



2020
Annual Safety and Fire Report

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Greetings from the President

Greetings,

At Albany State University, we are committed to ensuring that our campus community remains a safe environment for all. Our dedicated campus police officers routinely take proactive safety measures to enhance every person's overall experience at our beloved institution. Doing so ensures that our students have the freedom to focus more on academic achievement and personal and professional development.

We are thankful for our long-standing partnerships with local and state police agencies that help to preserve safety and security on our campuses. Those partnerships, along with advance technological equipment and ongoing crisis management training, strengthen the institution's commitment to public safety. We look forward to a productive and safe academic year.

Sincerely,



Marion Fedrick
President



Greetings from the Chief of Police

The Albany State University Police Department (ASUPD) is committed to providing a safe environment for its students, faculty, staff and guests. Albany State University Police Department will support the mission and guiding principles of Albany State University by promoting a safe and secure higher education environment, building partnerships with the community, and implement solutions for improving the quality of life based on the best practices of campus law enforcement.

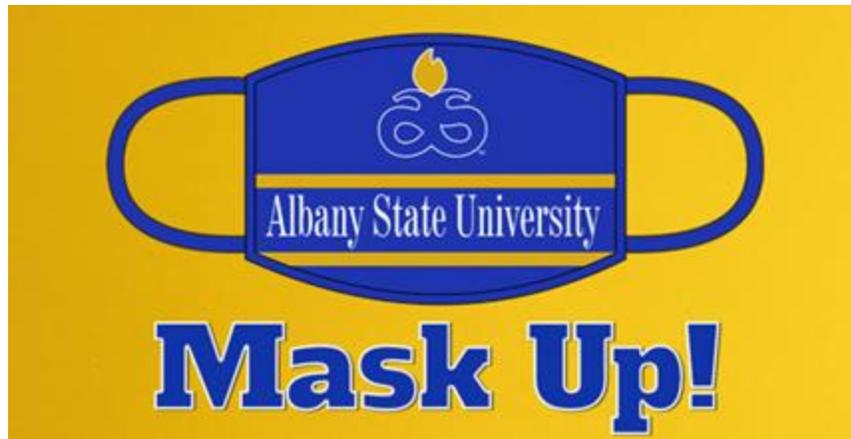
Albany State University Police Department will become a premier campus police agency by deploying innovative industry standard, security and police strategies. The ASUPD will equip students, faculty, staff, and community members with the best systems, practices, and networks to achieve the highest quality of safety standards. Our committed efforts will result in an improved awareness and preparedness to campus safety through implementing safe campus initiatives, developing strategic partnerships, and increasing professional development opportunities.

At ASU the sense of safety you experience is due to the collaborative efforts of a university safety culture. As a result, this report contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student disciplinary policies, campus resources, community safety alerts, crime prevention, access to campus facilities and properties as well as personal safety tips.

In addition, ASU is committed to maintaining active and close partnerships with our area law enforcement agencies. Keep in mind that safety is a shared responsibility and we rely on every member of the University community to contribute. Welcome to Albany State University where we are **"Serving Excellence"**.



Gregory L. Elder Sr.
Chief of Police



Reminder: all Albany State University faculty, staff, students, and visitors are required to wear appropriate face coverings while inside campus facilities and buildings. Wearing a face covering is a proven way to stop the spread of COVID-19. For your safety and the safety of others, please wear a face covering.

In the best interest of the health and safety of our community, it is imperative that all faculty, staff and students self-monitor and acknowledge that they do not have signs or symptoms of COVID-19 prior to coming to campus each day.

Thank you for continuing to follow the health and safety guidelines. ASU is committed to maintaining a safe working and learning environment.

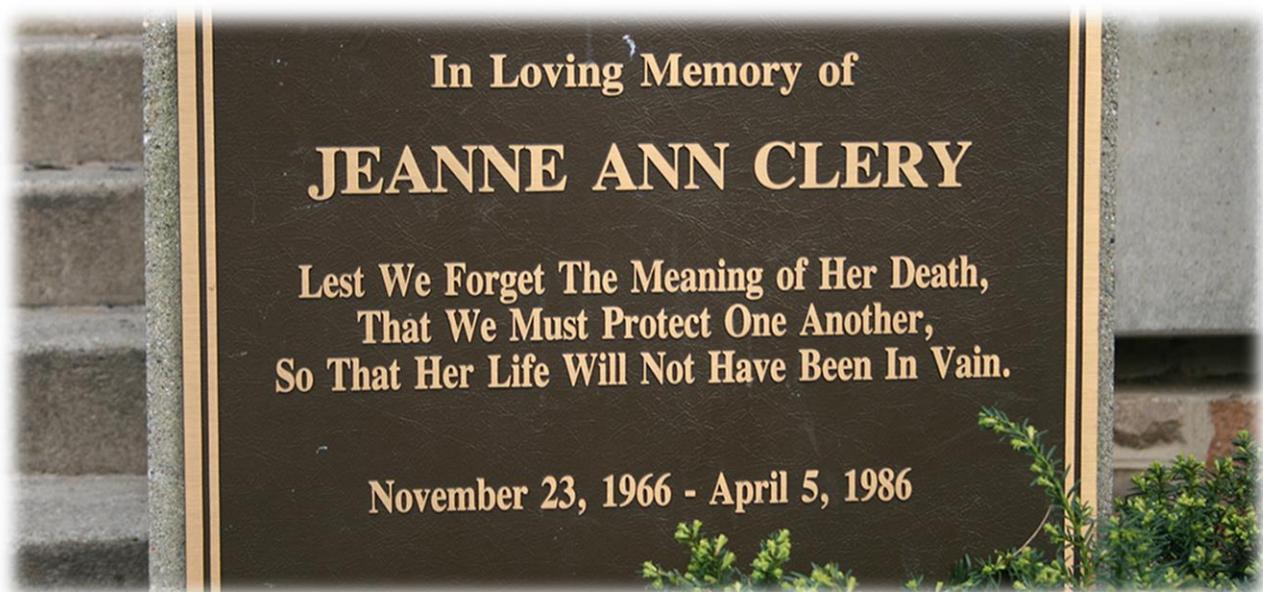
Please review the ASU Return to Campus Plan [here](#).

Preparation of the Annual Security Report and Disclosure of Crime Statistics

It is the policy of Albany State University to establish and implement safety and security-related parameters applicable to members of the ASU community at all University campuses and premises to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, more commonly referred to as the "Clery Act". Complying with the Clery Act, a federal mandate requires the University to publish and distribute an annual report containing crime statistics, security-related policy statements and procedures, fire safety requirements and local regulations. Additionally, the University is required to conduct a review to evaluate the effectiveness of the practices and implement changes to enhance services provided to students, faculty and staff as necessary. Both the U.S. Department of Education and ASU are committed to ensuring that the University remains in compliance with the Clery Act and strictly enforcing all applicable provisions of the Act.

Crime statistics are collected for crimes that occurred on-campus; in certain off-campus building or property owned or controlled by Albany State University; and on public property within, or immediately adjacent to and accessible from, the campus. Campus crime, arrest and referral statistics include those reported to the Police Department, local law enforcement agencies and designated campus officials (including but not limited to directors, deans, department heads, staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Each year, an e-mail notification is made to all enrolled students that provide the website to access this report. Copies of the report may also be obtained at any ASU Police Department building or by calling **(229) 430-4711**. All prospective employees may obtain a copy from Human Resources located in Billy C. Black room 382 or by calling **(229) 500-2026**. A description of this report is also located in the Student Handbook.

The Annual Security and Fire Safety Report is distributed to the campus community by October 1st each year.



About the Albany State University Police Department

Authority and Jurisdiction

The powers of authority for The ASU Police Department are assigned from the Georgia Code annotated, section: **Georgia O.C.G.A. 20-3-72**. The authority of ASU Police and other security personnel to make arrests on and within 500 yards of any property owned or controlled by the Board of Regents within the State of Georgia. (Acts 1968.p.370; 1974, p.611). The Albany State Police officers are empowered to make ethical and sound police decisions on both Albany State University East and West campus as well as the Cordele campus. The police department can use other public safety agencies under current MOU'S to ensure best safety practices are conducted.

Facts about Albany State University Police Department:

The department is comprised of

- Police Officers
- Security Officers
- Dispatchers
- Parking Services Coordinator
- Office Manager
- Work Study and Student Assistants

The police staff has specialized training such as radar, active shooter, drug testers, post instructors, FEMA training, GEMA training, NIMS certification, CIT certifications and Crime prevention, etc.

In addition, the department is associated with several professional associations: the American Jail Association, Georgia Sheriffs' Association, Albany/Dougherty Crime Stoppers, HBCU Chiefs' Association, and Georgia Chiefs' Association.

Officer Training:

The officers of the ASU Police Department come with varied backgrounds, in not only law enforcement, but military experience as well. Many members of the departmental personnel are college graduates holding academic degrees in areas of Criminal Justice, Public Administration, Management, Psychology, or are currently pursuing an education from an accredited university.

All members of the ASU Police Department attend specialized training beyond the state-mandated 20-hour requirements for their continued certification. These areas of training include but are not limited to campus law enforcement training, community-oriented policing, criminal investigation, crime prevention, bicycle patrol, first aid and C.P.R, cultural diversity, and emergency management training. The departmental standard is for every officer to obtain over 80 hours of training per year that vary between in-house and other outside training sources.

Albany State University Police Officers are commissioned under the scope of Georgia Law and Georgia Peace Officer Standards and Training Council (P.O.S.T.), and have the same authority as municipal police officers in Georgia. They are authorized to carry firearms and empowered to make arrests. All criminal incidents on Albany State University campuses are investigated by the Albany State University Police. All crimes that occur on either campus or institution property shall be reported to ASU Police Department.

As stated in the mission statement "The Albany State University Police Department will become a premier campus police agency by deploying innovative industry standards, security, and police strategies. We will equip students, faculty, staff, and community members with the best systems, practices, and networks to achieve the highest quality of safety standards. Our committed efforts will result in an improved awareness and preparedness to campus safety through implementing safe campus initiatives, developing strategic partnerships, and increasing professional development opportunities.

