and Controlled Substances

Similar to alcohol, drugs frequently pose significant health risks, impair cognitive function, and alter mood and behavior. Additionally, drug abuse can directly or indirectly result in mortality. The National Institute on Drug Abuse (NIDA) has compiled a compendium of Commonly Abused Drugs, including their street names, effects, and potential treatments.

For more information, visit the [National Institute on Drug Abuse](#).

Student and Employee Assistance

The College has no drug treatment or rehabilitation programs. A list of options for addiction treatment is available from the Director of Student Well-Being and Support at 912.279.5804. Programs listed as representative referral sources should not be interpreted as an endorsement by the College. Some of the local and regional community resources available to members of the campus community include:

Service	Telephone Number	Description
Alcoholics Anonymous	912.265.0892	Info on meeting schedule/recovery
Bridges of Hope	912.487.2576	Long-term residential treatment in Homerville, GA, for men, and in Alamo, GA, for women
Coastal Addiction Counseling	912.262.1498	Addiction counseling
Coastal Community Health	912.275.8028	Addiction / MH counseling
Crisis Line	1.800.715.4225	24-hour crisis line for Gateway
Doc's Place	912.506.7248	Housing for men in recovery
GAP House	912.462.4673	Nahunta, GA, sobriety support services
Gateway	912.554.8500	Inpatient detox, outpatient treatment
Gateway's Women's Residential	866.720.3784	MH residential for women and children
Grace House	912.258.6137	Housing for women in recovery
Methadone/Suboxone Clinic	912.262.0311	Medication-assisted treatment
Narcotics Anonymous	1.800.334.3322	Hotline for help

Service	Telephone Number	Description
Remedy Project	912580.7679	Addiction counseling/support groups/info on long-term rehabilitation programs
Saved by Grace	912.217.0256	14-bed male sobriety shelter / 90 days
Shane's Crib in Jesup	912.385.2583	Sobriety house for women
St. Ila Treatment Facility	912.449.7200	30-day medical treatment in Waycross
St. Simons By the Sea	912.638.1999	Inpatient psychiatric and substance abuse treatment
Starting Point	912.264.9045	Housing for men in recovery
The Dream Center	912.293.4618	Faith-based housing for women in recovery
The Living Vine	912.352.9998	For pregnant women with addiction issues

Amnesty

Students should be encouraged to come forward and report violations of the law and/or student code of conduct, notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement, nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in an appropriate educational program(s).

Under this amnesty procedure, the required participation in an educational program will not be considered a sanction. Nothing in this amnesty procedure shall prevent a staff member otherwise obligated by law (the Clery Act) from reporting information or statistical data as required.

Counseling Services

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

The College of Coastal Georgia provides free, short-term counseling to students attending classes when counseling is sought.

For more information or to schedule an appointment, call 912.279.5803 or email counseling@ccga.edu.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

The institution expressly prohibits sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking, consistent with the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and USG policy.

Sexual assault, domestic violence, dating violence, and stalking are criminal acts that violate the standards of our community and are unacceptable at the College of Coastal Georgia. These crimes can be traumatic for the victim and disturb the family, friends, and campus community. Anyone who believes they have been the victim of a crime is encouraged to report the incident and seek medical care if needed.

Reports of sex offenses may be made to the Department of Public Safety, Counseling Services, or any Campus Security Authority; however, any College employee will assist with notifying law enforcement personnel if requested. Reporting sexual assaults to law enforcement allows action that may prevent further victimization, can lead to the apprehension of the suspect, and provides the opportunity to have the incident documented for more accurate statistical recording. Officers are trained in identifying, collecting, and preserving evidence, which is essential to successfully prosecuting most sex offenses.

The College strongly encourages timely reporting of sexual assaults because time is critical in evidence collection and preservation. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment; provide the opportunity for collection of evidence helpful in prosecution, which may not be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing before the medical/legal exam); and assure the victim has access to free, confidential counseling.

Law Enforcement Notification

The victim's options regarding notification to law enforcement are (1) to notify either on-campus or local police; (2) be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (3) decline to notify such authorities.

(Please note that all healthcare providers must legally report all cases of suspected sexual or physical assault to law enforcement.)

Definitions of Prohibited Conduct Under Title IX & Clery Act

Dating Violence

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

- (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) For the purposes of this definition—
 - (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (B) Dating violence does not include acts covered under the definition of domestic violence.
- (iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence

- (i) A felony or misdemeanor crime of violence committed—
 - (A) By a current or former spouse or intimate partner of the victim;
 - (B) By a person with whom the victim shares a child in common;
 - (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - (E) 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.
- (ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault

Rape: 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.

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

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

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

Stalking

- (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - (A) Fear for the person's safety or the safety of others; or
 - (B) Suffer substantial emotional distress.
- (ii) For the purposes of this definition—
 - (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of Title IX Sexual Harassment

Under Title IX, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the institution on an individual’s participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity; or
- Dating violence, domestic violence, sexual assault, or stalking as defined in this policy statement.

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on campus property, or at campus-sponsored or affiliated events where the College exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that the College officially recognizes.

As required by the Clery Act, the College also prohibits dating violence, domestic violence, sexual assault, and stalking, irrespective of whether it is based on sex and regardless of location.

Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual misconduct incidents involving nonconsensual sexual contact, nonconsensual sexual penetration, domestic violence, dating violence, sexual harassment, sexual exploitation, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus.

The campus support services, if reasonably available, include additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations. The College will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement.

Victims, third parties, or bystanders may also file an anonymous, confidential complaint where disclosure of the misconduct does not trigger an official investigation. The victim can still receive medical treatment, advocacy services, and counseling.

File a Report with a Campus Security Authority

It is outlined in the *Crime Reporting* section.

File a Student Complaint

Using a [student complaint form](#), a student can file any issues of concern.

File a Title IX Complaint

In addition to or rather than filing a criminal complaint, student victims of sexual misconduct have the right to file a complaint with the College at any time, even if the police conclude there is not sufficient evidence for a criminal charge. A Title IX Complaint against any person associated with the College may be filed with the Title IX Coordinator by calling 912.279.5815 or emailing mbutcher@ccga.edu.

