

# Campus Safety

The safety of every member of the Life University community is our top priority. Life University maintains a well-staffed Campus Safety Department consisting of trained security officers. Our highly motivated and trained staff works diligently to ensure that you are safe and secure.

**EMERGENCY ON CAMPUS: Dial (770) 426-2911**

**NON-EMERGENCY: Dial (770) 426-2681**

\* Life University Campus Safety is located in **MOD 2** behind the Library\*

Campus Safety is charged with responding to all types of emergency and non-emergency events, as well as enforcing University parking regulations. The campus is patrolled 24/7/365, and we work with local emergency response agencies such as Marietta Police Department, Cobb County Sheriff and Marietta Fire Department.

A Life University Campus Safety Department official can be reached 24 hours per day, seven days per week in the event of an emergency, by dialing x2911 from a University phone or (770) 426-2911 from a cell phone or off-campus landline. It is a good idea to store the Campus Safety emergency phone number on speed dial on your cell phone, so that you can reach an officer quickly and easily. In non-emergencies, please call (770) 426-2681 to speak to a Campus Safety representative. For your safety, there are also [emergency call boxes located in various key areas on campus](#). Emergency call boxes are identified by blue poles and lights, which are illuminated at night, and can be used to immediately contact the Campus Safety.

Life University complies with federal and state laws and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship or veteran status. This may require the Department to notify the Office of Student Services and local Police Departments of violations of law that also violate University policy or codes of conduct and vice versa.

---

## ***Procedures for Reporting Criminal Actions and other Emergencies on Campus***

The Campus Safety Department monitors activities on campus 24 hours a day. Students and employees with concerns over criminal actions on campus can contact the Campus Safety Department at **770.426.2911** on a confidential basis. Reports can be made with any department representative. We openly solicit the observations and concerns of our students, staff and all visitors when suspicious or criminal activity is observed on campus. The Campus Safety Department believes with greater awareness we can help each person be better prepared to protect themselves and others from crime. The Department also works closely with other local law enforcement agencies to obtain and monitor criminal reports made to them.

# **General Safety Information**

## ***Security Procedures and Access to Campus Facilities***

The Campus Safety Department monitors all access to campus facilities. The campus is regularly patrolled, and facilities are locked and unlocked at appropriate times. All users of the University facilities are encouraged to express safety concerns they have while on campus by contacting the Campus Safety Department. Remember to have your University ID on you at all times, especially if you need assistance to get into a secured building or space. Campus Safety works closely with Physical Plant to address any Security or Maintenance issues. If you note any problems please notify Campus Safety Immediately.

---

## ***Campus Safety Watch Program***

Keeping Life University safe takes a community effort. The Campus Safety Watch Program supports this effort by uniting our Life University Campus Safety Department, local law enforcement and safety agencies, and the LIFE community in an active partnership to prevent and reduce crime on the campus of Life University. Campus Safety Watch also sponsors routine programs such as Self Defense Classes. Look for information in LIFE News or stop by Campus Safety to find out dates and times for these events. Note: The Wellness Center also has various styles of Self Defense classes available depending on instructor availability.

Campus Safety Watch reminds everyone to maintain awareness of his or her surroundings when on Campus and to notify Campus Safety if anything appears to be abnormal.

---

## ***Alcohol Policy***

The legal drinking age in Georgia is 21. It is unlawful to purchase or consume alcoholic beverages on this campus under the legal age. It is unlawful to misrepresent age or provide identification to someone else who is under the legal drinking age. Life University Campus Safety enforces all laws pertaining to the serving of alcohol in any manner that induces a person to consume alcohol by contest or challenge.

The Life University Campus Safety Department strongly supports state DUI laws, as defined in Georgia Code 40-6-391 and will partner with local law enforcement agencies to ensure the safety of the LIFE community and adjacent residents and businesses. The Life University Student Handbook defines the rules applied to alcohol service on campus with regard to license holders and locations. All rules and regulations pertaining to alcohol are enforced by the Life University Campus Safety Department and or the Office of Student Conduct. (see the full policy attached later in this document)

---

## ***Firearms and Weapons***

***Firearms and weapons are not permitted on the campus at any time with the exception of duly authorized state and federal certified law enforcement officers.*** Any law enforcement officer visiting the campus or attending classes must register with the Campus Safety Department prior to proceeding to their desired location. Offenses involving firearms and weapons will be handled through criminal procedures and/or by the Conduct Review Board or the Executive Director of Student Services.

---

## ***Solicitation on Campus***

Faculty, Staff, Students, and Visitors of Life University should refrain from soliciting on the Campus. Solicitation for humanitarian causes or with special merit may be conducted with the appropriate approval from the Presidents Office or Vice President of Student Services. Outside agents are not permitted to solicit on Campus. "Solicitation" is interpreted to refer to any door to door residential solicitation of employees or students at their places of work, in study areas, Library or other areas on Campus, including the placing of flyers on vehicle windshields, posting flyers on or in any buildings, or the use of donation receptacles. Any student/group must have its solicitation approved by either the President's Office or the Vice President of Student Services.

**Any unauthorized solicitors should be reported immediately to Campus Safety.**

---

## ***Lost & Found***

The Campus Safety Department will maintain lost and found items for a minimum of 60 days from the date an item was received by our office. Once the item is recorded, the item will be listed with other items until it is purged. The list of items will be available during the regular office hours between 7:00 a.m.-10:00 p.m. Monday-Friday except Holidays and school closings.

---

## ***Jump Start Service***

Jump start service for vehicles with dead batteries. Campus Safety can only use the Jump Box to start vehicles. Campus Safety cannot use a Patrol Vehicle to directly jump start any vehicle due to liability concerns. Campus Safety Officers are not trained mechanics, so if the vehicle needs assistance beyond the capabilities of the Jump Box, an outside service provider or road side assistance will need to be called.

---

## ***Notary Services***

Notary Republic services is available to all Life University Community 07:00AM – 03:00PM Monday – Friday. Please remember to bring all documentation and proper identification.

---

## ***Sex Offender Registry***

The Georgia Bureau of Investigation (GBI), in accordance with federal, state and local codes, is required to act as the repository for registration information concerning those persons convicted of a sex crime who reside within the state of Georgia. Information may be obtained on individuals who are registered as sex offenders by visiting: Georgia Bureau of Investigation Sex Offender Registry.

[gbi.georgia.gov/Georgia-sex-offender-registry](http://gbi.georgia.gov/Georgia-sex-offender-registry)

---

## ***Other Local Agencies***

Life University maintains excellent partnerships with other local agencies. These agencies include:

- Cobb County Police Department
- Cobb County Government
- Dobbins Air Force Reserve Base
- Kennesaw State University Police Department
- Marietta Police Department
- Marietta Fire Department
- Marietta City Government
- Area Hospitals Emergency Contacts

While Life University has no Memo of Understanding with any agencies, its Campus and it's off Campus Buildings are in the Marietta Police Departments jurisdiction.

# Emergency Action Plan

Life University is committed to protecting the health and safety of all students, staff, faculty and visitors at all times.

In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by University personnel is activated. The Life University Emergency Action Plan (EAP) established the framework within which the University will provide this response. The purpose of this EAP is to define procedures for responding to specific types of emergencies on the LIFE campus.

---

In the event of a rapidly unfolding campus emergency, Life University has adopted an Emergency Action Plan (EAP), which is copied below and posted on the University Web Site. The EAP uses a multi-pronged approach to alert all students, faculty and staff of the situation and to advise them on what to do. Notification is supported by Alertus (TM) beacons inside all buildings, SMS text messaging and website posting. Additional information may be communicated via mass email and voicemail, depending on the type of situation. In order to receive emergency notification by SMS text messaging, which is highly recommended, you must register to receive it. To register for this emergency notification, go to your webadvisor page and sign up.

---

Life University runs annual drills based on scenarios as outlined in the EAP. These drills are run during class hours and when buildings are fully occupied. The drills will contain elements of either evacuation or shelter in place (or both), all forms of emergency contact are used, and evaluators from outside agencies are used when available. Prior to the drill the Building Safety Representatives from each building will meet with the Emergency Action Taskforce for annual training and exercises in multiple scenarios one of which will be used for the upcoming drill. A after action review is conducted immediately after the drill to determine weaknesses and corrective actions. The Emergency Action Taskforce meets monthly (or more often if needed) to review policies, procedures and new products, videos or services that maybe beneficial to the Life University Community.

## EAP INTRODUCTION

Life University (LIFE) is committed to protecting the health and safety of all students, staff, faculty, and visitors at all times. In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by University personnel will be activated. The Life University Emergency Action Plan establishes the framework within which the University will provide this response. Our efforts in this area will only be effective through a cooperative effort by all Life University staff, faculty, and students.

The purpose of this Emergency Action Plan (EAP) is to define procedures for responding to specific types of emergencies on the Life University campus. The central focus of these procedures is the protection and safety of the student body, the faculty and staff of Life University, the general public, and response personnel during emergencies involving the University.

The Life University Campus Safety Department has primary responsibility for providing the initial response to incidents on campus and for notifying appropriate outside authorities. Two individuals have been designated to perform the duties of Primary and Secondary Emergency Coordinators in the event of an emergency. Both the Primary and Secondary Emergency Coordinators have the authority to commit the necessary services and equipment. In the event of an emergency response involving outside agencies, the acting Emergency Coordinator(s) shall coordinate with the responding incident commander regarding operational and administrative support in the form of information about response, materials or facilities involved, and access to University resources as requested.

The Life University Campus Safety Department respondent's primary purpose is to provide immediate action to prevent injury or damage. The Campus Safety Department will be the center for radio communications involving emergency incidents. All essential information will be communicated to emergency response personnel and designated University personnel.

**Disclaimer:** This plan is intended as a series of recommendations to assist individuals when responding to emergencies. Because emergencies are varied and unpredictable, sound judgment must be exercised along with the recommendations contained in this guide in order to appropriately respond to any emergency situation.

## CONTACT INFORMATION

### EMERGENCY COORDINATORS

PRIMARY EMERGENCY COORDINATOR: DR. MARC SCHNEIDER

STUDENT SERVICES

(770) 426-2839 (O)

SECONDARY EMERGENCY COORDINATOR: ROBERT KOKER,

CAMPUS SAFETY MANAGER

(770) 426-2862 (O)

### CONTACT NUMBERS FOR EMERGENCIES AND SERVICES

FIRE: MARIETTA FIRE DEPARTMENT 911

LIFE UNIVERSITY NON-EMERGENCY: (770) 426-2681

EMS & AMBULANCE: 911

POLICE: MARIETTA/COBB COUNTY 911

LIFE CAMPUS SAFETY DEPT. EMERGENCY: 2911

HOSPITAL: KENNESTONE HOSPITAL EMERGENCY: (770) 793-5000

HAZMAT: MARIETTA FIRE DEPARTMENT 911

NON-EMERGENCY: (770) 426-2681

RED CROSS EMERGENCY RELIEF (770) 428-2695

COBB COUNTY EMERGENCY MGMT AGENCY (770) 499-4567

POISON CONTROL (800) 222-1222

GEORGIA EMERGENCY MGMT AGENCY (800) TRY-GEMA

### NOTIFICATION AND ALERTS

**NOTE: During a pervasive power outage, should an emergency arise that involves personal safety or danger, please use your cell phone and DIAL 911; DO NOT dial Campus Safety at x2911 and DO NOT attempt to dial from a landline phone.**

Warnings regarding emergencies such as hurricanes, tornadoes, other severe weather, terrorism, and civil disturbances are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, Life University's Leadership Group will decide on the appropriate response. Emergencies such as bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies, and terrorism should be reported to the Campus Safety department who will then notify the Leadership Group for a decision on the appropriate response. Life University will activate the "High Alert" status and notify all personnel on the "High Alert" system depending on the situation.