Albany State University Campuses:



The Main Campus is located at 504 College Drive. Albany, Ga 31705. 229-500-2000.



The West Campus is located at 2400 Gillionville Road. Albany, Ga 31707. 229-500-2000.



The Cordele Campus is located at 134 11th Avenue West. Cordele, Ga 31015. 229-500-3409.

The Cordele Campus:



Traci Griffen
Executive Director

As the Executive Director of the Albany State University, Cordele Campus I'm honored to serve our students in Cordele and the surrounding counties. I look forward to engaging and educating the Cordele-Crisp community, as well as neighboring communities, about the programs and academic disciplines offered here at ASU.

To prospective students, ASU offers many programs and services to help you achieve your academic goals and I look forward to working with each of you to help you explore different ways to stand out in class, and shape the future you desire."

Students attending the Cordele Campus will find a supportive and helpful faculty and staff. The campus offers day and evening college classes leading to Associate of Arts, Associate of Science degrees, and Certificates. Staff are available to assist students throughout the application and registration process. They also assist with developing academic plans, selecting appropriate courses that align with chosen majors, and solving any issues that may arise.

The Cordele campus is patrolled by security officers on **Monday-Friday from 8am-5pm**. If any issues arise that cannot be handled by those on duty, The Cordele Police Department will assist with handling the matter.



Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Albany State University Police department maintains a cooperative relationship with local law enforcement and federal agencies such as: The Albany Police Department, The Dougherty County Sheriff's Department, The District Attorney's office, The Federal Bureau of Investigations (FBI), The United States Secret Service, The Georgia Bureau of Investigations (G.B.I.), The Georgia State Patrol (G.S.P.), and other State College/University Law Enforcement Agencies. This includes NIMS guidelines, to include intraoperative radio.

Albany State University also has (MOU's) Mutual Aids of Understanding with local law enforcement agencies that are in place for crisis and/or the need for additional assistance. Such agencies include Albany Police Department, Albany Technical College Dougherty County Sheriff's Office, Dougherty County Police Department, and Dougherty County School System Police Department.

Crimes Involving Student Organizations at Off Campus Events/Locations

Albany State University relies on close working relationships with local law enforcement agencies to receive information about incidents involving students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the Albany State University Police will actively investigate certain crimes occurring on or near the campuses. If the ASU Police Department learns more details of criminal activity involving students or student organizations, they will coordinate with appropriate external law enforcement agencies, to forward information about the situation to the Office of Student Ethics and Integrity.

Albany State University requires all recognized student organizations to abide by federal, state, and local laws, and University regulations. The institutions may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a *Substantial University Interest* as defined in Student Code of Conduct policy: <https://www.asurams.edu/Legalaffairs/wp-content/uploads/policies/student-code-of-conduct.pdf>.



ANNUAL SECURITY REPORT

Reporting Crimes and Other Emergencies

Reporting to Albany State University Police

We encourage the college community to report all crimes that occur on the campuses of Albany State University along with all suspicious activities to the Albany State University (ASU) Police Department. The ASU Police Department has a command center housed with dispatchers 24 hours a day for emergency and informational purposes. The **Albany State University Police emergency and non-emergency number is (229) 430-4711.**

During regular business days and hours, you can also contact the ASU police at **(229) 500-3072/ 500-3081.** On the Albany State University East campus, the police department is located in the Central Plant location on Joseph Holley Drive across from the Billy C. Black Building. On the West campus, the police department is located in the Technology Building (A) Room 133.

Voluntary and Confidential Reporting

If crimes go unreported, it limits the possibility of helping other members of the community from also becoming victims. We encourage the campus community to report crimes promptly and to participate in and support crime prevention efforts. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action with the institution or criminal justice system, we ask that you consider filing a voluntary report while maintaining your confidentiality.

The confidential reports allow the institutions to compile accurate records on the number and types of incidents occurring on the campuses. Reports filed in this manner are accounted and disclosed in the Annual Security and Fire Safety Report.

The purpose of a confidential report is to comply with your wish to keep your personal identifying

information private, while taking steps to ensure your safety and the safety of others.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Albany State University Police Department's crime reporting line. Our **Crime Rammers Anonymous line is (229) 430-7963.** We can ensure that your information will remain confidential within the ASU police investigations unit.



By policy, we do not attempt to trace the origin of the person who submits this form, unless it is necessary for public safety. Persons may also report crime through the **Albany/Dougherty Crime Stoppers line at (229) 436-TIPS (8477).**

When reporting crimes or suspicious activities to ASU Police, be sure to give the following information:

1. Nature of the incident
2. Persons involved in the incident
3. The number from where you are calling
4. Your name and address for the police record
5. Any noticeable injury
6. Any noticeable weapon (s)
7. Any information you feel is necessary or important

Should an assault or a sexual assault take place, report it to ASU Police immediately. If an assault occurs, please do not disturb the scene by clearing or removing any evidence. It could be detrimental to the case. Notify ASU Police as soon as possible.

Reporting to Other Campus Security Authorities

While the institutions prefer that community members promptly report all crimes and other emergencies directly to the Albany State University Police at **(229) 430-4711 or 911**, we also recognize that some may prefer to report to other individuals or institution offices. The Clery Act recognizes certain institution officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, campus judicial proceedings, and faculty advisors to student groups. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While both campuses have identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Student Affairs	East Campus Student Center	229-500-3528
Student Life	East Campus Student Center	229-500-2039
Human Resources	West Campus, K building	229-500-2026
Housing and Residence Life including RA's, GA's, RLC's	East Campus, Hall 3	229-500-2025
Student Support and Student Conduct	East Campus, Student Center (Green Zone)	229-500-2052 Email: osssc@asurams.edu
Title IX	East Campus, Billy C. Black	229-500-3304
Student Health Services	East Campus, BCB Suite 138 West Campus, Student Center C-100	229-500-3544 229-500-3545
Athletics	East Campus Hyper Gym	229-500-2863
Clery Coordinator	West Campus, Police Dept.	229-500-3075, 229-894-0606

Once information is given to a CSA it is deemed reported. The process does not initiate once the police department knows about it, it starts with the Campus Security Authority. Once a report is made to a CSA the information needs to be reported to the Police Department, Title IX Coordinator, the Office of Judicial Affairs, or the Clery Coordinator.



Counselors and Confidential Reporting

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Albany State University to serve in a counseling role are not considered Campus Security Authorities (CSA's) when they are acting in the counseling role. As a matter of policy, the campus community encourages pastoral and professional counselors to notify those when they are counseling them of the voluntary confidential reporting options available to them.



Emergency Phones

On the Albany State University East campus, there are 11 emergency phones installed throughout the campus, and 10 emergency phones installed throughout the West campus. The phones are located around the academic buildings, public buildings and residence halls.

All of the Emergency Phones are linked to the Albany State University Police Dispatch Command Center.

It's up to Each of Us

The University takes great pride in the community and offers students, faculty, and staff many advantages. This community is a great place to live, learn, work, and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Albany State University has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though the University is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting, on campus.

Though there are many resources available, the campus police department should be notified of any crime whether or not an investigation continues to assure the institutions can assess all security concerns and inform the community if there is a significant threat.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of campus community. These methods of communication include the mass notification system Black Board Connect 5, the University email system, verbal announcements within a building, indoor and outdoor sirens, and the public address system on police cars. The institution will also post updates during a critical incident on their homepage at www.asurams.edu and if the situation warrants, the institutions may activate portions of the Emergency Operations Center.

Emergency Notification System

The **Blackboard Connect 5** and **Early Warning Siren System** are in place to notify faculty, staff, students, and visitors of potential disasters, inclement weather, active shooter situations, and any other activities on campus. The system **WILL NOT** be used for routine communications.

Timely Warnings and Emergency Notifications

TIMELY WARNINGS In the event that a serious crime arises, that, in the judgment of the Chief of Police or the College Administration, constitutes an ongoing or continuing threat, a campus-wide "Timely Warning" will be issued. The warnings are sent out as soon as the pertinent information is available. Timely Warnings will be issued in a manner likely to reach the entire campus community, therefore they will be issued through the Connect 5 system to students, faculty, and staff. The message will usually contain guidance about how to avoid victimization and contact information in addition to the actual warning.

Anyone with information warranting a timely warning should report the circumstances to the ASU Police department by phone at **229-430-4711** or in person at the following locations: 504 College Drive Albany, Ga 31705 (Radium Springs, East Campus) or 2400 Gillionville Road Albany, Ga 31707 (Gillionville, West campus).

EMERGENCY NOTIFICATIONS In the event that any significant emergency or dangerous situation occurs involving an immediate threat to the health or safety of students, faculty, and staff on the campus then an "Emergency Notification" will be issued without delay upon confirmation of the emergency by responsible authorities. Notifications can be localized to one area or building, but they may also be issued campus wide. Means of dispersal of the notification will be dependent upon the nature of the emergency.

Steps to Ensure Notification

- Update your information via the ASU Blackboard portal often to receive Connect 5 ASU Emergency Alerts and Timely Warnings.
- If your contact information has changed since your enrollment or hire date, please log in to the Campus Alert System Portal using the link below and either sign up (if you don't already have an account) or log in.
- The Connect 5 system utilizes severe warning sounds that chime and has voice notification options.
- If you experience any problems while logging on to the portal call 229-430-4711 for additional assistance.

Steps to update your portal account <https://asurams.bbcportal.com/> can be found



(The Campus Alert

System Portal).
ASUCampusAlertSys
temPortalInstruction



Access to University Facilities

On the Albany State University campuses, due to the pandemic all buildings are locked and require key access for entry. Access to individual classrooms and laboratories are limited to those enrolled in the courses meeting there. *All building key control requests shall go through the facilities management department.*

Consideration for Residence Hall Access:

On the Albany State University campuses, all residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in that hall are authorized electronic access entry; the system denies entry to all unauthorized persons. The side doors also have alarms which will activate if the door is left open for an extended amount of time. When a door is malfunctioning, personnel are summoned for an immediate repair.