File a Title IX Anonymous Complaint

This program is designed so students, faculty, and staff can report suspicious activity and crimes online while remaining anonymous. If you have witnessed a crime or know of a crime that was committed or will be committed, fill out and submit the Title IX [Anonymous Complaint Form](#). A Title IX Coordinator will investigate the information provided. You will not be contacted unless you provide your contact information. All tips will remain anonymous.

File a Criminal Complaint

Victims of sexual assault may file a criminal complaint by contacting the Department of Public Safety at 912.384.7675. At the Camden Center, victims may file a complaint by calling 912.510.3306. Victims have recourse through the civil and criminal court systems by seeking protection orders, no contact orders, and other similar court orders.

Confidentiality

The College will make every effort to preserve an individual's privacy and protect information related to sexual assault, domestic violence, dating violence, and stalking. The College may issue a safety awareness alert about the occurrence of a serious crime or pattern of crimes that might place the public at risk. The College is required by federal law and the uniform crime reporting system to report statistics for sexual assault, domestic violence, dating violence, and stalking. Neither safety awareness alerts nor campus crime statistics contain specific victim-identifying information.

Contact the Department of Public Safety

Anyone who is a victim of crime should contact law enforcement immediately. The Department of Public Safety will:

- Attend to the immediate needs of the victim, ensuring prompt medical care.
- When appropriate, broadcast emergency alerts or timely notifications.
- Provide victims with information concerning the importance of preserving evidence and the rights of the victims.

Although the Department of Public Safety recommends prompt reporting, no one should be reluctant to file a report at a later time. Reporting an incident does not oblige a person to press charges.

Protective Measures

Interim measures may be implemented after the College becomes aware of an allegation of sexual misconduct and should be designed to protect any student or other individual in the campus community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community or deter sexual misconduct and retaliation.

Protective Measures include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, changing workplace arrangements, mutual no-contact orders, and other services. Interim measures must be consistent with USG provisions and College policies and procedures.

No officer, employee, or agent of the College may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act. Violation of this provision is subject to the disciplinary process of Human Resources or Student Integrity.

Procedures Victims Should Follow

Physical evidence may be necessary to prosecute the offender and help obtain an order of protection. If the offense occurred within the past 96 hours, it is important that a victim of sexual assault not wash their hands, bathe, douche, smoke, use the restroom, drink, brush their teeth, change clothing, or clean the area where they were assaulted so that evidence may be preserved.

Victims of sexual assault, domestic violence, stalking, and dating violence are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, and other communications and keeping pictures, logs, or other copies of documents if they have any, that may be useful for investigative purposes.

As time passes, evidence may dissipate or become lost or unavailable, making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders more difficult.

FOR SEVERE INJURIES, CALL 911 IMMEDIATELY. After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, healthcare providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Support Services & Accommodations

These services are made available to the complainant and respondent before or after filing a complaint or where no complaint has been filed.

The College urges anyone who has been the victim of sexual assault, domestic violence, dating violence, or stalking to seek support as soon as possible to treat physical harm, assist with emotional damage, help preserve evidence, and understand options for prosecution. The College and surrounding communities offer diverse services and external resources, many of which may be accessed 24 hours a day.

Following an alleged VAWA and/or SaVE offense, the College will provide accommodation information to the victim. Support services include counseling, advocacy, housing assistance, academic support, and disability services. The College is obligated to comply with a reasonable request which includes, but is not limited to:

- change of housing assignment;
- issuance of a “no contact” directive;
- restrictions or bans to entering certain institution property;
- changes to academic or employment arrangements, schedules, or supervision;

- interim suspension; and
- other measures designed to promote the safety and well-being

On- and Off-Campus Resources

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. It will help them consider their options and navigate through any resources or recourse they elect to use. Support services are made available to the complainant and respondent before or after filing a complaint or where no complaint has been filed.

The Sexual Violence Advocate is located upstairs in the Campus Center – 912.279.5815; Office of Counseling Services, Second Floor 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.

One of the most important provisions requires that victims of sexual violence be provided information about their rights, reporting options, and services, as well as any resources available to survivors on the campus or in the near-campus community. The Survivor's Brochure provides written notification to students and employees regarding the resources and services available and procedures related to sexual misconduct.

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. Whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options.

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 the Dean of Students at 912.279.5815 for assistance.

Immigration and visa assistance can be obtained by contacting the Registrar's Office at 912.279.5738.

If a victim reports to law enforcement, they may assist them in obtaining a Good Behavior Warrant/ Restraining Order from a criminal court. Any student or employee with a protection or no contact order should give a copy of the restraining order to the Title IX Coordinator so that it can be kept on file with the institution and enforced on campus, if necessary. The institution will follow any orders as soon as it becomes aware of them by taking all reasonable legal action. The College does not issue court orders of protection. However, the institution may impose a no-contact order between individuals in the proper situations as a matter of institutional policy. The College may also issue a "no trespass warning" if it determines, based on the available information, that a person poses a threat to any campus community member. If a No Trespass Warning is found to have been ignored, the offender may be arrested and charged with a crime.

Victim Confidentiality

The College of Coastal Georgia recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. The institution is committed to protecting the privacy of anyone 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.

Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when necessary. Reports made to medical professionals and licensed mental health counselors will not be shared with any third parties except in imminent danger to the victim or a third party.

VAWA Disciplinary Proceedings

Disciplinary Proceedings

The College of Coastal Georgia prohibits crimes of dating violence, domestic violence, sexual assault, and stalking (collectively known as the Violence Against Women Act or VAWA Offenses). Complaints are processed consistent with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University System of Georgia (USG) Sexual Misconduct Policy, and institutional policy.

Disciplinary complaints may be made by any campus community member and should be directed to the Title IX Coordinator in the Office of the Dean, 912.279.5815 or mbutcher@ccga.edu. Complaints to the Title IX Coordinator will not initiate a law enforcement investigation.