## **LIFE UNIVERSITY “HIGH ALERT” STATUS**

Life University has created a “High Alert” status to inform and have ready key personnel in the anticipation of any emergency, to rapidly and effectively coordinate essential assets for the purpose of preventing or minimizing the effects of emergencies, and to help protect the wellbeing of the University community. Depending upon the incident, all personnel will be notified via the **LIFE UNIVERSITY EMERGENCY NOTIFICATION SYSTEMS**. The “High Alert” system is also designed to help facilitate the dissemination of pertinent information, through the Emergency Notification Systems, for the purpose of forewarning the University community and to protect personal life and property.

Leadership Group:

University President

E.V.P. Finance

V.P. Academic Affairs

V.P. Student Services

Dir. of Communications

Campus Safety Manager

Chief Information Officer

Director of Physical Plant

Director of Grounds

Communications Coordinators

Examples of emergencies triggering the “High Alert” status may include, but are not limited to:

Bomb Threat ▪ Power Failure (extended)

Contaminated Water (Extended period of time) ▪ Death (Non-Accidental)

Civil Unrest ▪ Flood / Sewage Contamination

Fire ▪ Gas Leak

Hazardous Materials Spill ▪ Structural Failure

Health Emergency ▪ Severe Weather Warning

## **LIFE UNIVERSITY EMERGENCY NOTIFICATION SYSTEMS**

**How will I be notified of an emergency?**

SMS Text (Blackboard Connect)

ALERTUS Emergency Beacons

Email (Blackboard Connect) – \* when appropriate

Life University Website Homepage Banner

Daily LIFE Wires



Life University has adopted the Blackboard Connect System for primary dissemination of information regarding emergencies.

### **BLACKBOARD CONNECT (SMS Text, Email, Voice Messaging)**

- **What is Blackboard Connect?** Blackboard Connect is an emergency messaging system that sends SMS text messages directly to your cell phone, as well as an email notification, in the event of an emergency. It will NOT be used for routine communications.
- **How do I ensure that I am enrolled to receive the emergency text messages?** You **MUST** validate your phone number and email address to be contacted in the event of an emergency and ensure it is updated. If you change either your phone number or email simply log in to Web-Advisor and click on “Address and Emergency Notification Information” to update your information.
- **What does it cost?** The only cost is the amount your cell phone company may charge you to receive a text message – usually just a few cents. However, Life University will **ONLY** use the Blackboard Connect system for emergency notifications, **NOT** routine communications or announcements.
- **Who else will have access to my cell phone number or email?** No one; the cell phone number or email you provide for your messaging will remain confidential and will **NOT** be released to anyone else.
- **What if my cell phone number changes?** You must update your cell phone number by going to the “Address and Emergency Notification Information” link on the Life University Web-Advisor site. Your number can be removed from the system, however this is NOT recommended.
- **How will I be alerted if I don't have a cell phone?** Alert notifications will continue to be sent via ALERTUS Emergency Beacons, the Life University website homepage banner, and when appropriate University email. However, text messaging offers contact to the greatest amount of people in the least amount of time.
- **Can my family sign up for Blackboard Connect?** At this point, Blackboard Connect is only intended to reach students, faculty and staff. However, you may choose to enter up to three telephone numbers in the system, which provides designated fields for home, business and cell numbers.
- **What kinds of messages will I get through Blackboard Connect?** We will only send you a text message in the event of an emergency. The system is **NOT** used for routine communications.

If you have any other questions about the Blackboard Connect system or updating your information, please contact Craig Dekshenieks, Dir. Communications, ext. 2833.

### **ALERTUS Emergency Beacons**

ALERTUS Emergency Beacons mounted in prominent locations throughout the campus will flash lights and sound alarms to capture the attention of building occupants at a distance. Beacons may also display a message indicating that additional information regarding potential emergency conditions has been sent to your phone and/or email via the Blackboard Connect system.

## **WEBSITE**

When an incident occurs, the Life University Communication Department may post updates of the situation via the homepage banner on the Life University website. This information can be viewed at [www.LIFE.edu](http://www.LIFE.edu).

## **EMAIL**

LIFE Wire emails are sent, when appropriate to announce emergencies, provide response instructions, and report updates.

## **CAMPUS SAFETY DEPARTMENT**

### **What should I know about Life University's Campus Safety Department?**

The Life University Campus Safety Department Administration Office areas are open Monday through Friday, excluding University recognized holidays and closings, from 8:00 a.m.-4:00 p.m. However, a Campus Safety official can be reached at any time by dialing (770) 426-2911 for emergencies and (770) 426-2681 for nonemergencies.

The Life Campus Safety Department maintains emergency response agreements with various Cobb County government agencies through the Cobb County Emergency Management Agency.

### **What should I know about reporting a crime?**

If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person(s) immediately to Campus Safety Department. Provide as much information as possible, including:

- Nature of the incident ▪ Whether the incident is in progress
- Location of the incident ▪ Description of suspect(s) involved
- Is the suspect armed? ▪ Description of any vehicle(s) involved

Follow the responding officer's instructions and stay on the line until an officer arrives. If possible, and if you are in no threat of danger, protect the crime scene.

### **What services are provided by Campus Safety?**

- Vehicle/Bicycle Patrols
- First Response
- Parking Enforcement
- Crime Prevention
- Safety Escorts
- Lost & Found
- Notary Service

More information can be found at [www.LIFE.edu](http://www.LIFE.edu) under "Campus Life," "Campus Safety Department."

### **What should I know about crime prevention?**

The Campus Safety Department encourages all members of the University community to become involved in crime prevention. Information on safety and security precautions is provided to students, faculty, and staff members through seminars, brochures, and the University website. Campus Safety personnel conduct training and provide crime prevention information each quarter on these and other topics:

- Drug & Alcohol Abuse Awareness
- Date/Acquaintance rape programs for women/men
- Personal Safety
- Burglary/Theft Prevention

Campus Safety Officers are available to provide any additional crime prevention programming that may be necessary to address an ongoing problem or situation.

### **What vehicle safety tips are good to know?**

Walk to your vehicle in pairs or in a group.

Vary your routine; use a different route, different times.

Follow a well-lit pathway or roadway.

Be aware of your surroundings. Watch for suspicious people or activities.

Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy.

When you enter your vehicle, lock all doors and turn on headlights (at night).

If you are unfamiliar with a parking lot, drive through it and check it first. If you don't feel safe, go elsewhere and wait for someone else to arrive.

Have your keys in your hand so that you don't have to search for them when you reach your vehicle.

When you know that you will be returning to your vehicle late at night, park in a well-lit area.

Before getting into your vehicle, visually inspect the interior for anything suspicious.

Report any safety concerns to the Campus Safety Department.

Do not offer rides to strangers.

If you suspect that someone is following you, drive to the nearest open public place and call the Campus Safety Department or the local police department.

# EMERGENCY EVACUATION PROCEDURES

## What conditions may warrant evacuation of a building?

Fire, bomb threat, hazardous materials spill, hostile intruder, utility failure, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Building Safety Representatives (BSRs).

## What should I know about the building evacuation plan?

**KNOW** the evacuation plan of the building. **CAMPUS EVACUATION MASTER PLAN MAP** – p. 34

**KNOW** the locations of all exits for the building.

**KNOW** the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.)

**KNOW** your Building Safety Representatives. These faculty/staff members have been trained to assume leadership roles in the event of an emergency.

**KNOW** the locations of the assembly areas outside the building.

**ASSIST** with and participate in emergency drills.

## What should I do if I discover an event or condition that may warrant building evacuations?

• **NOTIFY** Campus Safety to report the fire/emergency **ONCE YOU HAVE REACHED A SAFE PLACE.**

**ACTIVATE THE FIRE ALARM SYSTEM ONLY IF** smoke/fire is present by pulling one of the pull stations located along the exit routes, **IF** the alarm is not already sounding.

**FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding. DO NOT USE ELEVATORS.**

**PROCEED** to the pre-determined outdoor assembly area for the building. Building Safety Representatives can assist in directing you to the assembly area location.

**REMAIN OUTSIDE** in the assembly area until you have been cleared to re-enter by the emergency personnel in charge. **NOTE: The silencing of the fire alarm does NOT indicate clearance for re-entry.**

**WAIT** for verbal instructions from emergency personnel and/or via the ENS.

## What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

**TURN OFF ALL HAZARDOUS EXPERIMENTS** or procedures before evacuating. **IF SAFE to do so, take or secure all valuables (wallets, purses, keys, etc.)**

**EVACUATE** the building using the nearest safe exit or stairway. **DO NOT USE ELEVATORS.**

**NOTIFY** Campus Safety from a safe area and provide your name, location, and nature of the emergency.

**PROCEED** to the pre-determined assembly area of the building and **remain there** until you are cleared to reenter by the emergency personnel in charge.

**DO NOT IMPEDE** access of emergency personnel to the area.

**INFORM** the emergency personnel of the event, conditions, and the location of individuals who require assistance and have not been evacuated.

**IF you are a Building Safety Representative**, or their designee, **REMAIN** near building entrances (when safe and/or when advised by emergency personnel to do so), and **INSTRUCT** others not to enter the building until the ALL CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

**What should I do to initiate a fire alarm to evacuate a building?**

**ACTIVATE FIRE ALARM SYSTEM** by pulling a pull station located along exit routes.

**What if the entire University needs to be evacuated?**

The decision to evacuate all or part of the University grounds will rest with the Leadership Group and will be announced via the Emergency Notification Systems. All persons are to immediately vacate the area in question and move to another part of the University grounds, local assembly area, or shelter as directed. Emergency personnel are responsible for aiding disabled persons.

**What do I do after I have evacuated a building?**

Stay in the designated assembly area until an accurate headcount is taken and you have been cleared to re-enter by emergency personnel in charge. If you are a Building Safety Representative, or their designee, remain near building entrances (when safe and/or when advised by emergency personnel to do so), and instruct others not to enter the building until the ALL CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

**Will I receive evacuation notices via Blackboard Connect?**

There are situations where Blackboard Connect may be used to notify the need to evacuate. If this occurs, follow the instructions in the message and alert others in your area to the evacuation instructions.

## INDIVIDUALS REQUIRING ASSISTANCE

### What should I know as an individual requiring assistance?

It is recommended that individuals requiring assistance prepare for emergencies ahead of time:

**LEARN** the locations of exit doors and exit stairways.

**PLAN** an escape route.

**SHOW** your Building Safety Representative and a co-worker or instructor how to assist you in the event of an emergency.