Only residents and their invited guests are permitted in living areas of the residence halls. It is the resident's responsibility to ensure that his/her guest are aware of the campus and residence hall policies. Guests are not provided with room keys or access cards. A resident of the building must escort guests of the opposite sex at all times. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as either residents or guests of residents.

Student workers (RA's) are assigned to help monitor their residence halls. There may be staggered holiday schedules put in place to ensure continued monitoring of the buildings. The access doors will remain locked.

Security Considerations for the Maintenance of Campus Facilities

Albany State University is committed to campus safety and security. At all campuses locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Maps showing the best-lit and most traveled routes across the campuses are available by contacting **Albany State University Police Department at (229) 430-4711.**

Environment Health & Safety, in conjunction with representatives from the Albany State University Police department, conduct surveys of both campus properties twice each year to evaluate campus lighting. On both campuses, there are adequate walkways, parking lots, and roadway lights that provide illumination on campus. We encourage community members to promptly report any security concerns, including concerns about locking mechanisms, lighting, or landscaping to the ASU Police Department.



Campus Security Policies, Crime Prevention, and Safety Awareness Programs

In addition to the many programs offered by the ASU Police Department and other institution offices, both campuses have established a number of policies and procedures related to ensuring a reasonably safe campus community. These include:

RAM ROC (Risk Observation Council)

Albany State University extended its efforts on emergency preparedness and prevention with establishing the RAM ROC team. The objective of this Behavior Threat Management Team is to put in place a structured process for evaluating potentially threatening situations that occur at Albany State University. The multidisciplinary team consists of the faculty and staff to include the Office of Legal Affairs, the Chief of Police, the VP of Student Affairs, The Office of Judicial Affairs, Dean of Student Affairs, Director of Health Services, Counseling services, and the Chief of Staff.

Crime Prevention and Safety Awareness Programs

By definition, an **"Awareness Program"** involves training strategies and tactics for educating the campus community and making them aware of security concepts. In an effort to promote safety awareness, the Albany State University Police Department maintains a strong working relationship with the campus community. The relationship includes offering a variety of safety and security programs, services and crime prevention programming. Specific programming is conducted each semester or on an as needed basis when requested. If you or your organization would like to request a specific program, please contact the Albany State University Police Training Division.

Programs Conducted by the University on a Semester Basis or as Requested

1. Hazing Awareness- Albany State University Police Department
2. Sexual Assault- Albany State University Police Department
3. Drugs / Alcohol abuse and prevention- Albany State University Police Department
4. Sexual Assault Prevention- Albany State University Police Department
5. Women's Empowerment- Albany State University Police Department
6. Crime Prevention- Albany State University Police Department
7. Theft Prevention- Albany State University Police Department
8. Civil Liability for Student Organizations- The Office of Student Ethics and Integrity
9. Domestic Violence Prevention- Albany State University Police Department
10. RAD (Self Defense for Women and Men)- Albany State University Police Department

Safety Programs:

Albany State University Police, Student Affairs, Housing, Residential Life, and other organizations shall present the following safety programs on a regular basis as well as provide these programs upon the request from any campus department or organization:

- Drugs / Alcohol abuse and prevention
- Sexual Assault Prevention
- Campus Watch
- Crime Prevention
- Theft Prevention
- Domestic Violence Prevention
- Self Defense

In our efforts to promote safety awareness, the ASU Police maintain a strong working relationship with the community. This relationship includes offering a variety of safety and security programs.

To request a safety program presentation, submit a written request at least five (5) working days in advance to the director or coordinator of any programming unit on campus. The Director/Coordinator of the unit will then advise you on the availability of an internal or external instruction.



Safety tips for students:

You should immediately report any crime, suspected crime, suspicious circumstances or person to the ASU Police Department.

- Never leave your personal property unattended. If leaving your room lock the door. If in any classroom, office or in the library, take your possessions with you.
- When walking on or off campus at night, employ the "Buddy System" and walk with friends. Also, let friends know when and where you are going, how long you are going to be gone, and what time you are expected to return. This alerts them if you are overdue and gives them a reference point to locate you.
- Park your vehicle in a lighted parking area. Always lock your vehicle. Do not forget to take the keys out of the ignition. Do not leave CD's, tapes or other valuables in plain sight. Lock them in the trunk or take them with you.
- Properly lock and secure your bicycle to a bike rack. Use a strong chain and lock.

Faculty, Staff, and Students Crisis Response

Albany State University has resources and professionals to deal with a crisis that may take place on its campus. The focus is to narrow down the time, focus on intervention, identify the crisis, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

Suicide Protocol and Procedures

All college and university campuses need to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, or attempt suicide. It is very important that all universities and colleges develop protocols so that the campus can handle crisis situations in a methodical and consistent manner. See full Suicide Protocol [HERE](#).

All procedures **MUST** be followed by the faculty and staff of Albany State University.

1. **Immediately Call 911** and ASU Police Department (ASU PD)
(229) 430- 4711

Take any threat of self-harm seriously.

2. Please **remain calm and call/send for help.**
3. Please remain with the student until proper authorities arrive to secure the location.
Do Not Leave Person Alone.
4. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.
5. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.

If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the ASU PD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This information will help the personnel do a better evaluation.

6. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.

The Counseling Department will provide counseling to those who may have been affected by the events.

7. File a report of incident. It is very important to have proper documentation of the incident.





Missing Person Policy

Introduction

Albany State University (ASU) is committed to creating and preserving a safe and secure environment for its campus constituents. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a person who resides in an ASU campus housing facility, is participating in an ASU sponsored activity, and/or is an enrolled student is reported missing.

Purpose

The Clery Act requires institutions that maintain on campus housing facilities to establish policies and procedures to address reports of missing students. Since individuals other than those enrolled in classes at ASU may reside in the campus housing facility, the intent is to cover those persons as well.

Definition

Missing Person: For the purpose of this policy, the term "missing person" generally refers to any person who was residing in an ASU residential facility, participating in an ASU sponsored/sanctioned activity, and/or enrolled as an ASU student at the time he/she is believed to have gone missing.

Scope

This policy outlines the actions which will be taken when a person is reported missing and it is determined the he or she has been missing for 24 hours or greater.

Policy

Members of the University community should immediately report a missing person(s) to the Albany State University Policy Department (ASUPD) by calling 229-430-4711. Within the University, responsibility for investigation of a missing person report rests with the ASUPD. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.

Consistent with the Clery Act, ASU has established the following policy:

Any individual who believes that a currently enrolled ASU student is missing should immediately notify the ASUPD at 229-430-4711. Following receipt of this information, the Department will commence an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, the Department will notify other law enforcement agencies as appropriate as well as the student's emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. In addition to notifying University police, certain University officials who are deemed Campus Security Authorities (CSAs) by Federal law may be notified when a student is believed to be missing. CSAs include, but are not limited to, the Dean of Students, athletic coaches, and advisors to student organizations, to as well as faculty members. The CSA will promptly notify the University police of the possible missing student. Should the University police investigate and determine that a student is a missing person, the Registrar, dean of students, director of Residence Life, chief of Police or their designee will be immediately notified to verify the appropriate missing person contact information. All students have the option to designate **an emergency contact** who will be notified by ASUPD if the student has been missing for 24 hours.

If the ASUPD, after investigation, determines that any person residing in one of ASU's residential facilities has been missing for 24 hours, the chief of Police or his/her designee will, within 24 hours after making such a determination, notify the missing person's designated contact that the individual is missing. *If the missing person is under the age of 18 and is not emancipated*, the chief of Police or his/her designee will also notify the student's parent or legal guardian within the 24-hour period after the ASUPD has determined that the person is missing in addition to the contact person designated by him or her.

Reports of missing ASU students who do not reside in on-campus housing will be referred by ASUPD to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. If a student is reported missing while participating in an ASU sponsored/sanctioned event including, but not limited to, global sites or sponsored travel, reporting individuals should contact the ASU Police Department as well as the police department having jurisdiction over the student's last known location.

All students may confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information on Banner, the student records system each term they are enrolled. Only authorized university officials will have access to the contact information, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation.



Weapons Policy

Possession or Use of Firearm or Lethal Weapons:

The University prohibits the possession or use of privately owned firearms or lethal weapons on campus, including those in vehicles. The possession, carrying and use of weapons, ammunition, or explosives is prohibited on University owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University.

ASU Police will initiate the appropriate criminal action against any person found in violation of this state felony law. (Georgia Code 16-11-127.1)

As of July 1, 2016, the State of Georgia added the following paragraph to Georgia Code 16-11-127.1, permitting possession of certain electroshock devices (Tasers):

“(19) Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person’s control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, is such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person about such electroshock weapon. As used in this paragraph, the term ‘electroshock weapon’ means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or Taser as defined in subsection (a) of Code 26 Section 16-11-106.”

HB280

On July 1, 2017 House Bill 280 went into effect which prohibits the Carrying of concealed weapons by anyone including weapons carry License holders, on the following areas of a college campus:

- Buildings or property used for athletic sporting events
- Student housing, including but not limited to dormitories, Fraternity and sorority houses
- Any Preschool or childcare space
- Any room or space used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act”
- Any faculty, staff, or administrative offices
- Rooms where disciplinary proceeding are conducted

These excluded areas represent the most “sensitive places” on a college campus.

To read more information about HB280 from the University System of Georgia click [Here](#).



The Office of Student Support and Student Conduct

The Office of Student Support and Student Conduct supports Albany State University's educational mission by enforcing regulations designed to promote an environment in which students can develop intellectually, morally and socially while exercising a balance of partnership and autonomy within the campus community.

The mission of the Office of Student Support and Student Conduct is to promote concepts of fairness and due process in student conduct settings. The Office of Student Support and Student Conduct serves as a resource to the entire university community. Essential in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student.

