

8.0 SECURITY POLICIES AND EMERGENCY PROCEDURES

Life University Public Safety is a law enforcement agency, and can therefore enforces all laws of the State of Georgia. While Life University Public Safety is a law enforcement agency, our goal is to protect our students, staff and all visitors to Life University and to be a servant of their needs. The department's actions are directed at crime prevention, traffic safety and the maintenance of peace and order. This is only possible when all users of the campus cooperate by reporting all violations of state law observed on campus.

This department monitors activities on campus 24-hours a day. Students and employees with concern over criminal actions on campus can contact Public Safety at 770 426 2911 for a direct call to the Security Office. The department representative will initiate an Incident Report for Life University's use and will summon any assistance needed from local law enforcement. Reports can be made with any uniformed officer, any administrative office representative, or with the director personally. We openly solicit the observations and concerns of our students, staff and all visitors when suspicious or criminal activity is observed on campus. We believe that with greater awareness, we can help each person be better prepared to protect his or her self from crime. We also work closely with local law enforcement agencies to obtain and monitor criminal reports made to them. Life University also monitors reports for violations of law that are based on prejudices of race, religion, sex and ethnicity. It is the policy of the Public Safety Department to actively investigate all complaints and violations of state laws committed on our campus and to cooperate with all law enforcement agencies and courts. This may require the department to notify the Director of Student Life of violations of law that also violate university policy or codes of conduct.

In case of imminent danger to the public safety of the campus community, the President or their designate will be contacted for a course of action.

8.1 Security and Access to Campus Facilities

Access to campus facilities is also monitored by the Public Safety Department through various activities designed to keep the students and employees in contact with the Campus Security Officers. The buildings are patrolled by officers and unlocked at the appropriate time in the morning and re-locked in the evenings. Unless special arrangements are made through the Office of Student Life, student use of the buildings and classrooms are limited to 9pm Monday through Friday and only as scheduled on the weekends.

Another source of contact between the students and security officers is accomplished by offering various services to our campus community. We will jump-start batteries and provide a list of economical locksmiths when keys are locked inside your car. We will also assist in obtaining necessary wrecker or mechanical help when needed. While serving your needs, all users of the university facilities are encouraged to express any concerns they have while on campus. The Public Safety Officer will initiate an Incident

Report to document all concerns. If intervention is needed to deal with a person who is trespassing, or to deal with a fire or other unsafe conditions, he or she will act within the limits of their training and call for assistance, if necessary.

8.2 Parking

Full-time and adjunct faculty members whose principal occupation is teaching are entitled to park in the reserved spaces on campus designated by white parking lines. All parking is on a first-come basis unless a sign indicates reserved status. All faculty members must display a valid parking decal on their vehicles in accordance with the instructions given upon receipt of the decal. Decals are available from the Public Safety Department. Vehicles ticketed multiple times may receive a fine and are subject to towing and/or impoundment at the owner's expense.

8.2.1 Handicapped parking

Life University honors handicap placards and plates from all states. Such users of handicap parking must register at the Life University Public Safety office to obtain a distinctive decal that validates their use of handicap parking on campus. It is our policy to ticket and impound vehicles occupying handicap parking spaces without displaying the proper placard or plate, or that are in violation of this policy. Life University adheres to the requirements for handicap parking set forth in the Georgia Code section 40-6-222. Drivers who manifest a need for handicap parking can make application for such parking through the office Public Safety located on campus. You will be given an application for handicap parking that meets the state's requirements. So that we can access the number of spaces needed, the application forms once completed should be brought to the Life University Public Safety Office. Upon registering, a special decal will be issued that must be affixed to the vehicle. The same completed application also qualifies the driver for a state issued placard, if desired. Drivers will be issued a distinctive pass for temporary parking assistance during the application process valid only for a specific time frame.

8.3 Severe Weather

Dobbins AFB, Naval Air Station, and Cobb Emergency Management gives horn type or siren sounds to indicate severe weather in the area. The sirens do not necessarily indicate a tornado. When you hear a weather siren, turn your radio or your TV on for further weather updates.

In all university buildings, you should seek shelter in the lower floors of the buildings in a central interior hall, away from windows and doors. Keep yourself updated on the conditions via radio. If the conditions are deemed severe, buildings and occupants will be given additional instructions for personal safety.

8.4 Fires or Explosions

University buildings are equipped with fire signal horns and sprinkler systems. In case the fire signal horn should be activated, the instructor should take control of the class and move them in an orderly manner to the nearest exit. A fire drill plan has been posted in conspicuous places in all buildings. Faculty members should become acquainted with their nearest escape exits. Any person noticing a fire can also trigger the fire signal at alarm boxes.