### What should I do as an individual requiring assistance during a building evacuation?

**MOVE TOWARD AN EXIT** and **REQUEST ASSISTANCE**. **DO NOT USE ELEVATORS**.

### What should I know in order to help individuals requiring assistance?

**BE FAMILIAR** with the people requiring assistance who are routinely in your work area.

**REDUCE THE RISK OF PERSONAL INJURY:** Attempts to lift any immobilized persons are discouraged.

**DO NOT USE ELEVATORS.** Wherever stairs are part of the evacuation route, the following procedures are to be applied:

**BLIND, BUT MOBILE PERSONS**, should first be moved out of the rush of traffic and then promptly assisted to the nearest exit.

**DEAF, BUT MOBILE PERSONS** should be calmly advised and guided to the nearest available exit.

**TEMPORARILY IMMOBILIZED PERSONS** including those wearing casts and/or using canes or crutches should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below).

**PERMANENTLY IMMOBILIZED PERSONS** are those who have either limited or no use of legs and must rely upon crutches, wheelchairs, or walkers for transport.

### What should I do to help individuals requiring assistance?

**SUMMON HELP** if you cannot assist the individual on your own.

**NOTIFY** Campus Safety.

## SEEKING SHELTER

### Under what circumstances may I need to seek shelter?

Hazardous material release, dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, when there is not enough safety to evacuate, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Building Safety Representatives.

### What should I know about seeking shelter?

The goal is to avoid an immediate emergency by creating barriers between yourself and the threat, while maintaining safety and communications as much as possible.

In many scenarios, the best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used during a tornado emergency.

### What should I do to safely seek shelter?

#### In General:

**GO** inside as quickly as possible or

**PROCEED** to an interior room, if already indoors.

**CLOSE** all doors and windows.

**LOCK** all windows and close all blinds and shades **if there is time**.

**LOCK** doors **if possible**.

**DO NOT** use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and the risk of creating a fire hazard.

**USE** phones only for emergencies.

#### If the emergency is a hazardous material spill or gas leak:

**STAY** low and away from windows.

**TURN OFF** air conditioners and fans, **if possible**.

**IMPROVISE** and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.

**MAINTAIN PHONE COMMUNICATION** so you can receive emergency messages.

#### If the emergency is a dangerous person or hostile intruder:

See **CRIMINAL OR VIOLENT BEHAVIOR** –

#### If the emergency is severe weather:

See **SEVERE WEATHER** –

## EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

**IF INDOORS**, seek refuge in a doorway, or under a desk or table. Stay away from glass, windows, shelves, and heavy equipment.

**IF OUTDOORS**, move quickly away from buildings, utility poles, and other structures.

**WARNING: Always avoid power or utility lines.**

If **IN AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.

**EVALUATE** the situation after the initial shock and, if emergency help is necessary, call Campus Safety at (770) 426-2911. Damaged facilities should be reported to the Campus Safety Department.

**PROTECT YOURSELF** at all times and **BE PREPARED** for aftershocks.

**IF** there is a gas leak, refer to **UTILITY FAILURE**

## EXPLOSION

In the event of an explosion on campus, take the following action:

**TAKE COVER** immediately under tables, desks, and/or other objects that will give protection against falling glass or debris.

**NOTIFY** Campus Safety at (770) 426-2911. Give your name and describe the location and nature of the emergency.

**IF** necessary, or when directed to do so, **ACTIVATE** the fire alarm.

When the building evacuation alert is sounded via the fire alarm or ENS, or when told to leave by University officials, **WALK** quickly to the nearest exit and encourage others to do the same.

**ASSIST DISABLED PERSONS** in exiting the building. **DO NOT USE ELEVATORS** in case of fire or sudden power outage. **DO NOT PANIC** or create panic in others.

**MOVE** to the area designated as your building assembly area.

**KEEP** streets and walkways clear for emergency vehicles and crews.

**ASSIST** emergency crews as necessary, if requested. A University emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.



## FIRE

All incidents of fire **MUST** be reported to Campus Safety immediately, whether the response of the Fire Department is required or not. All Department heads, Building Safety Representatives, and supervisors will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area(s), and locations of fire exits and windows (if applicable). **DO NOT USE ELEVATORS** in the event of a fire. See information about fire alarm activation at the end of this section.

### **What should I do if I discover a fire?**

**ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations located along exit routes, IF the alarm is not already sounding.

**FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding. DO NOT USE ELEVATORS.**

**PROCEED** to the pre-determined outdoor assembly areas for the building. The Building Safety Representative can assist in directing you to assembly area locations.

**NOTIFY** Campus Safety at (770) 426-2911 to report the fire.

**REMAIN OUTSIDE** in the assembly area until the ALL CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

### **What do I need to know about portable fire extinguishers?**

Portable fire extinguishers are installed in every building. Familiarize yourself with the locations of the fire extinguishers and receive hands-on training. The Facilities Department will assist departments who request training for fire extinguishers.

ABC fire extinguishers are used to fight Class "A", "B," and "C" fires:

- Class A: Fires caused by ordinary combustibles such as wood, paper or textiles
- Class B: Fires caused by flammable and combustible liquids such as cooking oil, gasoline, and other solvents
- Class C: Fires caused by electrically energized equipment or appliances

### **When should I use a portable fire extinguisher?**

Attempt to use fire extinguishers **ONLY** if the following apply:

The fire is small and can be contained safely with a fire extinguisher.

The exit is clear and there is no imminent peril.

The proper extinguisher is readily available.

## **How do I use a fire extinguisher?**

To operate the extinguisher, remember the word **P.A.S.S.**

**P – Pull the pin**

**A – Aim low**

**S – Squeeze**

**S – Sweep**

In the event of a fire alarm activation at Life University, the fire department shall be dispatched upon receipt of a fire panel alarm indication by the monitoring company.

When the alarm is activated, the monitoring company calls Campus Safety (770-426-2911) and, if no answer, calls the Campus Safety Manager at a cell number. If no answer there, the next call is to the Director of the Physical Plant at a cell number.

The only persons authorized to CANCEL that alarm are:

- Executive Vice President of Finance and Operations
- Vice President for Student Services
- Campus Safety Manager
- Director of the Physical Plant

There are times when the Physical Plant staff performs maintenance and must put a particular building fire alarm system on “test” for a specified time frame. This staff member will remain on campus and monitor the building and fire panel during the test. A current list of the Physical Plant staff members authorized to put the fire panel on “test” mode is located in the Physical Plant office. All personnel must notify Campus Safety before placing a building in “test” mode.

## SEVERE WEATHER EMERGENCIES

When Campus Safety receives severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via Blackboard Connect, email, and/or the [www.LIFE.edu](http://www.LIFE.edu) website as necessary.

### TORNADOES

#### What should I know about tornadoes?

Georgia has two tornado seasons, one in the spring and one in the fall.

Land-falling tropical storms and hurricanes also generate tornadoes.

Tornadoes can last from a few seconds to more than an hour.

A tornado's path can be from 24 yards to over a mile.

The Fujita Scale (F-Scale) is used to measure wind speed, which is derived from actual damage caused by the storm.

#### What is a *tornado watch*?

The National Weather Service issues a tornado watch when conditions are favorable for the development of tornadoes.

#### What should I do during a tornado watch?

When a tornado watch is issued by the National Weather Service, the Campus Safety Department will initiate communication to the Leadership Group, who will then inform the community as appropriate.

Continue normal activities, but have a safety plan in mind, and be ready to implement it if a *warning* is issued.

The Leadership Group should monitor their phones at all times until the watch is lifted.

**What is a *tornado warning*?** The National Weather Service issues a tornado warning when a tornado has been detected or sighted. The warning will tell you the location and movement of the severe weather along with an estimated time of expiration.

**What should I do during a tornado warning?** When a tornado warning is issued by the National Weather Service for areas affecting campus, the Leadership Group will notify the University community.

#### What should I do during a tornado emergency?

**TAKE COVER:** Instruct students, employees, and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors.

Individuals should curl up in a "ball" or fetal position near the wall, place their hands over their heads and remain in that position until the severe weather passes.

**IF** outdoors, with no shelter available, lie flat in a nearby ditch and shield your head with your arms. For a **LAST RESORT**, consider using a vehicle as a shelter. **DO NOT** get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.

# THUNDERSTORMS, LIGHTNING, FLOODING

## What should I know about thunderstorms?

Thunderstorms are a normal occurrence for Georgia and often develop with little warning.

These storms are capable of producing large amounts of rain in short periods of time, along with lots of lightning.

Hazards to prepare for include wind, lightning, and flash flooding.

## What should I do during a thunderstorm?

**SEEK** shelter and avoid driving if the conditions are too dangerous to do so.

**AVOID** windows.

**MONITOR** the National Weather service, University website and University communications for severe thunderstorm warnings and/or tornado warnings.

## What should I know about lightning?

Lightning kills more people annually than all other weather hazards combined.

Lightning strikes usually occur close to the rain area and are negatively charged.

The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area.

If you can hear thunder, you are in danger of being struck by lightning.

## What should I do when I see lightning?

**SEEK SHELTER** in a fully enclosed building or car.

**STAY AWAY** from doors, windows, and electrical appliances.

**STAY OFF** the phone.

**AVOID** water (including showers, baths and faucets), high ground, open spaces, metal objects, and contact with other people, if outdoors.

## What should I know about outdoor flooding?

Flash flooding occurs quickly and often without warning.

**DO NOT** attempt to drive across flooded areas.

**STAY AWAY** from downed power lines.

## What should I know about indoor flooding?

If indoor flooding is detected, call Campus Safety immediately at (770) 426-2911.

Stay out of the water and, **IF SAFE to do so**, unplug all electronics.

Warn others to stay out of the water as well.

## HURRICANES AND TROPICAL STORMS

### What should I know about hurricanes and tropical storms?

Hurricane season begins June 1 and ends November 30.

When a hurricane warning is issued by the National Weather Service, the Leadership Group may authorize the University to close. Hurricane Warnings and/or closures of the University will be disseminated via the Emergency Notifications System.

These storms are capable of producing a great deal of rain.

There is an increased risk of tornado activity during hurricanes/tropical storms.

**Tropical Depression** An organized system of thunderstorms with a defined circulation and top-sustained winds of less than 39 MPH

**Tropical Storm** An organized system of thunderstorms with a defined circulation and top sustained winds between 39-74 MPH

**Tropical Storm Watch** Conditions are possible in the specified area of the watch within 36 hours

**Tropical Storm Warning** Conditions are expected in the specified area within 24 hours

**Hurricane** An intense tropical weather system with a well-defined circulation and sustained wind speed of 74 MPH or higher

**Hurricane Watch** Conditions are possible within the specified area within 36 hours

**Hurricane Warning** Conditions are expected in the specified area within 24 hours

### What should I do to prepare for Hurricanes and Tropical Storms?

**MONITOR** news and weather reports.

**HAVE** emergency supplies available in the event of utility failure.

**KNOW** emergency response procedures.

## SNOW AND ICE STORMS

Snow, ice and/or flooding can make travel to and from Life University hazardous. When potential or actual conditions develop that would make travel to and from the University hazardous, the following procedure will be followed:

When Campus Safety receives severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via Blackboard Connect, email, the weather hotline (770-426-2815), and/or the [www.LIFE.edu](http://www.LIFE.edu) website as necessary.