The Office of Student Support Student Conduct is commissioned with the task of detailing the rights and responsibilities of students, adjudicating matters when necessary, imposing sanctions for violations in accordance with the Student Code of Conduct.

Resolution Options

- I. **Informal Resolution:** Students have the right to meet with a Hearing Officer and accept responsibility for the alleged misconduct and waive their rights to formal hearing and appeal proceedings.
- II. **Formal Resolution:** Students have the right to request formal hearing and appeal proceedings.

Depending on the type of case, the following University Hearing Panels may convene for formal hearing proceedings:

- A. The **University Disciplinary Committee** will be composed of Students, Faculty, and Staff selected by the Office of Student Support and Student Conduct. Students not in good standing with the University may not serve. Appointments to University Disciplinary Committee will be made as needed to keep the University Disciplinary Committee staffed to adjudicate cases in a prompt manner. These appointments may constitute permanent or temporary replacements as the Office of Student Support and Student Conduct deems necessary. There must be at least three panel members (two full-time faculty or staff and one full-time student), present to hear a case. A majority vote is required for findings and sanction recommendations.
- B. The University will utilize the **Academic Honor Code Committee** for Formal Hearing involving alleged violations of any violation of the Academic Honor Code Policy identified within the Student Code of Conduct. Please refer to Chapter Eight, Value VIII, Academic Honor Code, Procedures and Sanctions of the Student Code of Conduct for more information.
- C. The University will utilize a specially trained **Sexual Misconduct Committee** for Formal Hearings involving alleged violations of any regulation within the University System of Georgia Sexual Misconduct Policy and this Student Code of Conduct. This committee will consist of at least panel members who are full-time faculty and/or staff only. There must be at least three (3) panel members present to hear a case. A majority vote is required for findings and sanction directive.
- D. The University will utilize the **Housing Review Board** for Formal Hearing involving alleged violations of any Institutional Housing Regulations identified within the Student Code of Conduct. There must be at least three panel members (two fulltime Residence Life staff and one Resident Assistant), present to hear a case. A majority vote is required for findings and sanction recommendations.
- E. The University will utilize the **Student Organization Hearing Panel** for Formal Hearing involving alleged violations of student organization misconduct. There must be at least three panel members (two full-time students and one full-time faculty/staff). At least one (1) representative from the respective council will serve as one of the student representatives. When a student organization is charged, a student will be requested to serve from the respective council to serve on the Hearing Panel. The student may not be a member of the

organization which is charging or being charged in the case. A majority vote is required for findings and sanction recommendations.

Sanctions

Students who are found responsible for violations may be subject to a broad range of sanctions. In determining the severity of sanctions or corrective actions the following will be considered:

1. The frequency, severity, and/or nature of the offense;
2. History of past conduct;
3. Offender's willingness to accept responsibility;
4. Previous University response to similar conduct;
5. Strength of the evidence;
6. Wellbeing of the university community

The broad range of sanctions includes:

- Expulsion;
- Suspension for an identified time frame or until 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.

In most cases, the Office of Student Support and Student Conduct will also assign developmental and educational interventions. These interventions are designed to promote greater awareness, improve decision-making skills for students, and to further deter future misconduct.

Interim Measures

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of themselves or the campus community Interim Measures may be imposed. Interim measures may be implemented by ASU at any point after the University becomes aware of the alleged student misconduct and should be designed to protect any student or other individual in the ASU community. To the extent interim measures are imposed, they should minimize the burden on both the Complaint (where applicable) and the Respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and

6. Other measures designed to promote the safety and well-being of the parties and the institution's community

Parental Notification Policy

Albany State University is committed to the eradication of alcohol and drug abuse within the University community. The safety and welfare of students will always be a great concern. The approach to violation of the alcohol and drug policy is to be proactive. Although the primary approach to alcohol and drugs violations is educational, it should be clearly understood that violations of the alcohol and drug policy will result in disciplinary sanctions being issued by the University. The Office of Student Support and Student Conduct will notify parents or legal guardians of students under the age of twenty-one (21) who are found responsible for violating the alcohol and/or drug policy.

The Office of Student Support and Student Conduct collaborates with various campus partners to provide outreach programming designed to inform and educate students and to promote Albany State University principles. Please visit the Office of Student Support and Student Conduct [home page](#) where you will find the [Student Code of Conduct](#). In the Student Code of Conduct information pertaining to Student Rights, Student Records Policy and full policy and procedural guidelines related to the student conduct process. For more information, relating to these policies and procedures contact the Office of Student Conduct by phone at (229) 500-2052 or email us at osssc@asurams.edu.

Personal Safety

Theft, disorderly conduct, and alcohol related offenses are very common on college campuses. However, they do not stand-alone. Despite law enforcement's efforts, serious crimes on campus do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often are unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize they have been victimized. Additionally, crimes of that nature are very difficult for victims to report for a number of very complex reasons. You should be more alert and aware if you are faced with crimes of this nature.

Freedom of Expression Policy

Albany State University ("ASU") is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble.

View the full policy [HERE](#).

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention.....

Albany State University does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other form of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, institutional policies, and may also violate Federal and State Laws. Violations of this policy are subject disciplinary sanctions through the Office of Student Ethics and Integrity and/or those outlined in applicable institutional policies. Albany State University has protective measures in place to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. Students and employees should contact Human Resources (229) 500-2026 to file a disciplinary complaint or to seek accommodations. Click [here](#) to view the full sexual misconduct policy.

What is Consent?

In Georgia, **Consent** is not defined in reference to sexual activity. However, Albany State University defines Consent as "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, ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. 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 absence of resistance does not imply consent. Consent can be withdrawn at any time by a party using clear words or actions.

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

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

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

of 25 years imprisonment, followed by probation for life.

In Georgia, Sexual Assault is defined under O.C.G.A. 16-6-5.1 as "sexual contact" is that is perpetrated by "a person who has supervisory or disciplinary authority over another individual."

Domestic Violence is violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged 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, or by a person similarly situated to a spouse of the alleged victim.

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

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction

between the persons involved in the relationship. 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.

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

In Georgia, Stalking is defined under O.C.G.A. 16-5-90 as (a) (1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in code section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of the 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 purpose 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. The Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

Additionally, a person commits the offense of aggravated 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.

Interim Protective measures (Board of Regents policy 4.1.7.3)

The Title IX Coordinator (Kimberly Carter) or her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations, if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically.

Imposing interim protective measures does not indicate that a violation of this policy has occurred, and is designed to protect the alleged victim and community, and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;

4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

An interim suspension should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the alleged victim or the campus community, the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

If a victim reports to law enforcement, they may assist them in obtaining the correct documents used to be granted a no-contact/restraining order. Albany State is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property to protect victims from any further harm.

Victim Confidentiality

Albany State University recognizes the often-sensitive nature of non-consensual sexual contact, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report.

Reports made to Albany State University officials will be kept confidential, and identifying information about the victim shall not be made public (GA 24-5-509). Information about reports will only be shared with institutional personnel as needed to investigate

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

Conduct Proceeding

Albany State University strictly prohibits all acts of non-consensual sexual contact, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by the institutions. Individuals found responsible for having committed such violations face permanent expulsion, termination of employment, suspension and or probation. A panel of at least three members including The Title IX Coordinator or his or her designee will handle incidents involving accused students. The investigator cannot serve on the panel nor can students.

All Conduct proceedings, or measures to determine disciplinary action, whether the conduct is reported to have occurred on campus or in connection with an institution's program or activity, shall provide a prompt, fair, and impartial investigation and resolution. All investigations shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, and how to conduct an investigation in a manner that protects the safety of victims and promotes accountability.

Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep parties informed of the status of the investigation. In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be

accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures, and timeframe.

For detailed information about Conduct, proceedings (Investigations, Hearings, Possible Sanctions, and Appeals processes) please consult the ASU Sexual Misconduct policy available at:

<https://www.asurams.edu/docs/legal-affairs/policies/ASU%20Sexual%20Misconduct%20Policy%20rev%208.13.20.pdf>

This policy pertains to sexual misconduct perpetrated against students by USG students, faculty, or staff.

Albany State University also supports and follows the Board of Regents policies on Sexual Misconduct and Student Conduct. These policies can be viewed in their full text at:

https://www.usg.edu/hr/manual/prohibit_discrimination_harassment

Education and Prevention Programs

Albany State University is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, non-consensual sexual contact, domestic violence, dating violence, and stalking before it occurs. The approach used includes a clear statement that Albany State University prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year.

These programs include but are not limited to:

New Student Orientation
Department Collaboration Training
ASU Police Campus Training
Human Resource Training
Title IX Training
ASU Police Women Self Defense Training
Women Empowerment Sessions

Bystander Intervention programs refer to cases in which individuals witness and offer any means of help to a victim when other people are present. Due to five characteristics, bystanders go through cognitive and behavioral processes;

1. They notice that something is going on
2. They interpret the situation as being an emergency
3. They feel a degree of responsibility
4. They offer some form of assistance
5. They implement the action of choice

Primary Prevention programs aim to prevent a situation before it ever occurs. This is done by preventing exposures that cause injury, altering unhealthy or unsafe behaviors that can lead to situations and increasing knowledge on resistance to situations. The focus is on the potential perpetrator.

Risk Reduction programs focus on the victim and target potential victims or bystanders. Strategies and tactics are learned to use "in the moment" should an attack or an event that involves non-consensual sexual contact takes place.

On-going Prevention programs are those that are continuous implemented to prevent dating violence, domestic violence, events that involve non-consensual sexual contact, and stalking.

Awareness Campaigns or Programs influence insight and promote awareness about a particular issue or cause. Campaigns are often the first step to introduce the campus community to a new service, staff member, program, or facility.