In our proceedings, any individual alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual alleged to have engaged in conduct that violates this Policy is considered a Respondent. A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is considered a Reporter.

What to Expect

Upon notice of the alleged misconduct, the institution will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the institution will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether an investigation is appropriate considering the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

The USG uses different types of proceedings when a student and an employee are accused. Additionally, federal regulations implementing Title IX require us to use certain procedures in “Title IX Sexual Misconduct” cases that aren’t required in “Non-Title IX Sexual Misconduct” cases. Both types of sexual misconduct include the VAWA Offenses and other forms of sex discrimination and sexual harassment.

“Title IX Sexual Misconduct” matters are when the alleged misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that the institution officially recognizes.

“Non-Title IX Sexual Misconduct” matters are when the alleged misconduct occurs off-campus and or when the Complainant is not participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing and when prohibited by other Board or institution conduct policies.

In Title IX Sexual Misconduct matters, a Formal Complaint is required. A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. To file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

The Title IX Coordinator is responsible for determining which type of proceeding will be used or if a complaint is to be dismissed and will provide simultaneous written notice of their determination to the parties in their institutional e-mails. If the Title IX Coordinator dismisses a complaint, the notice provided to the parties will include the reason and a right to appeal. If a complaint moves forward, an investigator will be assigned, and the notice will include their identity.

Prompt, Fair, and Impartial Proceedings

In all cases, proceedings will afford a prompt, fair, and impartial process from the initial investigation to the final result for all parties. Proceedings will be conducted consistent with the institution’s policies and transparent to the Complainant and Respondent.

The institution is responsible for proving cases by the preponderance of the evidence standard in student and employee cases. This means that it is more likely than not that the accused violated policy.

Officials responsible for the resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking; how to investigate; and how to conduct a hearing that protects the safety of victims and promotes accountability.

Timeframes and Notice

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be simultaneously informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation. The Title IX Coordinator will provide parties with timely notice of meetings at which the complainant, respondent, or both may be present.

The institution provides simultaneous notification, in writing, to both the Complainant and Respondent of: The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; The institution's procedures for the Complainant and Respondent to appeal the result of the institutional disciplinary proceeding; Any change to the result; and when such results become final. Notice should be provided via institution email to the party's institution email.

Amnesty

Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Advisor of Choice

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense.

In Title IX Sexual Misconduct cases, the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions, and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

In Non-Title IX Sexual Misconduct cases, the advisor may accompany the party to all meetings and provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. The advisor may be copied on all communications with the party's permission.

Interim Measures

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community.

Interim measures may include but are not limited to: Change of housing assignment; Issuance of a "no contact" directive; Restrictions or bars to entering certain institution property; Changes to academic or employment arrangements, schedules, or supervision; Interim suspension; and Other measures designed to promote the safety and well-being of the parties and the institution's community.

Informal Resolution

Once an investigation has begun, if the Respondent admits responsibility, the process may proceed to the sanctioning phase or be informally resolved, if appropriate. Student allegations of Title IX Sexual Misconduct against an employee may not be resolved informally.

The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

Student allegations of Title IX Sexual Misconduct against an employee may not be resolved informally.

Unbiased Proceedings

In all proceedings, a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and decision-makers (s) is grounds for an appeal. In proceedings involving a student Respondent, any party may challenge the participation of any institution's official panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge.

Investigation

The parties shall be provided with a written notice containing the allegations, possible charges and sanctions, and available support and interim measures. Upon receipt of the notice, parties have at least three business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout, both parties may present witnesses and other inculpatory and exculpatory evidence.

An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview.

The initial investigation report shall be provided to the Complainant, the Respondent, and the party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or, alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.

The Complainant and the Respondent shall have at least ten calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.

The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least ten calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during adjudication.

Hearing – Student Respondent

A hearing shall be set when a matter is not resolved through informal resolution. A panel shall hear all Sexual Misconduct cases of faculty and/or staff. In no case shall a hearing to resolve a Sexual Misconduct allegation occur before the investigation report is finalized. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. The institution will determine how the facts or evidence will be introduced.

Notice of the hearing's date, time, and location and the selected hearing panel members shall be provided to the Complainant and the Respondent at least ten calendar days before the hearing. Hearings shall be conducted in-person or via video conferencing technology. Formal judicial rules of evidence do not apply to the resolution process, and the standard of evidence shall be a preponderance of the evidence.

Each institution shall maintain documentation of the investigation and resolution process, including written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

In Title IX Hearings, the parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions the advisor raises when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions.

In Non-Title IX Hearings, the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and limit them only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

Hearing – Employee Respondent

Matters involving alleged Title IX Sexual Misconduct must be heard at a live-hearing. Institutions may determine whether the live hearing is conducted by a single administrative decision maker (such as the Chief Human Resources Officer, the Chief Academic Officer, or their designee) or by a panel. Formal civil rules of evidence do not apply to the resolution process, and the standard of evidence shall be a preponderance of the evidence. The institution will determine how the facts or evidence will be introduced.

Notice of the hearing's date, time, and location and the designated Hearing Officer shall be emailed at least ten calendar days before the hearing. Hearings shall be conducted in-person or via video conferencing technology. Each institution shall maintain documentation of the investigation and resolution process, including written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions the advisor raises when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions.

Following a hearing, the parties shall be simultaneously provided with a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Possible Sanctions – Student Respondent

The broad range of sanctions include expulsion; suspension for an identified time frame or until the satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

Possible Sanctions – Employee Respondent

When an employee is found responsible by our proceedings, they may face verbal warning, coaching, documentation of warning, unpaid suspension, demotion, and/or termination.

Appeals

An appeal must be submitted in writing and within five (5) business days of the date of notification of the findings of the Hearing Panel. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five (5) business days from the date of notification, a response to the appeal submission. A decision on an appeal may only be rendered once the filing deadline has passed, including the deadline for the other Party to respond to the appeal submission.