A flowchart of the notification procedures is located on Basecamp/Emergency Communication and Support. The Leadership Group will determine if University operations are to be suspended or delayed. If they are to be suspended or delayed, students, faculty and staff will be notified via the Emergency Notification System, which may include SMS Text, LIFE Wire, News Media, Website Banner and/or Life University's Facebook and Twitter Pages.

Campus Safety will contact the Director of the Physical Plant to identify the potential impact on the immediate area.

Campus Safety will initiate steps to secure the University, preventing entry to the main entrances under hazardous conditions.

Campus Safety will continually monitor weather, news, and road condition reports and maintain communication with the Leadership Group.

- If closure of the campus is warranted, either for the entire day or until a specific time, University officials will notify the following local area television and radio stations. **The University cannot guarantee that the media will disseminate the information in a timely manner:**

Television Stations:

Radio Stations:

Channel 2, WSB TV

750 AM (WSB)

FOX 5

Channel 11, WXIA TV

CBS-Channel 46

- All students, faculty, and staff will be notified via the Emergency Notification Systems advising of any potentially unsafe conditions as well as current conditions. The University website will display information on its homepage banner. Individuals may also call (770) 426-2815 for a pre-recorded message regarding the current conditions.

## UTILITY FAILURE

**NOTE:** In the event of a pervasive power outage, use your cell phone to notify Campus Safety.

In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak, call Campus Safety at (770) 426-2911 (**NOTE:** In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge). Campus Safety will contact Facilities and other appropriate authorities as necessary.

**What should I do if the utility failure causes, or has the potential to cause, serious danger to persons or property?**

**NOTIFY** Campus Safety at (770) 426-2911.

**EVACUATE** the building. **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**

**NOTIFY** others in the immediate area as you are exiting the building.

**What should I do if the building's power is off?**

When the electricity is off in a building, smoke detectors and fire alert systems will function for 60-90 minutes on reserve power. However, ALERTUS Emergency Beacons will continue to operate. Buildings are equipped with egress lighting and should be evacuated.

**NOTIFY** Campus Safety at (770) 426 2911.

**WAIT** for instructions.

**What should I do if I smell propane or natural gas?**

**DO NOT PULL THE FIRE ALARM**

**LEAVE** the area immediately **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**

**NOTIFY** Campus Safety at (770) 426-2911 (**NOTE:** In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge).

**KEEP** others out of area.

**EVACUATE** the building.

**NOTIFY** others as you are exiting the building.

If the utility failure is widespread, Campus Safety or University administrators may order the building or area to be evacuated until the problem has been corrected.

## MEDICAL EMERGENCY

Medical emergencies – heart attack, fractures, etc. – may arise at any time and without warning. In each incident, the primary emergency contact is Campus Safety at (770) 426-2911; the secondary emergency contact is 911.

**What do I do if there is a medical emergency occurring or one has occurred?**

**NOTIFY** Campus Safety at (770) 426-2911.

**PROVIDE** your name, location, number of people injured, and description of the medical emergency.

**REMAIN ON THE PHONE** for instructions.

**STAY CALM** and keep the injured person(s) calm as well.

## CHEMICAL OR RADIATION EXPOSURE

Hazardous chemicals are utilized on Life University's campus in various locations. Trains, tractor trailers and contractors traveling on or near the University may carry hazardous chemicals that may threaten the environment of the University in the event of a spill.

**What are hazardous materials?**

Hazardous materials are chemicals, products, and/or agents that can cause harm to humans or the environment when handled improperly.

**What should I do if there is a spill in the area and personnel trained in Hazardous Material cleanup and appropriate spill kits are available?**

**EVACUATE** the immediate area, or the entire building if necessary, **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**

**KEEP** others out of the area.

**ASSIST** others to safety.

**NOTIFY** Campus Safety at (770) 426-2911, who will then notify the Marietta Fire Department.

**STAY** outside the building, as decontamination may be necessary.

**What information do I need to have readily available when reporting a spill?**

- Your name and location of the incident
- Details of the incident including:
  - Type of incident - liquid spill, gas leak, bio-hazardous material, etc.
  - Type and quantity of hazardous material involved, if known
  - Type of exposure to personnel – skin or eye contact, inhalation, etc.
  - Extent of injuries or damage, if any



# BOMB THREAT

## What should I know about bomb threats?

Bomb threats can be classified into two categories:

**The Hoax Caller:** These threats are generally intended to create an atmosphere of panic and chaos. Generally, the motive of the caller(s) is to disrupt normal activities and operations at the location where the explosive device is allegedly placed.

**The Credible Caller:** The caller believes or knows that an explosive device has been or will be placed in the location, and he/she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person responsible for the device or someone who has become aware of information they believe to be credible.

## Through what methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone, however threats can also be made via letters, email, and suspicious packages.

**The Phone Threat:** Telephone bomb threats are the most common. If you receive a bomb threat by phone, **DO NOT DISCONNECT THE CALLER**. Keep the caller on the line as long as possible and get as much information as possible. Once the call is finished, report the call and information to Campus Safety.

## Information you should attempt to obtain:

**When** will the bomb explode?

**Where** is the bomb located?

**What** kind of bomb is it?

**Who** is (are) the targets?

**Who** is the caller and how can he or she be reached?

**Why** was the bomb placed?

**The Letter Threat:** Bomb threats can be received via letter or in another form of writing. If you receive this correspondence, keep all materials and contact Campus Safety immediately at (770) 426-2911. The person opening the letter should handle the document as little as possible

**The Email Threat:** Email is becoming a more and more frequent source of harassing communication. Although email is not very private, anyone can create email accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via email should contact Campus Safety immediately. **DO NOT DELETE THE MESSAGE.**

**The Suspicious Package, Letter or Other Item:** Any unusual object or strange vehicle should be immediately reported to Campus Safety (See **SUSPICIOUS PACKAGES AND LETTERS** )

## What do I do if I receive a bomb threat?

**KEEP CALM AND KEEP THE CALLER ON THE LINE** as long as possible.

**ASK** the caller to repeat the message.

**RECORD** as much of the spoken words made by the person making the call as possible.

**ASK** the caller for the exact location and time of possible detonation.

**PAY PARTICULAR ATTENTION** to any noises, such as motors running, background music, etc. which might give even a remote clue as to the place from which the call is being made.

**LISTEN** closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.

**DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**

**NOTIFY** Campus Safety at (770) 426-2911 immediately after the call has been completed, giving as much information as possible.

**FOLLOW** instructions given by Campus Safety or as directed by the ENS.

**IF** instructed to evacuate, **FOLLOW** evacuation instructions.

**ASSEMBLE** at the assembly area designated for your building (See **CAMPUS EVACUATION MASTER PLAN MAP**) or other location as directed by Campus Safety.

**PRESERVE** any written, electronic or recorded communications related to the bomb threat for investigation by Campus Safety / local police.

## **BOMB THREAT CHECK LIST**

If someone calls to deliver a bomb threat, follow the recommended instructions:

### **Questions to ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

### **Exact wording of the threat:**

- Number at which call is received:

- Time:

- Caller's Voice:

Soft spoken \_\_\_

Educated \_\_\_

Irrational \_\_\_

Incoherent \_\_\_

Sex/gender: \_\_\_M \_\_\_F

If voice is familiar, who did it sound like?

- Length of call:

- Remarks (See above questions)
- Name:
- Phone number:

**After the caller has disconnected, call Campus Safety IMMEDIATELY at (770) 426-2911 and follow their instructions.**

## **SUSPICIOUS PACKAGES AND LETTERS**

### **Characteristics of Suspicious packages**

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following:

**NOTE:** The presence of one or more of these elements does **NOT** necessarily mean that the package is suspicious. Evaluation must depend upon the judgment of the individual screening the mail.

### **Potential Elements of Suspicion:**

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive Postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as "Confidential," "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

### **If you believe a package is suspicious:**

**DO NOT OPEN OR HANDLE IT.** Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary.

**NOTIFY** Campus Safety at (770) 426-2911.

**KEEP** others away from the area.

### **Letter or Package Claiming Contamination:**

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated.

**NOTIFY** Campus Safety at (770) 426-2911 and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow up on your possible exposure and to document what has taken place.

**SECURE** the area until Campus Safety arrives.

**DO NOT HANDLE** the suspicious item any more than necessary and do not let anyone else handle the item.

**Letter or Package with a Foreign Substance:**

If you open a letter/package that claims to have contaminated you, or there is some sort of foreign substance in the envelope or package:

**PLACE** the letter back into the envelope/package and close it. The person(s) who opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should:

**IMMEDIATELY LEAVE THE ROOM** and **WASH** affected areas with soap and water.

**REMOVE** any clothing with the substance on it and place the contaminated clothing in a plastic bag.

**WASH** affected areas with soap and water **AGAIN** after securing contaminated clothing/articles.

**NOTIFY** Campus Safety at (770) 426-2911 to report the incident and all steps taken up to that point.

**The Risk will be Evaluated and Further Measures Taken If Necessary**

The Campus Safety Department and the Marietta Fire Department can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon the risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any actions necessary to return the area to normal activity will begin as soon as possible.

**If you have questions, contact Campus Safety at (770) 426-2911**

## PSYCHOLOGICAL CRISIS / SUBSTANCE ABUSE

### What is a psychological crisis?

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or fails to maintain self-care.

### The crisis may manifest as the following, but is not limited to:

Passive suicidal ideation (“I wish I were not here anymore”)

Direct suicidal statements (“I plan to kill myself tonight”)

Self-mutilation

Uncontrollable behaviors

Excessive crying

Excessive substance use/abuse

Withdrawal or isolation

Changes in normal behavior

Paranoia / Hallucinations

Manic Behavior

**IF you come into contact with someone experiencing a psychological crisis, DO NOT ATTEMPT TO HANDLE THE SITUATION ALONE.**

**NOTIFY** Campus Safety immediately at (770) 426-2911. The safety of the person in crisis, as well as those around him/her, should be of primary concern. Campus Safety will work with University counseling professionals when necessary.

### **REPORT ALL SUICIDE ATTEMPTS OR THREATS TO CAMPUS SAFETY IMMEDIATELY**

**STUDENTS** who are experiencing a severe psychological crisis should call campus safety or 911 immediately, or go to the nearest hospital emergency room. Campus Safety, (770)-426-2911, has the emergency numbers to Counseling Services for referral.

**FACULTY/STAFF** who are experiencing a psychological crisis should go to the nearest hospital emergency room, call their family physician, or call 911.