Reporting an Incident

If a student, faculty, staff, or visitor has been the victim of an incident of non-consensual sexual contact, domestic violence, dating violence or stalking they should immediately report to the Albany State University Police Department, or other recommended points of authority such as the Title IX Coordinator. The ASU Police can be contacted at **229-430-4711**. On the Albany State University East campus, the Police Department is located at 111 Joseph Holley Drive, Albany GA. On the Albany State University West campus, the Police Department is located at 2400 Gillionville Road, Albany Ga in Building A – Technology Building, Room 133. The



Kimberly Carter
Title IX Coordinator

Title IX Coordinator, Kimberly Carter can be reached at **229-500-3304**, and is located in the Daisy Brown building on the East campus. In case of an emergency or ongoing threat, please get to a safe location and call 911. Local police may be contacted at 229-431-2100/2132 and are located at 201 W. Oglethorpe Blvd. Albany, GA.

Procedures Victims Should Follow

If an incident of non-consensual sexual contact, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence so that a successful criminal prosecution remains an option.

The victim of non-consensual sexual contact should not wash, douche, use the restroom, or change clothing prior to a medical exam – which is important to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On and Off Campus Resources

Albany State University and the City of Albany, Georgia offer other important resources to the victims of sexual violence including medical treatment, counseling, and advocacy. The Lily Pad and Victims’ Advocate Center are available to assist any student or employee free of charge. They will also help them consider their options and navigate through any resources or recourse they elect to

pursue. A victim does not need to make a formal report to law enforcement or Albany State University to access the resources that include the following:

Position/ Titles	Phone numbers
Chief of Police	229-500-3076
Anonymous Tip Line	229-430-7963
Title IX Coordinator	229-500-3304
Counseling and Student Accessibility Services	229-500-2013
Student Health Services	229 -500-3544, 3545
Residence Hall Staff	229-500-2025
Student Affairs/Success	229-500-2039
Phoebe Putney Hospital	229-312-1000

VICTIM/WITNESS ASSISTANCE (District Attorney’s Office) 229-438-3985
 Advocates for Victim’s Rights offering physical & Emotional support/Help with Victim’s Compensation forms/Victim Impact Settlements/ Testimonies/Resources/Liaison for victims in the Judicial System/Emergency TPO’s.

LIBERTY HOUSE *24 Hour Crisis Line* 229-439-7065
 Shelter/legal advocacy & outreach services for victims of domestic violence & their children/Assistance with TPO’s/Emotional Support/Financial Aid & Relocation. (Accepts male children up to age 17). Transportation to shelter provided by Sheriff’s Office.

OPEN ARMS 229-431-1121
 Counseling for children & adults in crisis/The Bridge House

LILYPAD *24 Hour Crisis Line* 229-435-0074
 Taped forensic interviews of abused/neglected children 18yrs & under/Counseling for children & adults in crisis/CASA-Court Appointed Special Advocates/BBCSA-Bob Boren Center for Sexual Assault/Research & Education Center/Rape Crisis Advocacy/Fire Fly House Child Advocacy Center/Counseling Referrals

ALBANY AREA COMMUNITY SERVICE BOARD (Aspire Mental Health Clinic) 229-430-4140
 Counseling/Mental Health Services/28-Day Detoxification/Kids Can Program/Out-Patient
 Alcohol & Substance Abuse Program/Anger Management Program

FAMILY ADVOCACY PROGRAM – (MCLB) 229-639-5252
 Services for military members (active & retired) and military dependents.

MAGISTRATE COURT 229-431-3216
 Good Behavior Warrants/Eviction Orders/Domestic/None-Domestic TPO’s
 If a victim of a sexual assault or relationship violence incident request a change in her or his living arrangements or academic schedule, the Office of Student Affairs and Success at Albany State University, will assist the individual with making these changes, as long as they are reasonably available.

Sex offender Registry

Any information regarding sex offenders in the Dougherty County area can be found at: <https://gbi.georgia.gov/georgia-sex-offender-registry>.

Registered Sex offenders are required under State law to provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides.

Policies Specific to Faculty, Staff, and Students

As an institution of higher education, Albany State University is committed to supporting and complying with the Drug Free Schools and Communities amendment act of 1989. The law under this act covers both drugs and alcohol, and relates to faculty, staff, and students therefore the entire campus community is mandated to comply. Albany State University prohibits the possession and use of alcoholic beverages in areas open to the public including areas of building open to the public. However, the use of alcoholic beverages, subject to the laws of Commonwealth may be permitted at institution-sponsored activities in areas designated by, and with the prior approval of, the President's Office. This includes private, closed and education and research areas.

University Disciplinary Sanctions for employees include the possibility of dismissal from the University and receiving a felony or misdemeanor drug or alcohol conviction. An employee must notify his or her supervisor of any criminal drug conviction for violation occurring in the University workplace no more than five (5) days after such conviction. An employee may also be required to participate in a drug abuse or drug rehabilitation program. All alcohol crimes are subject to be investigated and prosecuted by the Albany State University Police in occurrence with Georgia Law.

University Disciplinary Sanction for students include sanctions and disciplinary actions outline in the Student Code of Conduct in addition to penalties resulting from violating local, state, or federal laws. These sanctions are as follows: disciplinary warning, disciplinary probation, suspension, or expulsion. Students residing in campus housing may also lose the privilege of the housing contract. In most cases, the Office of Student Ethics and Integrity will also assign developmental and educational interventions. This is designed to promote greater awareness, improved decision-making for students, and further deter future misconduct.

Alcohol Policy

Albany State University will comply will all federal, state, and local laws including policies mandated by the Board of Regents of the University System of Georgia. The legal drinking age in the state of Georgia is 21. The possession of use alcoholic beverages is prohibited in all University on-campus undergraduate residence hall buildings. It is a violation of state law and university policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcohol to be sold, furnished or given to any minor. It is against residence hall policy for there to be any tailgating activities in the residential quad areas or residence hall parking lots where alcoholic beverages are being served on any football game/event weekend including all home football games. Violators can be charged under the uniformed code of GA Law. It is against residence hall policy for a student to be in a

residential area (room, common room, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Judicial Affairs and/or University Police.

Drug Policy

Albany State University does not permit or condone the illegal possession, sale, and/or use of controlled substances. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia section 16-13-21 (4) or Schedule I through V of Section 202 of the Federal Controlled Substance Act (21 United States Code 812). Albany State University Police have the authority and will enforce all local, state, and federal laws regulating gal drugs and the unlawful possession, use and sale of drugs.

Georgia Law Codes Reference

Underage Drinking

It is illegal for anyone under the age of 21 years to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

In accordance with O.C.G.A. 3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification; dispensing, serving, selling, or handling by persons under 21 years of age in the course of employment; seller's actions upon receiving false identification; immunity for seeking medical assistance for alcohol related overdose.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

In accordance with O.C.G.A. 3-3-23(A) (5). No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

Public Drunkenness

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Public drunkenness is a crime when a person appears in any public manifestly under the influence of alcohol or controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

In accordance with O.C.G.A. 16-11-41 (a) A person who shall be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which

condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language, is guilty of a misdemeanor.

Driving Under the Influence (DUI)

In Georgia, the legal level for DUI is .08% Blood Alcohol Content (BAC) and .02% BAC and prior for minors. The law emphasizes treatment and a three-tier penalty system based on BAC and prior offenses 1) general impairment (.08-.099%), 2) high rate of alcohol (.10-.159%) and 3) highest rate of alcohol (.16% and above). In addition, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

In accordance with O.C.G.A. 40-6-391. Driving under the influence of alcohol, drugs, or other intoxicating substances; penalties; publication of notice of conviction for persons convicted for second time; endangering a child;

(a) A person shall not drive or be in actual physical control of any moving vehicle while:

(1) Under the influence of alcohol to the extent that it is less safe for the person to drive;

(2) Under the influence of any drug to the extent that it is less safe for the person to drive;

(3) Under the intentional influence of any glue, aerosol, or other toxic vapor to the extent that it is less safe for the person to drive;

(4) Under the combined influence of any two or more of the substances specified in paragraphs (1) through (3) of this subsection to the extent that it is less safe for the person to drive;

(5) The person's alcohol concentration is 0.08 grams or more at any time within three hours after such driving or being in actual physical control from alcohol consumed before such driving or being in actual physical control ended.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of .02 or higher. A first-time offense individual, under certain circumstances, may qualify for a First

Offender Program design for persons needed assistance.

In accordance with O.C.G.A. 40-6-391 (7) (k) (1) A person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person's alcohol concentration is 0.02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control ended.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (breath, blood or urine). This implied consent means that a person does not have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be done; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI.

In accordance with O.C.G.A. 40-5-55 Implied consent to chemical tests (a) The State of Georgia considers that any person who drives or is in actual physical control of any moving vehicle in violation of any provision of Code Section 40-6-391 constitutes a direct and immediate threat to the welfare and safety of the general public. Therefore, any person who operates a motor vehicle upon the highways or elsewhere throughout this state shall be deemed to have given consent, subject to Code Section 40-6-392, to a chemical test or tests of his or her blood, breath, urine, or other bodily substances for the purpose of determining the presence of alcohol or any other drug, if arrested for any offense arising out of acts alleged to have been committed in violation of Code Section 40-6-391 or if such person is involved in any traffic accident resulting in serious injuries or fatalities.

Open Container

In accordance with O.C.G.A. 40-6-253 Consumption of alcoholic beverage or possession of open container of alcoholic beverage in passenger area:

- (2) "Open alcoholic beverage container", means any bottle, can, or other receptacle that:
(A) Contains any amount of alcoholic beverage; and

(B) (i) Is open or has a broken seal; or (ii) The contents of which are partially removed.

(3) Only a person who consumes an alcoholic beverage or possesses an open alcoholic beverage container in violation of this Code section shall be charged with such offense; provided, however, that an operator of a motor vehicle who is alone in the passenger area of such motor vehicle shall be deemed to be in possession of any open alcoholic beverage container in such passenger area.

Possession, manufacturing, etc., of certain controlled substances

In accordance with O.C.G.A. 16-13-30. Purchase, possession, manufacture, distribution, or sale of controlled substances or marijuana; penalties:

(a) Except as authorized by this article, it is unlawful for any person to purchase, possess, or have under his or her control any controlled substance.