The Respondent and the Complainant shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information sufficient to alter the decision or other relevant facts not brought out in the original hearing (or appeal) because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision-makers (s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, set forth one or more of the bases outlined above, and be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or designee (Appellate Officer).

The appeal shall only be a review of the record, and no new meeting with the Respondent or any Complainant is required. The Appellate Officer may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Appellate Officer will render a decision no later than seven (7) business days after receiving all materials, barring exigent circumstances. The Appellate Officer's decision will be in writing and include a rationale. The institution will inform the Parties simultaneously and in writing of the outcome of the appeal. This shall be the final decision of the institution.

Further review, such as a Discretionary Review, if available, is governed under the policies and procedures of the Board of Regents of the University System of Georgia.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline, the last decision on the matter will become final, and notice shall be provided simultaneously and in writing to both the Complainant and Respondent.

Retaliation

Anyone who has made a report or complaint provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

Additional Information

For additional information about disciplinary proceedings, please contact the Title IX Coordinator. **Any party to a sexual misconduct proceeding and their Advisor of Choice should review all applicable USG and institutional policies.** USG policies are available at these links:

- 6.7 Sexual Misconduct Policy
 - <https://www.usg.edu/policymanual/section6/C2655>

- 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings
 - https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation
- Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment
 - https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination_Harassment_Employee_Relations.pdf

VAWA Offense Definitions

- Sexual Assault: Rape—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.
- Sexual Assault: Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Sexual Assault: Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Sexual Assault: Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.
- Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- Domestic violence. (i) 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 cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- Stalking. (i) Engaging in 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
 - Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of Consent

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

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

Consent can be withdrawn at any time by a party using clear words or actions.

Prevention and Awareness Education Programs for VAWA Crimes

The College of Coastal Georgia is committed to increasing 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 include a clear statement that the College of Coastal Georgia prohibits such acts, their definitions, the definition of consent, options for bystander intervention, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year.

Methods of training and educating students include, but are not limited to:

Current Efforts	Intended Outcome	Frequency	Responsibility
Vector Solutions (formerly Everfi's Campus Prevention Network)	All new students must complete two online modules, "Sexual Assault Prevention for Undergraduate Students" and "AlcoholEDU." These online programs fulfill the federal and state mandates of onboarding educational requirements for new students, student-athletes, and student leaders regarding sexual violence. New students (first-year students and transfer), student leaders, and student-athletes are mandated to complete one or more of the online modules.	Fall and Spring Semester	Office of the Dean of Students
Vector Solutions Building Supportive Communities	This course trains faculty and staff on recognizing, reporting, and preventing sexual misconduct against students, covering sexual and interpersonal violence awareness and prevention subjects required under Title IX guidance, the Campus SaVE Act, and the final VAWA regulations.	Fall Semester	Office of Human Resources
New Employee Orientation	All new employees are encouraged to attend the new employee orientation offered in the fall and spring semesters. New employees receive information regarding safety and risk, respectful workplace expectations, equity and inclusion, and mandatory reporting obligations. During the orientation, new employees are also provided information on bystander intervention and definitions of dating violence, domestic violence, sexual assault, stalking, and consent.	Fall and Spring Semester	Office of Human Resources
Workplace Harassment and Discrimination Prevention Training	Human Resources provides training for supervisors annually and upon request to departments covering topics such as their reporting obligations, campus resources, supportive versus protective measures, campus processes and policies, and understanding how the institution responds to the breadth of concerns regarding possible discriminatory or harassing behavior.	Upon Request	Office of Human Resources

Current Efforts	Intended Outcome	Frequency	Responsibility
Title IX Outreach and Training	Human Resources and the Title IX Coordinator provide outreach and training and actively engage with many segments of the workforce to clarify the College's protocol for responding to reports of Title IX issues, with particular attention to what steps are taken when an employee reports an issue of sexual violence.	Fall and Spring Semester	Office of Human Resources/Title IX Office

Federal Clery Act Definitions of Dating Violence, Domestic Violence, Stalking, and Sexual Assault

Dating Violence

Violence perpetrated by an individual who is or has been in a romantic or intimate relationship with the victim.

Domestic Violence

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 cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in conduct directed at a specific person would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Sexual Assault

Any sexual act directed against another person, without the victim's consent, including instances where the victim is incapable of giving consent. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Definitions Under Georgia State Law

Dating Violence

O.C.G.A § 19-13A-1 defines a "dating relationship" and "dating violence" as:

(1) "Dating relationship" means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

(2) "Dating violence" means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship: A) Any felony; or (B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

Domestic Violence

The State of Georgia does not have a Domestic Violence law, but defines Family Violence (O.C.G.A. § 19-13-1) as:

As used in this article, the term "family violence" means 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, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

Sexual Assault

Georgia does not have a Sexual Assault law, but instead has a Sexual Battery law as shown below.

O.C.G.A. § 16-6-22.1:

- (a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.
- (c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.
- (d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years.
- (e) Upon a second or subsequent conviction under subsection (b) of this Code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Rape

O.C.G.A. § 16-6-1 defines "rape" as:

- (a) A person commits the offense of rape when he has carnal knowledge of:
 - A female forcibly and against her will; or
 - A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

(b) A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

Sodomy; Aggravated Sodomy; Medical Expenses

O.C.G.A. § 16-6-2 provides:

(a)(1) A person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another.

(2) A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy.

(b)(1) Except as provided in subsection (d) of this Code section, a person convicted of the offense of sodomy shall be punished by imprisonment for not less than one nor more than 20 years and shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(2) A person convicted of the offense of aggravated sodomy shall be punished by imprisonment for life or by a split sentence that is a term of imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section of the offense of aggravated sodomy shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of aggravated sodomy is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be financially responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

(d) If the victim is at least 13 but less than 16 years of age and the person convicted of sodomy is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor and shall not be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Fondling

The State of Georgia does not have a definition for Fondling; however, the Clery Act definition of fondling is included in the State definition of Sexual Battery provided above.