**Response to suicide-related situations will vary in nature depending upon the circumstances.**

**In circumstances involving evidence of actual or imminent harm or danger to a person on University property, incidents shall be immediately reported to the Campus Safety Department.**

**Knowledge of suicide situations not on University property shall be immediately reported to the local law enforcement jurisdiction in which the danger exists.**

### **Other resources for individuals seeking/requiring assistance:**

- For immediate concerns, visit your nearest **emergency room** for assessment and care.
  - During school hours for students, contact the **Student Success Center** to speak with a counselor.
- You can work with a counselor to develop a safety plan for maintaining self-care. These counselors are

trained to assist students with social, emotional, and academic concerns in a caring, non-judgmental, and confidential manner. Please be aware that a counselor may not be available immediately. Contact the **Campus Safety Department** at (770) 426-2911 to address any emergency. They will assist you in getting to the nearest emergency room for immediate care.

- You may contact the **Cobb County Crisis Line** at (770) 422-0202. They are available 24/7 and will connect you with resources in the community as well as provide information on the most convenient option for immediate care based on your circumstances.

- You may contact **Ridgeview Access Center** at (770) 434-4567. They are available 24/7 and will connect you with resources in the community as well as provide information on the most convenient option for immediate care based on your circumstances.

- Students of Life University also have access to **SAP (Student Assistance Program)**. Counseling is available in a variety of settings including phone counseling, online resources, and face-to-face counseling. Students have access to six free face-to-face and/or phone counseling sessions in a year. Mental health counselors are available by phone 24/7. Scheduled phone counseling sessions count toward the six total yearly sessions.

- **Peachford Hospital** is the nearest resource for children in danger. They can be reached at (770) 455-3200.

## ARMED ASSAILANTS AND SHOOTING INCIDENTS

If the situation should arise that someone has entered the University area and brandished or fired a weapon, the following list of actions is recommended. Please note that these situations are highly unpredictable and that the following recommendations are based on past experiences with shooting incidents on University campuses. Alternative responses may be necessary, depending on the situation.

**NOTE: FIREARMS ARE NOT ALLOWED ON CAMPUS. More information on Life University's Concealed Carry policy is available at [www.LIFE.edu](http://www.LIFE.edu), "Campus Life," "Campus Safety."**

**If you witness an armed assailant or shooting on campus:**

**EXIT** the building\area immediately.

**NOTIFY** others in the area to flee the area immediately.

**FIND** a reasonably safe area and **CONTACT** Campus Safety at (770) 426-2911.

**GIVE** Campus Safety the following information:

- Your name
- Location of the incident (as specific as possible)
- Number of known shooters
- Identification of the shooter(s)
- Type of weapon(s) (handgun, rifle, etc.)
- Your current location
- Location(s) of known victim(s)

**If you are unable to leave the building, it is recommended you SEEK SHELTER:**

**GO** to the nearest room, office, or closet.

**CLOSE AND LOCK THE DOOR**, if possible.

**COVER** the door or windows, if possible.

**STAY** quiet and stay out of view.

**DO NOT ANSWER THE DOOR.**

**NOTIFY** Campus Safety at (770) 426-2911, **IF SAFE to do so.**

**GIVE** Campus Safety the following information

- Your name
- Location of the incident (as specific as possible)
- Number of known shooters
- Identification of the shooter(s)
- Type of weapon(s) (handgun, rifle, etc.) Your current location Location(s) of known victim(s)

**WAIT** for local police and/or emergency workers to assist you out of the building.

## CRIMINAL OR VIOLENT BEHAVIOR

Life University is only as safe as the University Community allows it to be. Everyone is asked to assist in making the University safe by being alert to suspicious situations and promptly reporting them.

### **What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?**

If you observe a criminal act or are a victim, immediately notify Campus Safety via phone or Emergency Call Box. The Campus Safety Department address is 1269 Barclay Circle, Mod 2, Marietta, GA 30060. The building is located near the Library and LRC Building. However, a Campus Safety official can be reached at any time by dialing (770) 426-2911 for emergencies and (770) 426-2681 for non-emergencies.

### **What information do I need to have readily available when reporting?**

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of property involved

### **What do I need to do after reporting the suspicious activity, criminal act or violent behavior?**

- If safe, stay on the phone with the Campus Safety Officer and keep a visual on the suspect as long as possible.
- When the officers arrive, assist them by supplying them with all additional information.

### **What do I need to do if there is gunfire or explosives discharged on University grounds?**

- See **ARMED ASSAILANTS AND SHOOTING INCIDENTS**

## HOSTAGE SITUATION

### **What should I do if I am taken hostage?**

If you feel it is safest to cooperate and not fight back, the following is recommended:

**FOLLOW INSTRUCTIONS**; be alert and be cooperative.

**DO NOT** look the intruder in the eyes.

**DO NOT SPEAK** unless spoken to and then only when necessary.

**DO NOT TALK DOWN** to the captor who may be in an agitated state. Avoid appearing hostile.

**BE OBSERVANT**. You may be released or escape. The personal safety of others may depend on your memory.

**BE PREPARED** to answer police and/or other emergency personnel on the phone.



## SEXUAL VIOLENCE / ASSAULT

### What should I know about sexual violence / assault?

Sexual violence affects every aspect of a person's life: his or her body, emotions, thoughts, behaviors, spirituality, and relationships with family, friends and the outside world. Sexual violence is never the victim's fault and statistics show most victims know their attacker. Sexual violence committed by a total stranger occurs, but not nearly as frequently as by acquaintances. If you have been a victim of sexual violence, there are a number of options available to you. When you are assisting a victim, confidentiality and ensuring the victim maintains a feeling of control over what happens to her/him is extremely important. The victim should make most decisions for herself/himself with assistance from trained personnel, **unless a minor**.

### What should I do if I am a victim of sexual assault?

#### IMMEDIATE ACTION:

**CONTACT** Campus Safety at (770) 426-2911.

**CONTACT** a nearby relative or friend for support and assistance.

**REMAIN CALM** to avoid destroying or contaminating any available evidence. It is best not to bathe, shower, brush your teeth, urinate, defecate, douche, or change clothing or bedding where evidence may be found. Clothing should be kept as evidence.

**If you choose not to contact the police**, it is still important to take care of yourself. You may consider making an appointment with a physician or the hospital to be screened for sexually transmitted diseases and pregnancy.

### What should I do if I am assisting a victim of a sexual assault?

As with all protocols, this is for your reference should you be the first Life University contact person to communicate with the victim. Refer to these guidelines as necessary when talking to the victim so that s/he is aware of all of the options available:

**ASCERTAIN** whether or not the victim needs immediate medical assistance. If so, **CONTACT** Campus Safety **IMMEDIATELY** at (770) 426-2911.

**MOVE** the victim to a place where s/he feels safe.

**RESPECT** the victim's confidentiality.

**LISTEN**. Allow the individual to share details if s/he is comfortable.

**CALL** one of the below resources who can speak with the individual to help with her/his emotional response (this can include shock, passivity, anger, tears, guilt, etc.)

**BE SUPPORTIVE** and allow the individual to take her/his time.

**REMEMBER** it is a difficult experience for someone to go through.

**NOTIFY** Campus Safety: Federal law requires that all crimes committed on the University campus be reported to Campus Safety (Clery Act of 1990). Campus Safety will:

- Provide an incident report and assistance as needed

- Call the Student Success Center, if appropriate
- Notify proper authorities as appropriate

**If an individual (adult only) chooses to not take any action:**

**BE RESPECTFUL** of the victim's choices, but let the victim know her/his options.

**REFER** the victim to below resources for support. **If a minor, sexual assault MUST be reported to the authorities.** Resources can be used to help support the individual through the process as well (i.e. family, friends, significant others, etc.)

**Resources:**

**YWCA of Cobb County Rape Crisis Program** - Free group and individual counseling  
(770) 427-3390 (24-hour crisis number); 48 Henderson St., SW Marietta, GA 30064

**National Sexual Assault Hotline** - Will direct individual to closest county sexual assault facility  
(800) 656-HOPE (24-hour hotline).

**Grady Rape Crisis Center**

(404) 616-4861 (24-hour phone line); Downtown Atlanta.

**Life University Student Success Center Counseling Center**

(770) 426-2725. Free for all enrolled Life University students. Outside referrals will be provided if a waiting list exists or the student's needs necessitate a higher level of care than the SSC Counseling Center is able to provide.

**Student Assistance Program (SAP)**

Six free counseling sessions funded by Life University, 24/7 availability  
Please call or stop by the SSC for contact information

**LIFE's Campus Safety Department**

(770) 426-2911

**Police: 911**

**Kennestone Hospital Emergency Room** (770) 793-5000

**Lawyer referral** - \$35/30 minute consultation (770) 424-7149 (Cobb County Bar Association)

**SUBSEQUENT PROCEDURES:**

Call the victim 24 hours later to check in and offer your support; in particular, if the victim decided to do nothing, ask if s/he changed her/his mind and review the options above.

## AIRCRAFT CRASH

The airspace over Life University is routinely filled with air traffic. The University is in the direct flight path of Dobbins Air Base. A wide variety of military aircraft operate from this base. Explosion and fire as well as falling debris resulting from an aircraft crash pose a serious risk to individuals on the ground.

**If you witness an aircraft crash:**

**CONTACT** Campus Safety at (770) 426-2911.

**MOVE AWAY** from the crash site and seek shelter in a safe location. If it is not possible to move immediately, **DROP, COVER AND HOLD** to protect yourself against blast damage.

**IF** you are inside, and the building is not damaged, **REMAIN INSIDE** and stay away from windows.

Faculty should try to keep their classes together as a unit.

**REFER** to **EMERGENCY EVACUATION PROCEDURES**.

**PROVIDE** care for the injured if you are trained in first aid **PROVIDED IT IS SAFE TO BE IN THE AREA**.

Untrained individuals should **NOT** enter the crash site. A well-intentioned, but untrained and ill-equipped person who enters the crash site risks serious injury.

**IF** you are aware of places where people may be trapped, inform the nearest emergency responder as quickly as possible so that trained and properly equipped personnel can affect a rescue effort.