(b) Except as authorized by this article, it is unlawful for any person to manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute any controlled substance.

(c) Except as otherwise provided, any person who violates subsection (a) of this Code section with respect to a controlled substance in Schedule I or a narcotic drug in Schedule II shall be guilty of a felony and, upon conviction thereof, shall be punished as follows:

(1) If the aggregate weight, including any mixture, is less than one gram of a solid substance, less than one milliliter of a liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than one gram, by imprisonment for not less than one nor more than three years.

Possession of Drug Paraphernalia

In accordance with O.C.G.A. 16-13-1. Drug related objects:

(3) "Drug related object" means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes:

(A) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state;

(B) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state;

(C) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or

(D) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

(4) "Knowingly" means having general knowledge that a machine, instrument, tool, item of equipment, contrivance, or device is a drug related object or having reasonable grounds to believe that any such object is or may, to an average person, appear to be a drug related object. If any such object has printed thereon or is accompanied by instructions explaining the purpose and use of such object and if following such instructions would cause a person to commit an act involving the use or possession of a dangerous drug or controlled substance in violation of the laws of this state, then such instructions shall constitute prima-facie evidence of knowledge that the object in question is a drug related object.

Sources for Crime Statistics

Albany State University Police Department maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log Monday-Friday, when the campuses are open. The log is available 24 hours per day to members of public. The log identifies the type, location and time of each criminal incident reported to University Police. The most current information is available on the website at www.asurams.edu. Upon request, at 111 Joseph Holley Drive (ASU East), Albany GA as well on the 2400 Gillionville Road, Building A, room 133 (ASU West), Albany, GA. a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

Offense Definitions

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook. For sex offenses only, the definitions used are from the FBI's National Incident-Based Reporting System (NIBRS edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

Murder/Manslaughter by Negligence – Murder - The willful killing of one human being by another.

Manslaughter by Negligence - is the killing of another through gross negligence

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

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

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. This offense includes the rape of both males and females."

Fondling - the touching of private parts of another person for the purposes 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.

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

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

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

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

Burglary – The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally know as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

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

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

Larceny/Theft—the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

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

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

Hate Crimes – any of the aforementioned offenses, larceny, simple assault, intimidation and vandalism reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:

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

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

Gender Identity - A preformed negative opinion or attitude towards a person or a group of persons based on their actual or perceived gender identity.

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

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

Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in the "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

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

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

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

Domestic Violence -

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 receiving grant monies (under VAWA), or
- 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.

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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking

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

- Fear for his or her safety or the safety of others:
or
- Suffer substantial emotional distress

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 Law 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.

Weapons Law Violations

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.

Geographic Definitions

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

Any building or property that is within or reasonably contiguous to paragraph (1) 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).

Non-campus Building or Property

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

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

Public Property

All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

Unfounded Crimes- An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

Albany State University East Campus Crime Stat Information

The ASU crime statistic chart shown below are also posted on the [ASU PD website](#).

Offense	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Criminal Homicide						
<i>Murder and Non Negligent Manslaughter</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Manslaughter by Negligence</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Sex Offenses						
<i>Rape</i>	2017	4	4	0		0
	2018	6	6	0		0
	2019	0	0	0		0
<i>Fondling</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	1	0	0		0
<i>Statutory Rape</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Incest</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Robbery	2017	0	0	0		0
	2018	1	1	0		0
	2019	2	0	0		0
Aggravated Assault	2017	1	1	0		0
	2018	2	1	0		0
	2019	2	0	0		0
Burglary	2017	13	13	0		0
	2018	7	7	0		0
	2019	0	0	0		0
Motor Vehicle Theft	2017	1	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Arson	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0

		Arrest				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	17	17	0		0
	2018	17	17	0		0
	2019	19	18	0		0
Drug Abuse Violations	2017	12	7	0		1
	2018	35	27	0		3
	2019	25	21	0		0
Illegal Weapons Possession	2017	1	1	0		0
	2018	8	6	0		0
	2019	8	8	0		0
		Judicial Referral				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	30	29	0		0
	2018	32	32	0		0
	2019	16	16	0		0
Drug Abuse Violations	2017	15	15	0		0
	2018	36	36	0		1
	2019	23	23	0		0
Illegal Weapons Possession	2017	0	0	0		0
	2018	1	1	0		0
	2019	0	0	0		0
VAWA Amendment Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Dating Violence	2017	7	5	0		0
	2018	4	4	0		0
	2019	7	3	0		0
Domestic Violence	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Stalking	2017	1	0	0		0
	2018	1	0	0		0
	2019	0	0	0		0

Hate Crimes: 2017: No Hate Crimes reported.
2018: No Hate Crimes reported.
2019: No Hate Crimes reported.

Unfounded Crimes: 2017: One Unfounded Crime.
2018: Two Unfounded Crime.
2019: No Unfounded Crimes.

Albany State University West Campus Crime Stat Information

Offense	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Criminal Homicide						
<i>Murder and Non Negligent Manslaughter</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Manslaughter by Negligence</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Sex Offenses						
<i>Rape</i>	2017	1	1	0		0
	2018	0	0	0		0
	2019	1	1	0		0
<i>Fondling</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Statutory Rape</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Incest</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Robbery	2017	0	0	0		0
	2018	0	0	0		0
	2019	1	0	0		0
Aggravated Assault	2017	1	0	0		0
	2018	0	0	0		0
	2019	1	0	0		0
Burglary	2017	5	3	0		0
	2018	0	0	0		0
	2019	1	1	0		0
Motor Vehicle Theft	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Arson	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0

		Arrest				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	5	5	0		0
	2018	6	6	0		0
	2019	4	4	0		0
Drug Abuse Violations	2017	19	16	0		1
	2018	11	11	0		0
	2019	16	16	0		0
Illegal Weapons Possession	2017	2	2	0		0
	2018	5	5	0		0
	2019	1	1	0		0
		Judicial Referral				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	5	3	0		0
	2018	6	6	0		0
	2019	7	7	0		0
Drug Abuse Violations	2017	10	9	0		0
	2018	16	16	0		0
	2019	11	10	0		0
Illegal Weapons Possession	2017	0	0	0		0
	2018	2	2	0		0
	2019	0	0	0		0
VAWA Amendment Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Dating Violence	2017	1	1	0		0
	2018	0	0	0		0
	2019	2	1	0		0
Domestic Violence	2017	1	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Stalking	2017	1	1	0		0
	2018	2	0	0		0
	2019	0	0	0		0

Hate Crimes: 2017: No Hate Crimes reported.
2018: No Hate Crimes reported.
2019: No Hate Crimes reported.

Unfounded Crimes: 2017: No Unfounded Crimes.
2018: No Unfounded Crimes.
2019: One Unfounded Crime.

Albany State University Cordele Campus Crime Stat Information

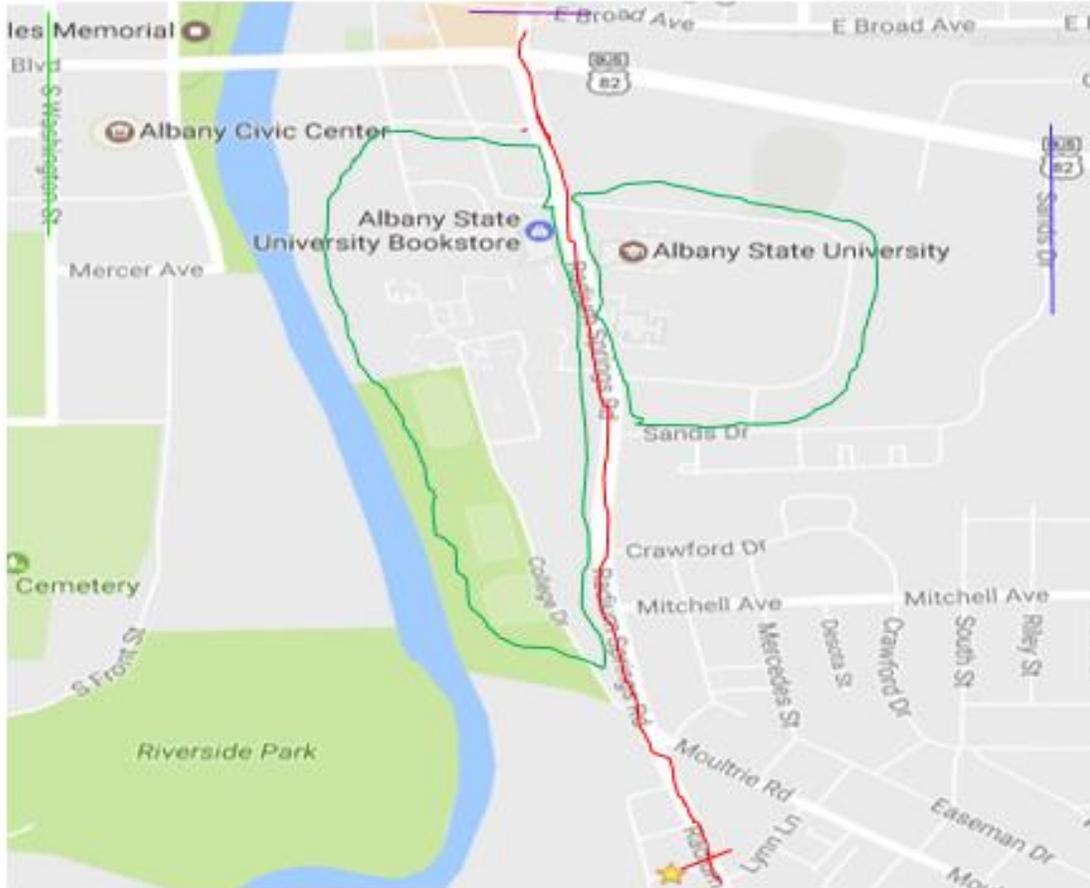
Offense	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Criminal Homicide						
<i>Murder and Non Negligent Manslaughter</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Manslaughter by Negligence</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Sex Offenses						
<i>Rape</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Fondling</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Statutory Rape</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
<i>Incest</i>	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Robbery	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Aggravated Assault	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Burglary	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Motor Vehicle Theft	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Arson	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0

		Arrest				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Drug Abuse Violations	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Illegal Weapons Possession	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
		Judicial Referral				
Other Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Liquor Law Violations	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Drug Abuse Violations	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Illegal Weapons Possession	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
VAWA Amendment Offenses	Year	On Campus	Residential Facility	Non Building Property	Campus or	Public Property
Dating Violence	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Domestic Violence	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0
Stalking	2017	0	0	0		0
	2018	0	0	0		0
	2019	0	0	0		0

Hate Crimes: 2017: No Hate Crimes reported.
2018: No Hate Crimes reported.
2019: No Hate Crimes reported.