Incest

O.C.G.A. § 16-6-22:

(a) A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- (1) Father and child or stepchild.
- (2) Mother and child or stepchild.
- (3) Siblings of the whole blood or of the half-blood.
- (4) Grandparent and grandchild of the whole blood or of the half-blood.
- (5) Aunt and niece or nephew of the whole blood or of the half-blood; or
- (6) Uncle and niece or nephew of the whole blood or of the half-blood.

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

Stalking

O.C.G.A. § 16-5-90:

(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 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.

(b) Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.

(c) Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require a psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

Consent

While Georgia does not define consent, there is a published definition of "Without his consent" in:

O.C.G.A. § 16-1-3:

(19) Without his consent" means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

Sexual Offender Registration

The College's Department of Public Safety complies with the Campus Sex Crimes Prevention Act, which tracks convicted, registered sex offenders enrolled as students at higher education institutions or working or volunteering on campus. In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. Information about registered sex offenders carrying on a vocation and/or enrolled at the College may be found at <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

Clery Act Definitions of Reportable Crimes

This section defines the crimes that must be reported under the Clery Act.

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System. To comply with the requirements of 34 CFR 668.41, an incident meeting these definitions is considered a crime for Clery Act reporting. When in doubt, report the crime to the Department of Public Safety, and they will determine if it qualifies as a Clery crime based on the definitions.

Clery Act Geography

On-Campus: 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 (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, 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 other retail vendor).

On-campus student housing facility: A dormitory or other residential facility for students on campus, as defined in § 668.46(a).¹

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that the institution officially recognizes; or (ii) 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 the students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls outside the campus boundaries are captured in the non-campus category.

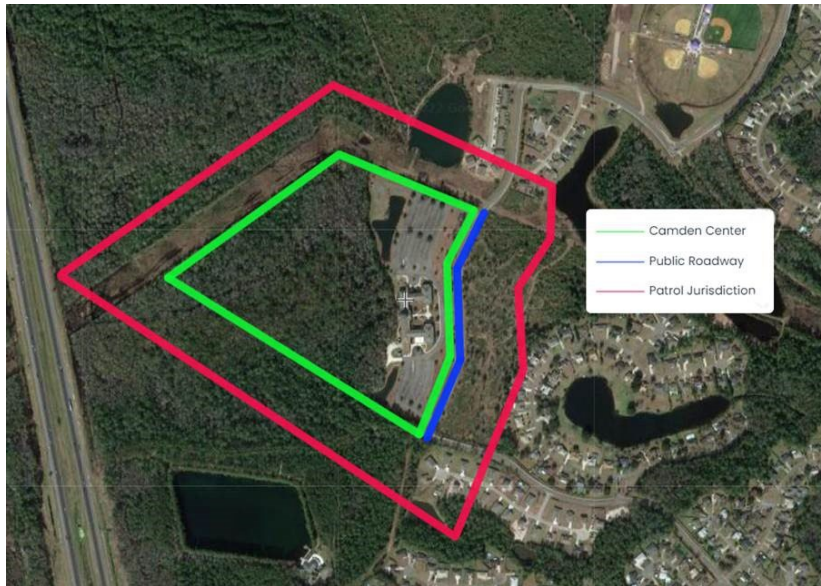
Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus or immediately adjacent to and accessible from the campus. The crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Brunswick Campus



¹ Statistics for College housing facilities are recorded and included in the all-on-campus and on-campus residential-only categories.

Camden Center



Hierarchy Crimes

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

Manslaughter by Negligence

The killing of another person through gross negligence includes any death caused by the gross negligence of another.

Rape

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 victim's consent.

Fondling

The touching of the private body parts of another person for sexual gratification, without the victim's consent, including instances where the victim is incapable of giving consent because of their age or temporary or permanent mental incapacity.

Incest

Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Nonforcible sexual intercourse with a person under the statutory age of consent.

Robbery

It is defined as 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

It is an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm (It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were completed.).

Burglary

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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of those above.

Motor Vehicle Theft

Theft or attempted theft of a motor vehicle (Classifies as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.).

Arson

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 Crime

A criminal offense manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. For the Clery Act, categories of bias are limited to race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. In addition to the crimes defined above, the following crimes, when motivated by bias, must be reported as hate crimes:

- **Larceny-Theft (Except Motor Vehicle Theft)**
 - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault**
 - An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation**
 - To unlawfully place another person in reasonable fear of bodily harm through threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property**
 - To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without consent of the owner or the person having custody or control of it.

VAWA Offenses

- **Dating Violence**
 - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.
- **Domestic Violence**
 - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking**
 - Engaging in conduct directed at a specific person would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

The fourth category of crime statistics that institutions must disclose is the number of arrests and the number of persons referred to disciplinary action for the following law violations:

- **Liquor Law Violations**
 - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Drug Abuse Violations**
 - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for state and local laws violations, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- **Weapons: Carrying, Possessing, Etc.**
 - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

- **Referred for campus disciplinary action (Liquor Laws, Drugs, and Weapons Violations)**
 - The referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

Under this section, an arrest is anytime in which a person is charged and arrested, placed into custody, and released without charges, juveniles taken into custody or arrested but released, and any issue of a summons or citation instead of an actual arrest or charges of weapons, drug abuse or liquor law violations.

Disciplinary action is the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Off-Campus Criminal Activity

Through coordination with local law enforcement agencies, criminal activity occurring off-campus involving college students is monitored and reported to the Department of Public Safety. Criminal activity off campus will result in a referral to the Office of Student Conduct.

Unfounded Crimes

The Clery Act requires that institutions include the number of unfounded crimes reported in their Annual Security Report. Unfounded crimes are crime reports that have been fully investigated by sworn or commissioned law enforcement personnel and a formal determination that the report is false or baseless.

Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not completed or attempted in any manner. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Personal Safety

Personal safety and property security are everyone's responsibility at the College of Coastal Georgia. The Department of Public Safety encourages all Mariner community members to help make our campus as safe as possible. You can help protect your property and the college's property by developing good security habits.