## **Glossary of Building Terms**

**ADMIN** = Administration Building

**LRC** = Learning Resource Center

**CUS** = Center for Undergraduate & Graduate Studies

**CCE** = Center for Chiropractic Education

**C-HOP** = Center for Health and Optimum Performance

**CC-HOP** = Campus Center for Health and Optimum Performance

**SHS** = Sport Health Science Center

**LVR** = Life Village Retreat

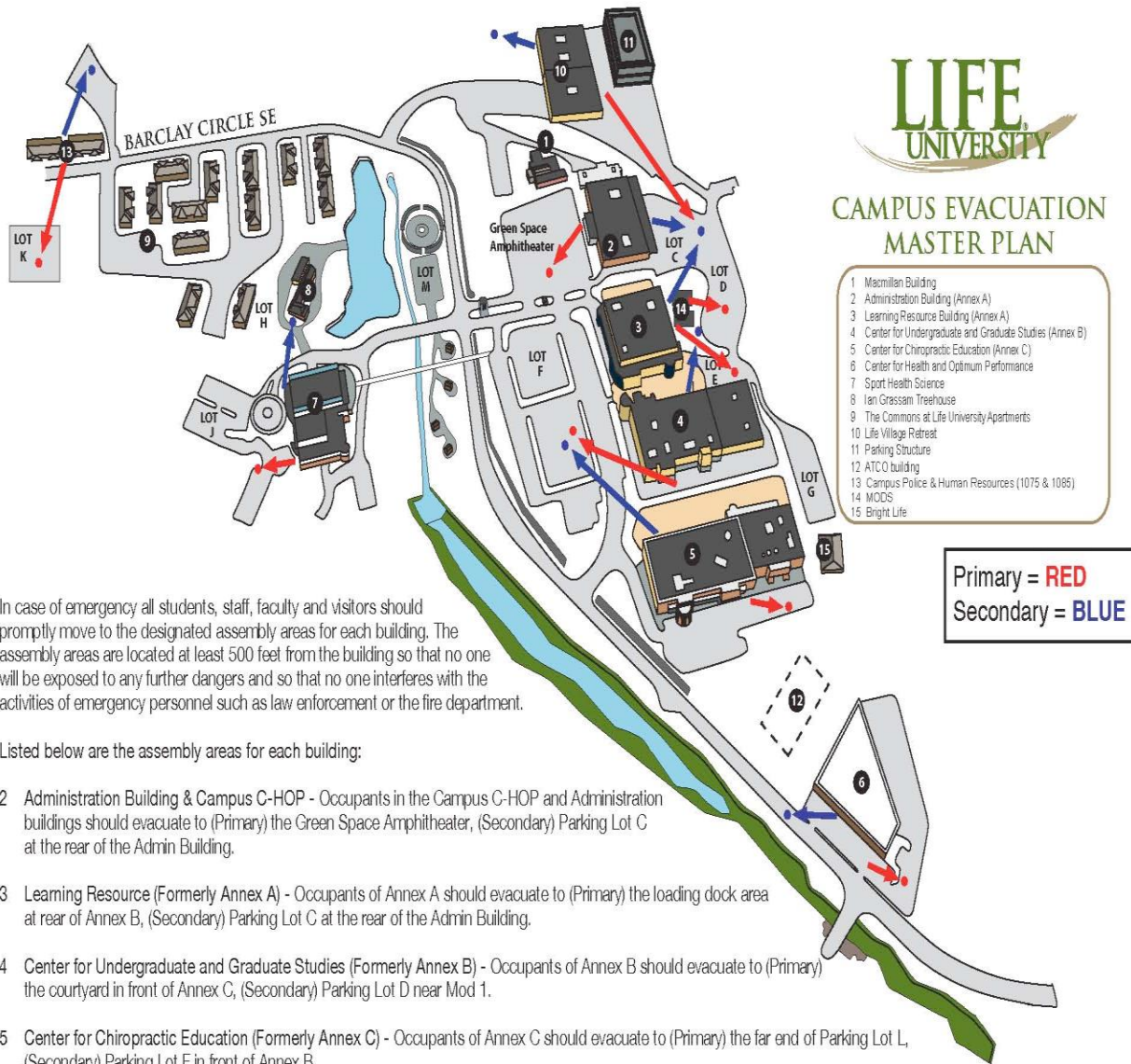
**Auxilliary** = 1075 and 1085 Barclay Circle (HR, Grounds, Marketing, OIEPR)

**MODs 1-5** = Modular Office Units behind Admin/LRC

**MOD 7** = Modular Office Units attached to Admin (between Admin and LVR)

**FIELDS** = Rugby field, stadium and field house

# Evacuation Plan



In case of emergency all students, staff, faculty and visitors should promptly move to the designated assembly areas for each building. The assembly areas are located at least 500 feet from the building so that no one will be exposed to any further dangers and so that no one interferes with the activities of emergency personnel such as law enforcement or the fire department.

Listed below are the assembly areas for each building:

- 2 Administration Building & Campus C-HOP - Occupants in the Campus C-HOP and Administration buildings should evacuate to (Primary) the Green Space Amphitheater, (Secondary) Parking Lot C at the rear of the Admin Building.
- 3 Learning Resource (Formerly Annex A) - Occupants of Annex A should evacuate to (Primary) the loading dock area at rear of Annex B, (Secondary) Parking Lot C at the rear of the Admin Building.
- 4 Center for Undergraduate and Graduate Studies (Formerly Annex B) - Occupants of Annex B should evacuate to (Primary) the courtyard in front of Annex C, (Secondary) Parking Lot D near Mod 1.
- 5 Center for Chiropractic Education (Formerly Annex C) - Occupants of Annex C should evacuate to (Primary) the far end of Parking Lot L, (Secondary) Parking Lot F in front of Annex B.
- 7 Sport Health Science - Occupants of the Sport Health Science Building and Wellness Center should evacuate to (Primary) the far end of Parking Lot J, (Secondary) Parking Lot H near the Tree House.
- 6 Center for Health and Optimum Performance (1415) - Occupants of C-HOP should evacuate to (Primary) the southeast corner of the front parking lot, (Secondary) the sidewalk in front of the ATCO building.
- 10 Life Village Retreat - Occupants of the Retreat should evacuate to (Primary) Parking Lot C at the rear of the Administration Building
- 13 Lot "K" Evacuation Area (1075 & 1085)
- 14 Lot "D" Evacuation Area (MODS)
- 15 Bright Life - Occupants of Bright Life should evacuate to (Primary) the CCHOP, (Secondary) the Lounge in the Administration Building.

**End of EAP**

# Crime Prevention

Life University Campus Safety Department aims to inform students, employees and visitors of unsafe practices which may contribute to the opportunity for a crime to occur.

These can include theft of property, alcohol or drug abuse, rape, other sexual offenses, stalking and domestic violence. By doing so, students, employees and visitors should be aware of unsafe practices and exercise due caution in preparing themselves to avoid becoming a victim of any crime.

---

## ***Jeane Clery Disclosure of Campus Security Police and Campus Crime Statistics Act***

In 1990, the U.S. Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the higher education Act of 1965 (HEA). This Act requires all post-secondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and other security information. 1998 Amendments renamed the law: The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

In compliance with this act, annual statistics of criminal activity occurring on campus are available on the Life University website. The contents of the Students Right to Know information can be found in the Student Handbook.

We publish and make available the yearly Campus Security Report, which summarizes incidents on campus. The contents of the “Student Right to Know” information pamphlet are available to all students and employees, as well as prospective students from the Campus Safety Department; it is also posted on the University website.

The report lists each type incident and frequency. For incidents of concern that occur between the yearly printings of the report, we post interim information in the student publications on campus and post information flyers throughout the campus that inform the students of the incident. Crime prevention is also accomplished by greeting each new group of students during their orientation each quarter. At this time, the students are told of the importance of reporting all incidents that they are involved in. At this meeting, any current areas of concern are explained to them and information is given to them on prevention. The Campus Safety Department also highlights any topic of concern on a quarterly basis. All appropriate offenses are referred out to the local municipal police department for assistance, when needed. In all cases, the University administration is notified of the accused offenses. The procedures for institutional sanctions are defined in the Student Handbook.

## **Campus Security Authorities (CSAs)**

The Life University Campus Safety Department is recognized as the official Security and Safety authority on campus. All crimes should be reported directly to the department. The Department of Education in **34CFR Part 668** also defines “campus security authorities” as someone with “significant responsibility for student and campus activities”.

Life University further defines the following as “campus security authorities”:

VP of Student Services	Marc Schneider
Exec Director of Student Services	Jennifer Valtos
Director of Student Activities	Jennifer Stroble
Ombudsman/Title IX Coordinator	Jeremy Smith
Director of Student Conduct	Andre Clanton
Residence Director	Richard Cohen
Residence Director	Kelly Reade
Athletic Director and Team Coaches	
Faculty Advisors to Student Groups	

The following are exempt from reporting and are not defined as “campus security authorities”:

- Professional Counselors (Counselors will use best practices as outlined in the APA and ACA Guidelines)

## **Criminal Activity On-Campus**

In the event of an emergency or criminal activity on campus the Campus Safety Department will notify Cobb County 911 and Marietta Police and/or Fire will be responding. Campus Safety will assist these departments in all matters. The Campus Safety Department does not have powers of arrest other than those of citizen’s arrest but will assist any Law Enforcement Officer if the situation warrants it. Incident reports will be completed by Campus Safety in conjunction with any Police Report done by the responding agency.

## **Criminal Activity Off-Campus Involving Students**

Life University does not operate off-campus housing or off-campus student organization facilities. City Of Marietta Police and Cobb County Police have primary jurisdiction in all areas off campus. When a Life University student is involved in an off-campus offense, Life University may assist with the information in cooperation with local, state, or federal law enforcement. Local agencies may request a Life University representative be present when dealing with students in areas immediately adjacent to campus.

## **Campus Crime and Arrest Statistics**

*The information below provides context for the crime statistics reported as part of compliance with the Clery Act.*

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Life University submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. In addition, a daily crime/fire logs are available for review upon request at Life

University Campus Safety Office in Mod 2. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the Life University Campus Safety and other Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A request for statistical information is made by the Campus Safety Manager and Director of Student Conduct on an annual basis to all non-police officials who include campus security authorities. A designated campus authority includes, but is not limited to university deans, directors, and department heads, residence life staff, and counselors. A request is also sent annually to representative of the Marietta Police Department.

### **Clery Act Definitions: Campus Geography**

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**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 reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

**Note:** Life University does not operate off-campus housing or off-campus student organization facilities

**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.

**Note:** The Life University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

### **Clery Act Definitions: Crime Definitions for Reportable Crimes**

**Murder/ Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

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

**Aggravated Assault:** unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

**Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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, or personal property of another, etc.



**Vandalism:** To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or the importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapon 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 deadly weapons.

**Sex Offenses–Forcible:** 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.

a. **Forcible Rape** - carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

b. **Forcible Sodomy** - oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly and/ or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

c. **Sexual Assault With An Object** - use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent.

d. **Forcible Fondling** - touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or, not forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses–Non-Forcible:** unlawful, non-forcible sexual intercourse (limited to incest and statutory rape).

a. **Incest** - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. **Statutory Rape** - non-forcible sexual intercourse with a person who is under the age of consent.

**Clery Act Definitions: Violence Against Women Act (VAWA)**

**Domestic violence:**

(1) A felony or misdemeanor crime of violence committed-

a. By a current or former spouse or intimate partner or the victim;

b. By a person with whom the victim shares a child in common;

c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

**Dating violence:**

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

(2) 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.

(3) For the purpose of this definition-

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

b. Dating violence does not include acts covered under the definition of domestic violence.

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

**Stalking:**

(1) Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

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

**Clery Act Definitions: Hate Crime Definitions for Reportable Crimes**

**Hate Crime:** A criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/ national origin; also known as a bias crime.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

a. **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

b. **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

c. **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

d. **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.

e. **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.

f. **Theft From Motor Vehicle** (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.

g. **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

h. **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**Source:** *Uniform Crime Reporting Handbook*, 2004; U.S. Department of Justice

**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** (Except “Arson”): 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.

**Source:** *Hate Crime Data Collection Guidelines*, October 1999; U.S. Department of Justice

### **Clery Act Definitions: Fire Safety Definitions**

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

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

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

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

**Fire-related death:** Any instance in which a person:

(1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

(2) dies within one year of injuries sustained as a result of the fire.

**Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### **Fire log:**

(1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.

(2) An institution must make an entry or an addition to an entry to the log within two business days of the receipt of the information.

(3) An institution must make the fire log for the most recent 60 day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

(4) An institution must make an annual report to the campus community on the fires recorded in the fire log.

### **Crime and Fire Log**

The Life University Campus Safety Department maintains a daily Crime and Fire log of offenses and fires reported. The log contains information for the current year and for the 2 previous years. Information that is prohibited by law or that would jeopardize the confidentiality of a victim will not be disclosed on the log. The department will also withhold certain other information if there is clear and convincing evidence it would:

- Jeopardize an on-going criminal investigation or the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

Any information that is withheld by the department will be made available immediately once these conditions are no longer applicable.

**Students, faculty and staff are encouraged to follow the instructions following this page to take advantage of this service.**

### ***Policies, Resources and Information for Students***

“Life University reaffirms the principle that its students, administration, faculty and staff have a right to be free from harassment. Harassment in any form, including sexual discrimination in the form of sexual harassment by or toward any member of the University community, will not be tolerated. Sexual harassment in any situation is reprehensible. Sexual harassment is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under the following circumstances: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or a student’s status in a course, program or activity; submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions.” – Life University Sexual Offenses and Harassment Policy

Sexual misconduct includes all incidents of non-consensual sexual contact as well as sexual exploitation and sexual harassment. More detailed definitions of these terms can be found in the Life University Honor Code and Standards of Student Conduct, found in the Student Handbook.

---

### ***Resources for Students***

Life University is committed to providing support and resources for students who have experienced sexual misconduct. All services listed below are available to survivors of sexual misconduct, regardless of whether or not a student files a complaint. A written list of resources is available at the Offices of the Title IX Coordinator and Student Conduct.

#### **Campus Safety**

770.426.2911

#### **Title IX Coordinator, Jeremy Smith**

770.426.2930

[JeremyESmith@LIFE.edu](mailto:JeremyESmith@LIFE.edu)

#### **Executive Director of Student Services, Jennifer Valtos**

770.426.2700

[JValtos@LIFE.edu](mailto:JValtos@LIFE.edu)

#### **Director of Student Conduct, Andre Clanton**

770.426.2708

[Andre.Clanton@LIFE.edu](mailto:Andre.Clanton@LIFE.edu)

#### **Student Success Center (Counseling)**

770.426.2725

**Cobb County Police Department**  
770.499.3900

**Cobb County Rape Crisis (YWCA)**  
770.423.3589

**National Sexual Assault Hotline**  
800.656.4673

---

2/15/15

## **LIFE UNIVERSITY**

### **SEXUAL MISCONDUCT POLICY AND PROCEDURES**

#### **I. INTRODUCTION**

##### **(a) Notice of Nondiscrimination.**

As a recipient of federal funds, Life University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Life University’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. Life University’s Title IX Coordinator is Jeremy E. Smith, whose office is located in 1075 Barclay Circle, Marietta, Georgia 30062. Mr. Smith may be contacted by phone at (770) 426-2930 or by email at [jeremyesmith@life.edu](mailto:jeremyesmith@life.edu). Questions may also be directed to a Deputy Title IX Coordinators. Their names and contact information are listed below.

##### **(b) Life’s Commitment to Addressing Sexual Misconduct.**

Life University reaffirms the principal that its students, administration, faculty and staff have a right to be free from sexual misconduct. Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), rape, sexual violence, intimate partner violence, sexual exploitation, and stalking.. Sexual misconduct is prohibited by this policy, as well as federal law. Life will take seriously every allegation or report of sexual misconduct received. The University will not tolerate sexual misconduct and wants to make clear that sexual misconduct is reprehensible in any situation.

## **II. SCOPE OF POLICY**

This Policy applies when an allegation of sexual misconduct involves a student or student employee. The allegation may be against another student, an employee of the University (which includes University faculty) or a third party, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the complaint is related to the University's academic, educational, athletic, or extracurricular programs or activities, or had the continuing effects on campus or in an off-campus education program or activity. The University's disciplinary authority, however, may not extend to respondents or alleged perpetrators who are not students or employees of the University. Additionally, although there is no geographical limitation to invoking this Policy, sexual misconduct that is alleged to have occurred at a significant distance from the University and/or outside of University property may be more difficult for the University to investigate.

In the case of allegations of sexual misconduct, this Policy supersedes all other procedures and policies set forth in other University documents. Allegations of sexual misconduct involving non-student employees (faculty and staff) that do not involve a student or student employee do not fall within the scope of this policy and should be directed to the University's Office of Human Resources, 1269 Barclay Circle, Marietta, GA 30060.

## **III. STATEMENTS OF POLICY**

### **(a) Prohibition on Sexual Misconduct.**

This Policy is designed to protect the rights and needs of complainants and respondents. Life strongly encourages prompt reporting of all types of sexual misconduct and is committed to fostering a community that promotes timely and fair resolution of sexual misconduct cases. To that end, the University has defined sexual misconduct broadly.

### **(b) Prohibition on Retaliation.**

Retaliation against any person for filing, supporting, or providing information in good faith in connection with a complaint of sexual misconduct is strictly prohibited. Retaliation against a person who files a complaint or participates in the adjudicatory process set forth in this Policy in good faith is a violation of this Policy and is prohibited under Title IX. The University will not only take steps to prevent retaliation but also take strong responsive action if retaliation occurs.

### **(c) Prohibition on Providing False Information.**

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to University officials or who intentionally misleads University



officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action.

#### **(d) Sources for Confidential Reporting.**

Life encourages victims of sexual violence to talk to somebody about their experiences so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a complainant's confidentiality. A complainant has various reporting and confidential disclosure options available to them. Those options are as follows:

##### **A. Privileged and Confidential Communications**

Professional, licensed counselors who provide mental-health counseling to members of the Life community are not required to report any information about an incident to the Title IX Coordinator without a complainant's permission. Life contracts with professional counselors and those counselors can be contacted as follows:

Student Assistance Program (SAP)  
24/7 phone and online resources 800-869-0276  
[www.eapconsultants.com](http://www.eapconsultants.com) (password: **lifeu**)

A complainant who speaks to a professional counselor must understand that if the complainant wants to maintain complete confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, the counselor will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A complainant who at first requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The counselor will provide the complainant with assistance if the complainant wishes to do so and signs the necessary release forms.

**NOTE:** While the professional counselor may maintain a complainant's confidentiality vis-à-vis the University, the professional counselor may have reporting or other obligations under state law and also the professional counselor's own moral and ethical guidelines. These reporting or other obligations may limit the extent to which the professional counselor may maintain a complainant's confidentiality.

## **B. Reporting to “Responsible Employees.”**

A “responsible employee” is a Life employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. A responsible employee will report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the complainant – including the names of the complainant and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

A responsible employee cannot guarantee that the University will be able to honor a request for confidentiality. However, to the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will inform the Title IX Coordinator of the complainant’s request for confidentiality, if such a request has been made.

### **(e) Related Misconduct and Limited Immunity.**

The University considers the reporting and adjudication of sexual misconduct cases to be of paramount importance. When conducting the investigation, the University’s primary focus will be on addressing the misconduct and not necessarily on other policy violations that may be discovered or disclosed.

## **IV. REPORTING SEXUAL MISCONDUCT**

Because sexual misconduct may in some instances constitute both a violation of University policy and criminal activity, and because the University grievance process is not a substitute for instituting legal action, the University encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may file a complaint at any time, but the University strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding.

### **(a) Filing a Complaint with Local Law Enforcement:**

Individuals have the option to notify or decline to notify law enforcement of their complaint. Individuals may file a complaint directly with local law enforcement agencies by dialing 911. Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

(i) Campus Safety, 24 hours a day, 365 days a year. Campus Safety can be contacted from a Life University land line phone at Ext. 2911 or from a cell phone at (770) 426-2911 and is located in Mod 2 behind the Learning Resources Center (“LRC”); or

(ii) the University’s Title IX Coordinator, Jeremy Smith, at (770) 426-2930, whose office is located in 1075 Barclay Circle, Marietta, Georgia 30062.

If the incident occurred in Cobb County, you can also contact the Cobb County Police Department at 770-499-3900.

Reporting the incident to the police does not mean that a complainant must press charges, but it does help assure that the complainant receives assistance in deciding how to proceed. Individuals who make a criminal complaint may also choose to pursue a University complaint simultaneously.

A criminal investigation into the matter does not preclude Life from conducting its own investigation. However, the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence.

**(b) Filing a Complaint with University Administration:**

Anyone wishing to make a complaint under this policy should do so by contacting the Title IX Coordinator.

If an employee of the University receives a report of alleged sexual misconduct, that employee should notify the University's Title IX Coordinator.

**(c) Additional Resources**

In addition to the support resources available on campus, there are a number of support resources in the community to assist individuals in dealing with sexual misconduct, whether it happened recently or in the past. Some of those support resources are listed below.

Cobb County Rape Crisis Line  
770-427-3390

Cobb County Rape Crisis (YWCA) – Free group and individual counseling, walk-ins welcome  
770-423-3589

National Sexual Assault Hotline  
800-656-4673

Rape Crisis/Sexual Assault (Grady) – includes an exam and rape kit w/in 72 hours at no charges  
404-616-4861

**V. INVESTIGATION AND ADJUDICATION**

The Title IX Coordinator is responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the University. The Title IX Coordinator is primarily responsible for coordinating responses to complaints of possible

violations of this policy, overseeing the investigation and adjudication of complaints, and coordinating possible remedial actions or other responses designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of the harassment. In most cases, an investigation will be completed within 60 days; however, a longer period may be needed in some more complex cases. If the process takes longer, the Title IX Coordinator will provide written notice to the complainant and respondent of the delay and the reason for the delay.

While the Title IX Coordinator has ultimate oversight responsibility of the prompt, fair, and impartial investigation and resolution of complaints filed with the University, Deputy Title IX Coordinators are also involved with complaints filed under this Policy. There are three Deputy Title IX Coordinators:

Jennifer Valtos, Executive Director of Student Services (770) 426-2762

Rebecca Koch, Director of Service Initiatives (770) 426-2910

Karla Ruppenicker, Human Resources (770) 426-2930

The University may appoint additional Deputy Title IX Coordinators, as needed.

**(a) Request Not to Pursue a Complaint or for Confidentiality.**

A complainant may determine after filing a complaint that he or she does not wish to pursue resolution of the complaint through the University, or that he or she wants his or her identity to remain confidential. The University takes such requests seriously. However, such requests may limit the University's ability to respond to a complaint.

Title IX requires the University to evaluate the request(s) that a complaint not be adjudicated or that the complainant's identity be kept confidential in the context of the University's commitment to provide a reasonably safe and nondiscriminatory environment and the fairness of the respondent to be informed of the allegations and their source. In the case of confidentiality, some level of disclosure may be necessary to ensure a complete and fair investigation, although Life will comply with requests for confidentiality to the extent possible.