Should a fire or explosion occur, the Public Safety Department should be contacted immediately. Officers will respond to the scene and initiate evacuation of the affected areas. Assistance from outside agencies will be summoned as deemed necessary at the time. Assistance from the University Maintenance Department will be requested to handle utility concerns as well. When a fire or explosion has been contained, an on-site inspection of the affected areas will be made to assess damage and to determine the continued use of the facility.

8.5 Bomb Threats

If, while a faculty member is working, a caller threatens the detonation of a bomb, the employee should make every attempt to keep the caller on the line as long as possible. The employee should listen for background noise or any other characteristic that can be used to identify the caller. The faculty member should remain calm while speaking with the caller and should ask where the bomb is located, what time it will explode, and why the caller placed the device.

Once the caller hangs up, contact the Public Safety Department immediately. The senior officer on campus will take the report information and contact the President or his designate and the Provost. At this point the course of action will be determined based on all available information. The course of action can include conducting a search of suspected areas or calling the fire and police for assistance in the evacuation of the area. Such a decision will be made by the University officials responding to the call. If a decision to evacuate the area is made, each division/department will be contacted personally by an employee from Public Safety and given instructions. Security will notify the Executive Office of actions taken.

8.6 Accident Prevention

Life University is committed to the protection of the health and safety of its students, employees, patients, and visitors, as well as protection of the environment of the surrounding community. The university has adopted an ethical and common sense policy that is intended to comply with the requirements of federal, state and local laws and regulations by establishing and maintaining a place of employment that is free of recognized hazards that could harm persons or property. This policy reaffirms our commitment to provide safe working, patient, and visitor areas; safe job tasks, procedures, and equipment; and to reinforce employee education, managerial supervision, and administrative support.

Accident prevention is the responsibility of the faculty, administration and staff. Potentially hazardous conditions should either be remedied by the faculty member who is made aware of them or referred to the Public Safety Department. The Public Safety Department will contact the Maintenance Department and initiate the work to remedy the problem.

All injuries should be reported as soon as possible, usually within 48 hours to either Public Safety or Human Resources. A drug screening may be required when any injury occurs. A list of doctors authorized to provide health care for a workplace injury is located at each time clock on campus.

Failure to follow these procedures can jeopardize payment of any related bills.

8.7 Emergency Response

For incidents involving an injury or illness, the employee should call 2911 on any campus phone (excluding pay phone). If using an independent line, the caller would call (770) 426-2911. For injuries and illnesses the Public Safety Department will respond and summon off-campus emergency services.

Any University student or employee has the right to call the police “911” emergency line for any concern he or she believes warrants such a response. However, if the student or employee feels the situation is such that time is critical, the student or employee should call both “911” and “2911” so that the University’s Public Safety Department can monitor the arrival of any emergency response personnel and direct those personnel to the patient.

8.8 Instructor/Student Confrontations

If a student becomes disorderly, ask the student to leave the classroom or office area. The student should comply. If they don’t, they are in violation of Life University Policy. Follow these rules and guidelines:

1. Avoid physical confrontations with the student.
2. Leave the area and say; “I am leaving to summon a Public Safety Officer so that you can be removed. Please be gone by the time I return.”
3. Officer will escort the student out, if the student has not left the area.
4. Officer will complete a written report, which the teacher can use to start the proper disciplinary action.
5. The next step is for the instructor to send the student to the Director of Student Life with the possibility of an appearance before the Student Judiciary Committee.

8.9 Key's to Campus Facilities

Keys are issued by and returned to the University Locksmith. Each person receiving keys must sign for keys upon receipt. New employees should contact the University locksmith at extension 3064 for issue. The keys issued to an employee are to be authorized by the Division Chair / Department Head for the area being used. Under no circumstances should a supervisor take keys and issue them to another employee. If an employee leaves Life University, their keys should be returned to the Locksmith to complete the maintenance record keeping requirements.

Specific keying of a University workspace or addition of locks for high security needs must be approved by the Public Safety Department to maintain fire code requirements and to facilitate Public Safety needs.

8.10 Life University: Faculty and Staff Computer Use Policy

A. Introduction

This policy is designed to enhance the quality of the computing environment at Life University ("Life" or the "University") and to further the academic, research and public service mission of the University. This requires equitable computer resource distribution, computer and network availability, personal privacy and data integrity. Achieving these goals requires cooperation and adherence to the following guidelines by Life's faculty and staff. This Policy applies to all computers; networks and computer communication facilities that Life owns, leases, uses, operate or to which Life provides access. Use of a Life University computer, system or network acknowledges consent.

B. Rights and Responsibilities

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and it is imperative that all users act in a responsible, ethical and legal manner. This means respecting the rights of other users and the integrity of the systems and observing all relevant laws, regulations, license agreements and contractual obligations.