If they witness any suspicious activity, incidents, or crimes, they should immediately contact the Department of Public Safety (Brunswick Campus - 912.258.3133; Camden Center - 912.552.5277). Call 911 if there is a major emergency or a dangerous situation. Follow these security tips to develop good safety habits:

Residence Hall Security

- Even if you will only be gone for a few minutes, lock your door when you leave the room. A person enters an open room and removes an item in about eight seconds.
- Notify the police immediately if you notice any suspicious people loitering near your building.
- Never leave purses, wallets, jewelry, or other valuables unattended in laundries, showers, kitchens, or other public areas.
- Mark your valuables for identification, take photos of valuables, and keep track of serial numbers, makes, and models.

Vehicle Security

- Always keep your car locked.
- Before you get in, inspect the back seat.
- Have your keys ready, so you don't have to wait around, especially at night.

Outside and at Night Safety

- Walk confidently, directly, and at a consistent pace.
- Walk on the opposite side of the street from the traffic.
- Stay as much as possible in well-lit areas.
- Never work alone at night in a campus office or classroom.
- Make a buddy system with someone you work or study with.
- Stay in designated areas near the residence halls when sunbathing.
- Keep an eye on your surroundings. Believe your instincts.
- Be aware of distractions such as phones and earphones while walking.
- When you believe you are in danger, try to draw attention to yourself in any way you can.

The College does not maintain a formal escort service, but if you ever feel uncomfortable in any situation on campus, call the Department of Public Safety (Brunswick Campus - 912.258.3133; Camden Center - 912.552.5277), and an officer will be dispatched to your location to give you a ride. Please be aware that all calls are prioritized based on the level of emergency and severity. The Department will do everything possible to minimize delay to your request.

Recordkeeping

The College of Coastal Georgia conforms to guidelines established by the Clery Act, Georgia State law, and the [USG Records Retentions Schedules](#) for maintaining supporting Clery documentation – all supporting records must be kept for three years following the publication of the last annual campus security report to which they apply.

The records retention period is seven years after the date an incident was reported because each annual report includes data from the past three years.

Records to be maintained include, but are not limited to, the following:

- Copies of crime reports.
- Daily crime logs.
- Records for arrests and referrals for disciplinary action.
- Timely warning and emergency notification reports.
- Letters to and from local police having to do with Clery Act compliance.
- Letters to and from Campus Safety Authorities.
- Correspondence with the U.S. Department of Education regarding Clery Act compliance.
- Copies of notices to students and employees about the availability of the annual security report.
- All materials used to train Title IX Coordinators, investigators, and decision-makers who facilitate an informal resolution process.



Clery Crime Statistics Report

The Department of Public Safety prepares this annual report to comply with the Clery Act. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

All statistics are gathered, compiled, and reported to the college community via this report. Some crime victims may prefer to report crime incidents to someone other than the police.

Reasonable attempts have been made to identify crimes that may have been reported to or known by the Department of Public Safety to provide accurate statistics.

The following charts contain the annual crime statistics for the College of Coastal Georgia for the years 2020, 2021, and 2022. This is additionally defined by cases handled by Arrest or Judicial Referral.

College of Coastal Georgia | Crime Statistics

Brunswick Campus						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Murder/ Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	1	1	0	0
	2021	0	0	0	0	0
	2020	0	1	1	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	1	0	0
Aggravated Assault	2022	0	1	1	0	0
	2021	1	0	1	0	0
	2020	1	0	1	0	0

Brunswick Campus						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Burglary	2022	0	0	0	0	0
	2021	0	1	1	0	0
	2020	2	2	4	0	0
Motor Vehicle Theft	2022	3	0	3	0	0
	2021	1	0	1	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	1	0	1	0	0
	2020	0	0	0	0	0
Hate Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	5	5	0	0
	2021	0	2	2	0	0
	2020	0	1	1	0	0
Stalking	2022	2	0	2	0	0
	2021	1	0	1	0	0
	2020	0	0	0	0	0

Camden Center						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Murder/ Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	1	0	1	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Camden Center						
Offense Type	Year	On-Campus	Residential Facilities	On-Campus Total	Public Property	Non-Campus Building or Property
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Hate Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Note: Crimes reported in the residential facilities category are also included in the on-campus category. The Camden Center does not have on-campus housing for students. The College of Coastal Georgia has no non-campus buildings and property.

Unfounded Crimes

- According to law enforcement investigations, there were no unfounded crimes on the Brunswick campus or Camden Center in the calendar year 2020.
- According to law enforcement investigations, there were no unfounded crimes on the Brunswick campus or Camden Center in the calendar year 2021.
- According to law enforcement investigations, there were no unfounded crimes on the Brunswick campus or Camden Center in the calendar year 2022.

Hate Crime Offenses

- In the calendar year 2020, no Hate Crime Offenses were reported on the Brunswick campus or Camden Center.
- In the calendar year 2021, no Hate Crime Offenses were reported on the Brunswick campus or Camden Center.
- In the calendar year 2022, no Hate Crime Offenses were reported on the Brunswick campus or Camden Center.

College of Coastal Georgia | Arrests & Disciplinary Referrals

Brunswick Campus						
	Year	Student Housing Facilities	Other	On-Campus Total	Non-Campus Building or Property	Public Property
Arrests						
Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	0	1	0	0
Drug Abuse Violations	2020	0	1	1	0	0
	2021	0	1	1	0	0
	2022	0	3	3	0	0
Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	1	1	0	0
Disciplinary Actions						
Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Drug Abuse Violations	2020	4	3	7	0	0
	2021	8	0	8	0	0
	2022	8	0	8	0	0
Liquor Law Violations	2020	12	0	12	0	0
	2021	11	0	11	0	0
	2022	24	0	24	0	0

Camden Center						
	Year	Student Housing Facilities	Other	On- Campus Total	Non-Campus Building or Property	Public Property
Arrests						
Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Drug Abuse Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Disciplinary Actions						
Weapons: Carrying, Possessing, etc.	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Drug Abuse Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

IF YOU SEE SOMETHING, SAY SOMETHING

[Department of Public Safety](#)

Dial **912.258.3133** (Brunswick)
912.552.5277 (Camden)
911 in an emergency

Silent Witness (Anonymous Tips)

This program is designed so students, faculty, and staff can report suspicious activity and crimes online 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

[Anonymous Report Form](#)

A member of the College of Coastal Georgia Department of Public Safety will investigate the information provided. You will not be contacted unless you provide your contact information.