Unfounded Crimes: 2017: No Unfounded Crimes.
2018: No Unfounded Crimes.
2019: No Unfounded Crimes.

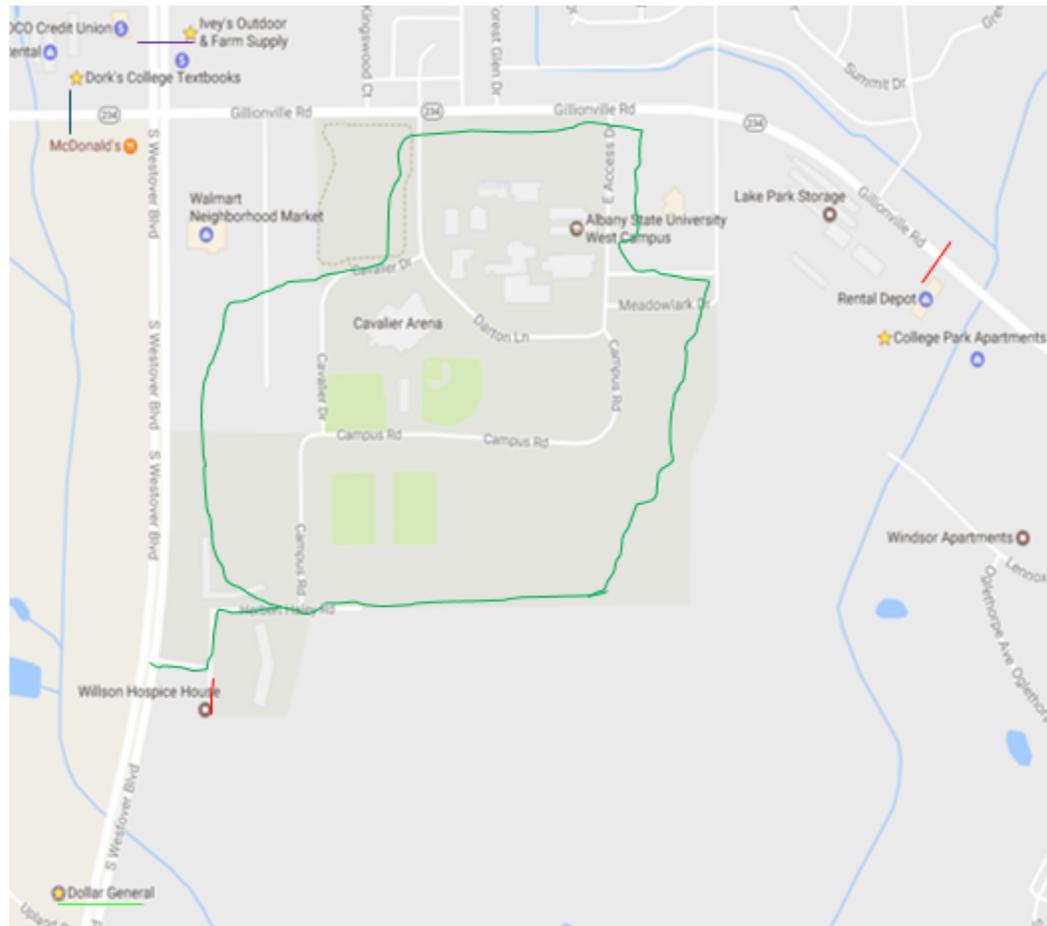
Albany State University East Campus Clery Geographical Map



Red- Public
 Green- On Campus

Boundaries	
North- Broad Avenue	_____
South- Richard Avenue	_____
East- Sands Drive	_____
West- South Washington Street	_____

Albany State University West Campus Clery Geographical Map



Red- Public

Green- On Campus

Boundaries

North- Ivey's Outdoor & Farm Supply

South- Dollar General

East- College Park Apartments

West- Dork's College Textbooks

Albany State University's Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 1, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Definitions

On-Campus Student Housing- A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

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

Residence Hall Fire Drills- Fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Coordinators, Residence Assistants, Community Assistance, Housing Management and University Police.

Fire Safety- Albany State University takes fire safety very seriously and continues to enhance its programs to the university community through education, engineering and enforcement. Education programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at designated campus locations, include identification and prevention of hazards, actual building evacuation procedures and drill, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All residence halls on both campuses have emergency evacuation plans and conduct fire drills twice a semester (September, November, February, and April) during the school year to allow occupants to become familiar with and practice their evacuation skills.

Albany State University have been leaders in ensuring the safety of students, faculty, staff and visitors who live and work in university operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a fire safe living environment. All residence halls and apartments are provided with automatic sprinkler systems, smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Additionally, Food Service staff members at both institutions are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

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

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations.

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

Environmental Health and Safety (EHS), in coordination with Residence Life and Housing and Food Service, provides annual training to Resident Assistants (RA), Graduate Assistants and Area Coordinators.

- 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

What to Bring and What not to Bring

(4.06) COMBUSTIBLES

The use or possession of fireworks, other explosive, combustible materials and/or potentially harmful chemicals in the residence halls/apartments/suites or the immediate vicinity thereof is prohibited. Candles, oil lamps, incense, matches, torches and any other open flame devices are also prohibited.

(4.07) ELECTRICAL OUTLETS AND SMALL APPLIANCES

- Electric wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits. It can cause fire and is prohibited.
- All electrical devices should be UL tested and safe. Approved surge protector power strips are permitted and recommended.
- Wattage and usage must be approved by the GARD or HM of these buildings.
- Hot plates, grills, toaster ovens & deep fryers are not permitted.
- Please see "What to Bring and What not to Bring" for other items prohibited in the residence halls.

For more information go to: <https://www.asurams.edu/student-affairs/campus-housing/what-to-bring/>.

Plans for Future Improvements in Fire Safety

Albany State University 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.

Emergency calls and notifications regarding fires are made to:

- | | |
|--|--------------|
| 1. Albany State University Police Department | 229-430-4711 |
| 2. Albany Fire Department | 911 |
| 3. Albany Police Department | 229-431-2100 |
| 4. Housing Staff and Office | 229-500-2025 |

Fire Statistics for Albany State University's Student Housing

Residential Facilities	Year	# of Fires	Date	Time	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire
South Hall 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
East Hall 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
North Hall 504 College Dr.	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 1 504 College Dr.	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 2 504 College Dr.	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 3 504 College Dr.	2017	1	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 4 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 5 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Hall 6 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0
Wiley Hall 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A

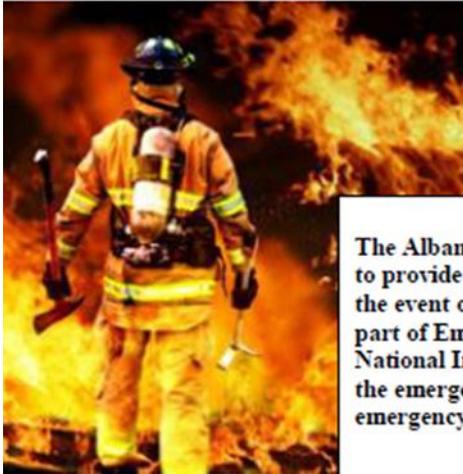
Residential Facilities	Year	# of Fires	Date	Time	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Gibson Hall 504 College Drive	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Darton Commons 260 Foundation Ln. Albany, Ga 31707	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0

Darton Village South 2657 Herbert Haley Rd. Albany, Ga 31707	2017	0	N/A	N/A	N/A	0	0	0
	2018	0	N/A	N/A	N/A	0	0	0
	2019	0	N/A	N/A	N/A	0	0	0

Description of ASU's On-Campus Student Housing Fire Safety System

Residential Facilities	Number of Floors	Fire Alarm Monitoring Done On Site (by ASU PD)	Full Sprinkler System	Sprinkle red Trash Chute	Smoke Detection	Heat Detector	Fire Extinguisher Devices
South Hall	3	X	X		X	X	X
East Hall	4	X	X		X	X	X
North Hall	3	X	X		X	X	X
Hall 1	4		X		X	X	X
Hall 2	4		X		X	X	X
Hall 3	4		X		X	X	X
Hall 4	4		X		X	X	X
Hall 5	3	X	X		X	X	X
Hall 6	3	X	X		X	X	X
Darton Commons	3		X		X	X	X
Darton Village South	3		X		X	X	X

Albany State University Building Evacuation and Shelter in Place Plan



The Albany State University Evacuation Plan is designed to provide guidance for the ASU Campus Community in the event of a crisis on campus. The plan will be used as part of Emergency Operations in conjunction with the National Incident Management System (NIMS). NIMS is the emergency guidelines which is used by multiple emergency responders.