Users must recognize that the manners of the Life University community share Life's information technology resources and must not waste those resources, prevent others from utilizing them, harm the University's computer resources and information, or use those resources to harass, abuse or discriminate against.

C. Privacy and Monitoring

All users must respect the privacy and usage privileges of other users. Life endeavors to respect the privacy of its users, but users should be aware that such

privacy is not absolute. Life periodically conducts security and performance testing which may temporarily compromise the privacy of information or communications on Life's computers or systems. Life may also access user files or suspend services without notice to protect the integrity of its computer systems or to investigate possible unauthorized or improper use.

Life does not exercise editorial control over information stored on its computers or systems and is a carrier of information, not a publisher of information, on its computers or systems. As such, Life should not be expected to be aware of, or directly responsible for, material that users send or transmit on Life's computers, systems or network.

D. Authorized use

Individuals who have active, authorized accounts on a Life computer or network are considered authorized users. Authorized use by those individuals is that which is consistent with the academic, research and public service goals of this institution.

E. Examples of Misuse

Examples of misuse include, but are not limited to the following:

Use of the Life's computer resources by any unauthorized user. In addition, if any authorized user allows another person access to the University's computer resources, the authorized user is held accountable for any actions taken by the individual to whom the authorized user permits access.

Giving your password to another user for the purpose of sharing your personal account.

Using Life's network or any Life computer to gain unauthorized access to any computer system.

Knowingly interfering with the normal operation of Life's computer, systems or networks.

Using a computer account or obtaining a password that you are not authorized to use. You are responsible for security on accounts and machines provided for your use. This includes setting and changing passwords appropriately to protect their confidentiality.

Masking the identity of an account or machine. This includes sending mail anonymously or sending mail that appears to come from someone else.

Knowingly running or installing on any Life computer, system or network, or giving to another user, a program intended to damage or place excessive load upon a University computer, system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, worms, or password cracking systems.

Attempting to circumvent data protection schemes to find security loopholes.

Violating terms of applicable software licensing agreements or copyright laws.

Deliberately wasting computer resources.

Using electronic mail to harass or intimidate others.

Posting material on electronic bulletin boards or sending electronic mail, which violates existing laws of Life's codes of conduct.

Attempting to monitor or tamper with another user's electronic communications.

Reading, copying, changing or deleting another user's files or software without explicit agreement and permission.

Using your account or access to Life's computer resources for any commercial enterprise, personal financial gain or political activity, or for any activity that is commercial in nature, such as advertising, consulting services, typing services or developing software for sale.

Theft or damage of Life's computer equipment, hardware or software.

Campus-wide electronic mailings without prior permission from a System Administrator (due to the heavy use of resources this requires).

Unapproved game-play using the University's computers or networks. Policies regarding game playing on Life's computers or networks are established by individual departments. No department should permit game playing to interfere with normal business activities.

Accessing, transmitting, printing, copying or displaying lewd or pornographic material.

Using a Life computer, system or network to send mass mailings or mailings to a mass distribution list without prior permission from both Division Chairs / Departments Heads and the Network Coordinator.

Sending chain letters or information regarding pyramid schemes.

Failure to respect another's privacy.

F. System Protection and Testing

Activities will not be considered misuse when authorized by appropriate Life University officials for security or performance testing. Life University System Administrators may access user files or suspend services without notice in order to protect the integrity of Life's computer systems or to investigate possible unauthorized or improper use.

G. Suspected Misuse

If you suspect that your computer account has been compromised or other misuse on the system has occurred, you should immediately contact a System Administrator or Network Coordinator.

H. Enforcement and Consequences of Misuse

Minor infractions of this Policy or those appearing to be accidental in nature may be handled in an informal manner such as electronic mail or in-person discussion. More serious infractions are handled through formal procedures which may include suspension, demotion, dismissal, adjustment of pay to a lower level for a specified period of time, and other actions affecting current pay, merit status or tenure admonition, temporary or permanent suspension of computer, network or computer lab privileges, and referral to appropriate campus committees, including the Academic Review Committee and Student Judiciary Committee. Misuse may also result in federal and state legal prosecution. Illegal reproduction of software protected by United States copyright law may result in civil damages and criminal penalties, including fines and imprisonment. Additional penalties and sanctions are outlined in the Georgia Computer Systems Protection Act, O.C.G.A. 16-9-90 et seq., and the federal Electronic Communications Privacy Act of 1996.

I. Communications with System Administrators

Life University faculty and staff computer users are expected to read sign-on messages and other posted system news for information concerning system changes, policy changes and scheduled downtime. System Administrators may find it necessary to contact you regarding policy issues. If repeated attempts to contact you are unsuccessful, a System Administrator may be forced to temporarily deactivate your account.

J. For More Information

Questions regarding this Policy can be directed to a System Administrator or to the Director of the Office of Information Technology.