All tips will remain anonymous.

Please remember that this program is intended to assist the College of Coastal Georgia Department of Public Safety and is not intended for crimes in progress or emergencies.

2023 Annual Fire Safety Report

Fire Safety Disclosure for On-Campus Student Housing

The annual fire safety report is made available as part of the College's commitment to safety and security on campus and in compliance with the Higher Education Opportunity Act of 2008. This report contains information about fire safety practices and is prepared in cooperation with Housing & Residence Life and Facilities. No later than October 1, a notice that details the availability of the report, the precise electronic address at which it is posted, a summary of its contents, and a statement that the institution will provide a paper copy of the report upon request will be emailed to all faculty, staff, and students.

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 owned or controlled by the institution or located on property owned or controlled by the institution and within a reasonable contiguous area that makes up the campus.

Fire – “Any instance of an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” (i.e., trash-can fire, grease fire, gas stove fire, etc.)

Fire drill – This is a supervised practice of evacuating a building for a fire.

Fire-related injury – 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, faculty, staff, visitors, firefighters, or others.

Fire-related death – 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 deaths that occur within one year of injuries sustained as a result of the fire.

Fire safety system – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including Sprinkler or other fire extinguishing systems, Fire detection devices, standalone 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 – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Reporting a Fire

Report a smoke or a fire immediately by dialing 911. The Department of Public Safety will respond, and fire and/or emergency personnel will be notified as the situation warrants.

Mandatory Supervised Fire Drills

Supervised fire drills are conducted in each residence hall four times a year (quarterly) to allow occupants to become familiar with and practice their evacuation skills. The Department of Public Safety, Plant Operations, and Resident Assistants conduct the drills. For more information, reference the [Fire Drills Policy](#).

In addition to fire drills, awareness training includes such topics as "Consequences of not evacuating/ ignoring fire alarm," "Shelter in place procedures," and "Fire safety issues specific to students with disabilities."

Fire Safety

The College of Coastal Georgia takes Fire Safety very seriously and continues to enhance its programs for the campus community through education, engineering, and enforcement. Educational programs are presented to faculty, staff, and students throughout the year so they know the rules and safe practices. These programs, 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 campus 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 sprinklers and fire alarm systems are recognized as engineered building features that help provide a fire-safe living environment. All college-operated residence halls and apartments have automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency.

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

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 page.



Fire Prevention

- Waste should be properly disposed of to reduce safety hazards.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Always keep walkways and stairwells free from obstruction.

Personal Safety Precautions

- Know the location of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them.
- Smoke is the greatest danger in a fire. Stay near the floor, as the air is less toxic.
- Ask bystanders to assist in watching windows, doorways, etc., for persons trapped inside.

In the Event of a Fire

- If a minor fire appears controllable and you know how to operate a fire extinguisher, promptly direct the fire extinguisher's charge toward the flame's base with a sweeping motion. Be sure to maintain a means of retreat at your back.
- If the fire does not appear controllable, activate the fire alarm. Call 911 to report the fire. Give as much information as possible about the fire and its location.
- When the alarm sounds, evacuate all rooms through the nearest marked exit. Close all doors and windows to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Walk single file on the right side of the hallway or stairwell. Alert others to do the same. **DO NOT USE ELEVATORS!**
- Assist any disabled persons in exiting the building.
- If your clothing catches fire, **STOP, DROP, and ROLL.**
- Fire doors, such as those leading to stairwells, prevent fire and smoke from spreading. Fire doors should always be closed. Be sure that fire doors are closed upon exit.
- **DO NOT RETURN FOR VALUABLES!**
- Once outside, move to a clear area at least 1500 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles.
- Do not return to the affected area or evacuate the building unless instructed by the fire department. Stay clear of the emergency area.

Should you become Trapped in a Building During a Fire

- If a window is available, place an article of clothing (shirt, coat, towel, etc.), preferably white in color, outside the window as a marker for rescue crews.
- Use towels, sheets, or clothing to seal around doorways. If possible, wet the items before sealing the area.
- If a window is unavailable, stay near the floor, where the air will be less toxic.
- Tie a wet cloth over the nose and mouth to aid breathing.
- Call 911 to inform them of your location. Shout at intervals to alert emergency crews of your location. **DO NOT PANIC.**

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 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 represents superior property fire protection, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria. For more information, visit the [Brunswick Fire Department](#).

Daily Fire Log Availability

Clery also requires the Department of Public Safety to maintain a Fire Log. This log contains information related to the date a fire was reported, the nature/cause of the fire, the date and time the fire occurred, and the general location of the fire in the building or facility. The public can view the log at the Department of Public Safety headquarters on the north side of the Andrews Building and in the Police Office at the Camden Center between 9:00 a.m. and 5:00 p.m. on weekdays.

Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g., evidence that something burned) are made to:

- Residence Life Area Coordinators @ 912.279.4560 or Public Safety @ 911

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 ensure the safety of all students, faculty, and staff.



Fire Statistics for On-Campus Student Housing Facilities

2022 Fire Summary

Residential Facility	Total Fires	Date/ Time	Cause of Fire	Injuries Requiring Treatment	Injuries/ Deaths	Estimated Value of Damage
Mariner Village	0	0	0	0	0	0
Lakeside Village	0	0	0	0	0	0
Coastal Place Apartments	1	10/10/22 20:30	A/C unit motor	1 minor reported	0	11000

2021 Fire Summary

Residential Facility	Total Fires	Date/ Time	Cause of Fire	Injuries Requiring Treatment	Injuries/ Deaths	Estimated Value of Damage
Mariner Village	0	0	0	0	0	0
Lakeside Village	0	0	0	0	0	0
Coastal Place Apartments	0	0	0	0	0	0

2020 Fire Summary

Residential Facility	Total Fires	Date/ Time	Cause of Fire	Injuries Requiring Treatment	Injuries/ Deaths	Estimated Value of Damage
Mariner Village	0	0	0	0	0	0
Lakeside Village	0	0	0	0	0	0
Coastal Place Apartments	0	0	0	0	0	0

Residential Housing Fires Safety Systems

Residential Facility	Fire Sprinkler System	Fire Alarm System	Smoke Detectors	Pull Stations	Fire Extinguishers	Evacuation Routes Posted	Fire Doors	Number of Fire Drills
Mariner Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Lakeside Village	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Coastal Place Apartments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4

The Department of Public Safety maintains Automated External Defibrillators (AED) in every building on both campuses. These are in central locations in every building, in clearly marked white cabinets, for easy access to everyone. An audible alarm is activated upon access to 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.