FIRE

TORNADO

HURRICANE

MAN-MADE DISASTER



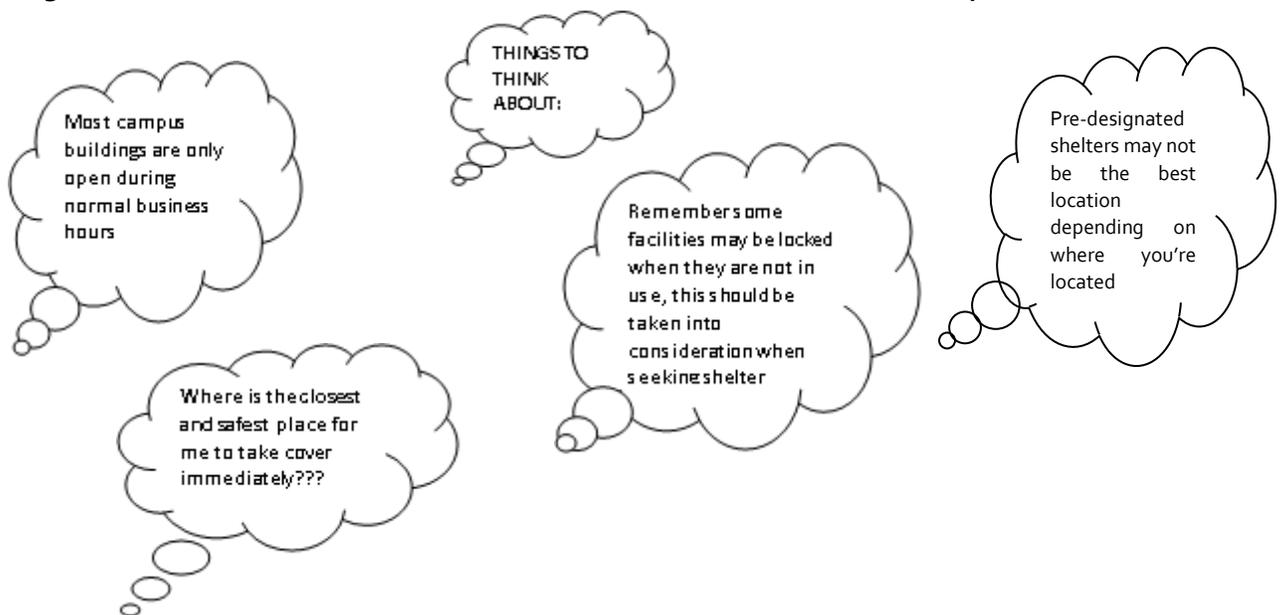
Evacuation and Shelter

The evacuation/shelter plan is to be implemented upon notification from the Police Department. In the event of building evacuation, all students, faculty, staff and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas and remain until accounted for by a designee. In the event of a tornado warning or severe weather conditions, all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Detailed list on next page.

- During a contained incident, local law enforcement and fire departments will provide evacuation and search and rescue services, as resources allow. Other organizations may provide assistance, including health, engineering, and local organizations, such as the American Red Cross.
- In a large scale incident, local fire and law enforcement capability may be overwhelmed due to evacuation and emergency search and rescue operations.

The following shelter list can be altered to fit circumstances. If by any chance students, faculty, or staff are unable to locate a designated shelter, seek shelter in place. Always stay clear of windows, go to the lowest level, and do not use elevators. Bathrooms and hallways are also a good option.

Pre-designated Shelters are used when conditions aren't in your favor and time is on your side.



	Location	Evacuation	Shelter
East ASU Campus Upper Campus	ASU Early Learning Center	Occupants should exit the building and assemble across the street in the west parking area of the Hyper Gym	Occupants should assemble in the hallways and bathrooms without windows . Stay away from doors and windows
	Billy C. Black Building	Occupants should exit the building and assemble in the BCB parking area located on the east side of the building.	Occupants should assemble in Rooms 141, 143 or 150(Auditorium) - Predesignated Shelter all located on the first floor.
	Central Energy Plant (CEP) ASU Police Department	Occupants should exit the facility and assemble in BCB parking area.	Occupants should assemble in either the restrooms and or rooms 105,110 and 112.
	Health and Physical Education Building (HYPER)	Occupants should exit the building and assemble in the student parking area located on the east side of the building.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Lovett Hall	Occupants should exit the building and assemble on the grassy area south of the building near North Joseph Holley Drive.	Occupants should assemble in the bathrooms and the Kitchen area . If you are in the west or east locker rooms, remain there until an “All Clear” notice has been given.
	The Quarterback Club	Occupants should exit the building and assemble on the grassy areas south of the building near North Joseph Holley Drive.	Occupants should assemble in both bathrooms or in the storage room by the kitchen area.
Lower Campus	Daisy Brown Building	Occupants should proceed to the Pedestrian Mall Area	Occupants should assemble in the office spaces 103,104 and 105 or the bathrooms of the facility.

	Location	Evacuation	Shelter
Lower Campus	Harnett Hall (Criminal Justice)	Occupants should exit the building and assemble in the large parking area in front of the Harnett Hall Building.	Occupants should assemble in the auditorium located on the first floor of the building, room 111. The bathrooms are also suitable for shelter.
	James Pendergrast Memorial Library	Occupants on the first floor of the library should proceed to the parking lot area on the north side of the Pedestrian Mall. Occupants on the second and third floors should proceed to the parking lot area on the southeast side of the building near the main entrance	Occupants should assemble in the first floor auditorium (room 114).
	Military Science Facility: ROTC	Occupants should exit the building and assemble in the parking lot in the front of the R.O.T.C. building.	Occupants should assemble in the classrooms or the bathrooms
	Orene Hall	Occupants should proceed out of the facility and assemble in the parking lot area located on the north side of the facility.	Occupants in the building should assemble in the basement of the facility located in the rear of the building
	Peace Hall	Occupants should exit the facility and assemble in the parking lot area in front of Sanford Hall.	Occupants should assemble in conference room of the facility room 127 or first floor office spaces on the east end of the hallway.

	Location	Evacuation	Shelter
Lower Campus	Reese Building	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the post office located on the first floor . The bathroom is also suitable for shelter
	Sanford Gym	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the meeting rooms located around the south entrance .
North Campus	Facilities Management	Occupants should exit the building and assemble in the large parking area located across from Simmons Hall.	Occupants should assemble in the back hallway bathrooms and office spaces rooms 104, 105, 106, 116 and 117 .
	New Student Center	Occupants should exit the building and assemble in the Pedestrian Mall area if on the first floor. Occupants on the second floor should exit the building and assemble in the Residence Hall 3 parking area.	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas: Dining Hall area room 123, 124, hallway area of the ballroom, hallway area 169, staging area 133,175,176 and formal meeting area .
	Old Presidents House	Occupants should proceed to the rear parking area of the facility.	Occupants should assemble in the kitchen and/or bathroom of the facility.
	Simmons Hall	Occupants should exit the building and assemble in the large Simmons parking area in front of the building.	Occupants should assemble in the auditorium located on the first floor if the building room 101 or rooms 103,111 and 112 .

	Location	Evacuation	Shelter
North Campus	Chilaca's (Hall 4)	Occupants should exit the building and assemble in Residence Hall 3 parking area.	Occupants should assemble in the storage rooms.
	South Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 1 & 2	Occupants should exit the building and assemble in the east parking area of the Pendergrast Library near Radium Springs Road.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Do not remain in upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.
	Residence Halls 3 & 4	Occupants should exit the building and assemble in Residence Hall 3 parking area and on the south side roadway grassy area and the gravel parking area.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Do not remain in the upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
North Campus	Wiley and Gibson Hall	Occupants should exit the building and assemble in the parking lot near Daisy Brown Building.	Occupants should assemble in the hallways of the first floor of the building . Close all doors windows. Do not remain in offices with exposed windows.
	East Resident Hall	Occupants should exit the building and assemble in the South ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility . Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	North Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floors of the building . Close all windows and doors. Do not remain in the rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 5 & 6	Occupants should exit the building and assemble in the residence student parking area and the overflow parking area (East parking).	Occupants should assemble in hallway of the first floor of the building . Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
West ASU Campus	Building A- Technology/Computer Lab	Proceed North of A Building to the grassy area at the far end of the loop.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Building B- Math and Dental Hygiene	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building C- Student Center	Proceed south across the student parking lot to the grassy area.	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas: Dining Hall hallway area of the ballroom.
	Building D- Plant Operations	Proceed north of the Plant Operations building to the grassy area across the parking lot.	Occupants should assemble in the bathrooms.

	Location	Evacuation	Shelter
	Building E- Physical Education	Proceed southwest of E building to the tennis courts.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Building F- Arts and Humanities	Proceed northwest of F Building and west of the library to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building G- Library and Testing Center	Proceed to the west side of the G building to the grassy area behind the library facing the gym side (200 feet from the building).	Occupants should assemble in the back hallway, bathrooms, and office spaces.
	Building H- Warehouse	Proceed to the southeast corner of the parking lot located to the east of the warehouse (graveled covered parking lot).	Occupants should assemble in the bathrooms.
	Building I- Business and Social Science	Proceed north of I building across the faculty parking lot and to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Stay away from rooms with exposed windows.

	Location	Evacuation	Shelter
	Building J- Allied Health	Proceed east of J building and cross the access road.	Occupants should assemble in the first floor auditorium.
	Building K- Academic Services	Proceed north of K building across the faculty parking lot and to the grassy area.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows.
	Building L- Nursing	Proceed to the front lawn (west side) of the Nursing building	Occupants should assemble in the first floor auditorium.
	Building M- Bookstore	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in the rear office.
	West Commons	Proceed to east side of building (by woods).	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathroom also suitable for shelter.
	Village South (West)	Proceed to grass area located near northeast corner of Foundation Lane.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

	Location	Evacuation	Shelter
New Fine Arts Building East Campus	First Floor	Exits are located in each corner of the building. Proceed into the parking lot	Occupants should assemble in hallway. First floor rooms without windows and bathroom are most suitable for shelter.
	Second Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in hallway of the first floor of the building. Do not remain on the upper floors. Stay away from rooms with exposed windows.
	Third Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Bathrooms also suitable for shelter.
Cordele Campus	First Floor	Exits are located in each corner of the first floor. Proceed across the street into parking lot.	Occupants should assemble in the bathrooms.
	Third Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street in to parking lot.	Occupants should assemble in the hallways of the first floor of the building. Close all doors and windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