Policies for Electrical Appliances, Open Flames & Smoking

Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Flammable items, such as fuel, etc., may not be stored in a resident's room. Items that require an open flame or produce heat are not allowed in residents' rooms.

Specific guidance is provided below.

- All electrical equipment and cords used by the students in the residence hall must conform to all safety regulations, be maintained in safe operating condition, and meet Underwriter's Limited (UL) Standards.
- The only permitted cooking appliances in Lakeside Village are mini-refrigerators, blenders, microwaves, electric popcorn poppers, coffee makers, and water warmers. These items are to be used only for their intended purposes. One mini-refrigerator and microwave are permitted in each designated plug in the common area in the suite configuration. One mini-refrigerator and microwave are permitted in each designated plug in each student room in the semi-suite configuration.
- Abuse of allowed appliances with respect to sanitation, odor, or safety may result in loss of the privilege.
- The use of other types of cooking appliances (electric woks, George Forman-like grills, hot plates, slow cookers, fry pans, broilers, waffle irons, toasters, toaster ovens, appliances with an open heating element, etc.) is not permitted in the suites.
- Washers, dryers, dishwashers, or other major appliances are prohibited in any suite unless the College provides appliances.
- Halogen lamps are not permitted in the residence hall.
- Residence hall and the campus are tobacco-free – use of all tobacco products, including chewing tobacco, cigarettes, e-cigarettes, vape pens, hookah, and paraphernalia, is prohibited.

- Candles (with or without wicks), kerosene lamps, incense (with or without the intent to be used in the residence hall), or other similar items are not allowed in the residence hall. No flammable liquids of Class I or II and no combustible liquids of Class III will be stored or kept in the residence hall. These classifications of liquids include ether, alcohol, gasoline, kerosene, and most cleaning solvents containing petroleum distillates. These limitations are not intended to preclude the possession of hair spray, rubbing alcohol, cosmetics, and medicines when they are maintained in original containers. Nevertheless, caution must be exercised in using any flammable vapors or liquids, especially those contained in aerosol or pressurized cans.
- The following regulations pertain to the overloading of power strip cords:
 - Power strips with a built-in surge protector are allowed. Extension cords, multi-outlet strips without surge protectors, and string lights are prohibited.
 - Refrigerators, microwaves, televisions, or any other appliance rated at three hundred or more watts shall be directly plugged into the wall receptacle or a power strip with a built-in surge protector.
 - No more than two power strips are to be connected to any dual (two-socket) receptacle.
 - Power strip cords placed under, supported by heavy objects, wrapped around nails, or attached with tacks are prohibited. Power strip cords are not to be placed under carpets.



Important Numbers

For more information about the topics discussed in this Annual Security & Fire Safety Report, contact:

College of Coastal Georgia (Main Line)

912.279.5700

Department of Public Safety (Non-Emergency)

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

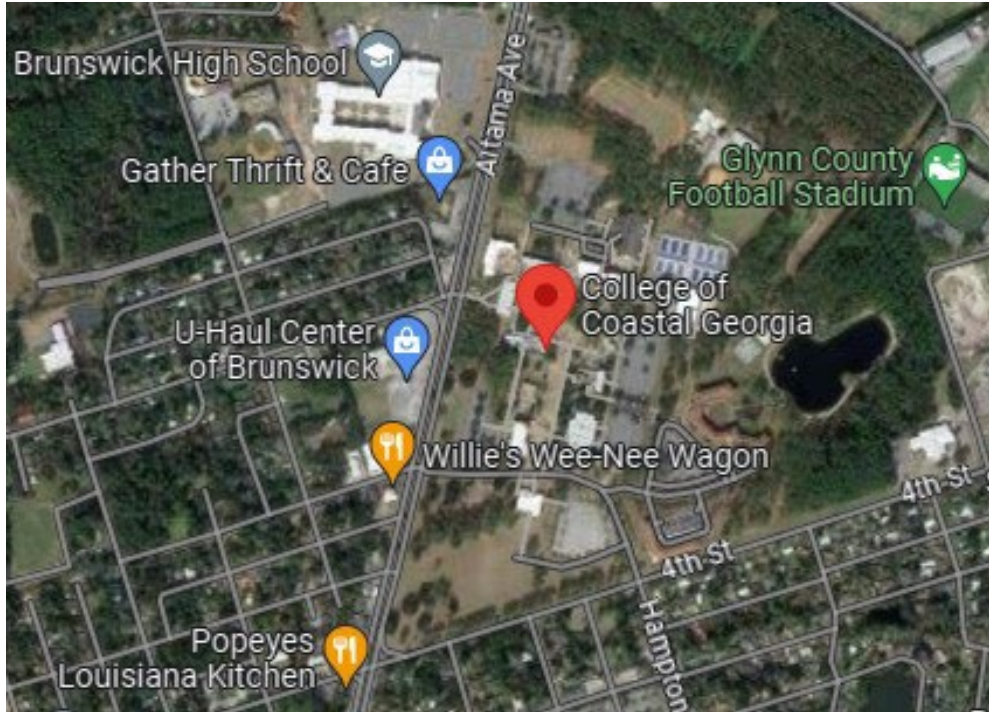
912.267.5555

Glynn County Police Department

912.554.7800

Maps

Brunswick Campus



Camden Center