In order to evaluate a request not to pursue a complaint or for anonymity, the Title IX Coordinator will consider the following factors: the seriousness of the alleged sexual misconduct, the complainant's age, circumstances that suggest there is an increased risk of the respondent committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same respondent, whether the respondent has a history of arrests or records from a prior school indicating a history of violence, whether the respondent threatened further sexual violence or other violence against the student or others, and whether the sexual violence was committed by multiple perpetrators), whether the sexual violence was perpetrated with a weapon; whether the school possesses other means to obtain relevant evidence, and the respondent's right to receive information about the

allegations if the information is maintained by the University as an “Education Record” under the Family Educational Rights and Privacy Act (“FERPA”).

The Title IX Coordinator is responsible for making determinations concerning requests not to pursue a complaint or for confidentiality. If the Title IX Coordinator determines that it must disclose a complainant’s identity to a respondent, it will inform the complainant prior to making this disclosure.

Even when Life is in receipt of a request not to pursue an investigation, Title IX requires the University to take reasonable action in response to the information known to it; thus, Life may take such measures and impose such discipline as are deemed necessary by the Title IX Coordinator.

It should once again be noted that Title IX includes protections against retaliation, and the University will not only take steps to prevent retaliation but also take strong responsive action if retaliation occurs.

**(b) Assignment of an Investigator(s).**

Upon the filing of a complaint, the Title IX Coordinator will promptly assign the complaint to the appropriate Deputy Title IX Coordinator(s) for investigation, or the Deputy Title IX Coordinator may appoint an investigator(s). The Title IX Coordinator will share the investigators name(s) and contact information with the complainant and the respondent and will forward the complaint to the investigator(s).

**(c) Investigation.**

Upon receipt of the complaint, the investigator will promptly begin his or her investigation. The investigation may involve conducting interviews with the complainant, the respondent, and third party witnesses; where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies); reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; other appropriate steps taken in an investigation. The investigation will be adequate, reliable, impartial, and prompt and include the opportunity for both parties to present witnesses and other evidence. The investigation will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking.

The investigator should obtain, where applicable and where possible, the written consent of any third party witnesses to the disclosure, as contemplated by this Policy, of any Personally Identifiable Information contained in the complaint and/or any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the complaint. If the investigator is unable to obtain the consent of such third party witnesses, he or she will redact to the extent necessary to avoid inappropriate disclosure of such witness’s personally identifiable information, while ensuring that such redaction does not prevent resolution of the complaint.

**(d) Interim Measures.**

During the investigation and until resolution of matter, the Title IX Coordinator or Deputy Title IX Coordinator may issue interim restrictions, including, but not limited to the following: No contact or stay away orders between the complainant and respondent, interim suspension, reassignment or administrative leave, or exclusion from areas of campus, changes to work schedules, altering academic schedules, withdraw from/retake class without penalty, access to academic support (e.g., tutoring), among other measures. Interim measures should not be construed to suggest that any decision has been made about the merits of the case.

**(e) Report of Investigation.**

At the conclusion of his or her investigation, the investigator will prepare a written investigative report that includes items such as summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question (the "Report of Investigation"). The Title IX Coordinator or Deputy Title IX Coordinator, if that individual is not the investigator, may ask further clarifying questions of the complainant, respondent, or witnesses to supplement the Report of Investigation. The Title IX Coordinator has the discretion to redact prohibitive or non-relevant information from the Report of Investigation before it is shared with the parties involved.

The Title IX Coordinator shall review the Report of Investigation and determine whether there is sufficient information to support charging the respondent with a violation of this Policy. If a determination is made that the available information will not support a violation, then the respondent will not be charged and the complainant and respondent will simultaneously be provided written notice of that determination.

If the Title IX Coordinator determines that there is sufficient information that a respondent may have committed a violation of this Policy, then the Title IX Coordinator will provide to the respondent and the complainant a written "Notice of Charges of Policy Violation" ("Notice of Charges") which will contain summary information that supports the charge(s). The determination to charge the respondent does not mean that the respondent will be found responsible for a Policy violation. Instead, it means that the Title IX Coordinator has determined that based upon the available information contained within the Report of Investigation, the case warrants further review by a hearing board. The respondent will only be found in violation if the hearing board determines, by a preponderance of the evidence, that the respondent has committed a violation of the Policy.

**(f) Informal Resolution.**

The complainant may elect to resolve his or her complaint through the informal resolution (mediation) process, provided that (i) the respondent agrees to such

resolution, (ii) the complainant and the respondent are both students or are both employees of the University, (iii) the Title IX Coordinator or Deputy Title IX Coordinator determines that informal resolution is an appropriate mechanism for resolving the complaint, and (iv) the complaint does not involve sexual assault.

**(g) Respondent’s Acknowledgement of Responsibility Prior to Hearing.**

At any time prior to the date of his or her hearing, the respondent may elect to acknowledge his or her actions and take responsibility for the charges in the Notice of Charges. If a respondent does so, the Title IX Coordinator will determine the appropriate sanction within five (5) business days and send written notification of the sanction imposed to the complainant and respondent.

**VI. HEARING PROCEDURE**

**(a) Hearing Panel.**

If an investigation supports moving forward with a hearing and the respondent does not accept responsibility for the alleged conduct, the Title IX Coordinator will appoint a hearing panel of four individuals, drawn from a pool of faculty and staff with appropriate knowledge and training, to determine if the respondent is responsible for violations in the Notice of Charges.

The Title IX Coordinator will appoint one of the panel members as its Chair. The Chair is a nonvoting position who will select the date, time, and location of the hearing, and will provide notice to all parties. The Title IX Coordinator will also provide the Report of Investigation to the hearing panel. The appointment of the hearing panel will occur promptly after the parties are provided the Notice of Charges.

In the event that the complainant and/or the respondent fail(s) to appear as scheduled, the Chair may choose to conduct or reschedule the hearing.

Both parties shall be given similar and timely access to information that will be used at the hearing and be given the substantially equivalent opportunities to present relevant evidence and witnesses.

**(b) Eligibility.**

In order to be eligible to serve on the Hearing Panel, individuals must meet the following requirements: Faculty must have been employed by Life for a minimum of one (1) academic year and have taught at least one course within the most recent two (2) academic quarters. Staff must be currently employed and must have been employed by Life University for at least one (1) complete quarter.

It is expected that members of the Hearing Panel shall recuse themselves from a particular hearing if there is the likelihood that their objectivity may be compromised.

The parties have the right to object to and/or request that any one member of the Hearing Panel recuse themselves from a hearing. This request will be reviewed and a decision made by the Title IX Coordinator. The request must be submitted to the Title IX Coordinator at least 72 hours prior to the hearing.

**(c) Advisor.**

The complainant and respondent have the right to confer with an advisor of his or her choice, without limitations (excluding those persons directly involved in the dispute), throughout the disciplinary process. The advisor may be present, but may not actively participate in the hearing, and may not serve as a witness. Should the advisor be an attorney, the party must notify the Title IX Coordinator at least 72 hours prior to any scheduled hearing. The Title IX Coordinator will make any necessary notifications.

Advisors, if present, shall be restricted to consulting with their advisees. Advisors may not address witnesses or the Hearing Panel unless invited to do so. Any violation of University policies committed by an advisor may lead to the exclusion of that advisor from the process. That includes but is not limited to, any act of retaliation or breach of privacy committed by an advisor.

The parties have the responsibility to notify their advisor of the time, date, and location of any disciplinary proceeding. Proceedings will not be rescheduled to accommodate an advisor.

**(d) Notice of the Hearing.**

The Chair will provide the parties with written notice of the hearing. The notice will include the time, date, and location of the hearing; the consequences of failure to appear at the hearing; a written copy of the complaint, including the name(s) of the reporting party/parties and the charges being considered; a list of all complainants and respondents and/or anticipated witnesses to be called by the complainant, the respondent, and/or Life University, except when disclosure would cause undue risk to the witness(es); a list of the members of the Hearing Panel; and the procedures for requesting a change in the time and/or date of the hearing.

**(e) Hearing Procedures.**

1. The Chair shall have all participants execute confidentiality agreements.
2. The Chair shall call the hearing to order and state the date and time.
3. The Chair shall ask for identification of the parties attending the hearing for the record.
4. The Chair shall state the conditions of the hearing, including:



- The hearing shall be recorded and/or transcribed via court reporter.
- The hearing shall be closed, with participation limited to the respondent(s), the complainant(s), and/or witness(es). Witnesses will remain outside the hearing until asked to provide information.
- Both parties have the right to be present for the entire hearing, except for deliberations or recesses for the panel to discuss procedural issues. A complainant shall not be required to be physically present in the same room as the respondent, and at the discretion of the Chair, electronic participation by a complainant may constitute presence for purposes of any proceeding.
- All statements, testimony and evidence shall be restricted to matters directly relevant to the case, as determined by the Chair. The Chair will not be obligated to follow the rules of evidence as applied in a court of law.
- Any person disrupting, interfering with or failing to abide by the rulings of the Chair may be excused from the hearing.
- Both parties are entitled to have an advisor present. Advisors shall be restricted to consulting with their advisees. Advisors may not address witnesses or members of the Hearing Panel unless invited to do so.
- The level of proof required to determine whether or not a respondent is responsible for the allegations shall be by a preponderance of the evidence, i.e., it is more likely than not that sexual misconduct occurred.
- The hearing and its final outcome shall be considered part of the respondent's educational record, and as such shall be kept confidential, except as provided under federal and state law.

5. The Chair shall ask the complainant(s) and the respondent(s) at this time if there are any objections to proceeding with the hearing. He/she shall be solely responsible for deciding if such objections are reasonable and/or what measures should be taken to address them.

6. The Chair shall present the complaint and state the charge(s).

7. The Chair shall read any response submitted by the respondent(s).

8. The complainant(s) shall be given the opportunity to make an opening statement.

9. The respondent(s) shall be given the opportunity to make an opening statement.

10. The complainant(s) shall be given the opportunity to present evidence and/or call witnesses. The Hearing Panel shall have the first option of questioning the complainant(s) and/or witness(es), followed by the respondent(s).

11. The respondent(s) shall be given the opportunity to present evidence and/or call witnesses. The Hearing Panel shall have the first option of questioning the respondent(s) and/or witness(es), followed by the complainant(s).

12. The parties are not allowed to personally question or cross-examine each other during the hearing. The parties may submit questions to be asked by the Hearing Panel on their behalf. The Hearing Panel will screen the questions submitted by the parties and only ask those it deems appropriate and relevant to the case. Questioning about the complainant's sexual history with anyone other than the respondent is not permitted. The University also recognizes that the mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual violence.

13. The complainant(s) shall be given the opportunity to make a closing statement.

14. The respondent(s) shall be given the opportunity to make a closing statement.

15. The Chair shall conclude the hearing.

16. The Hearing Panel shall enter closed deliberations. All findings of fact and any determination(s) of violation(s) shall be decided by a majority vote, based on a preponderance of the evidence.

17. The Hearing Panel shall determine if the respondent(s) are in violation of this Policy. In a hearing, determination of responsibility is decided by a majority vote.

18. If the respondent is found to be in violation, appropriate sanctions will be assigned.

#### **(f) Findings of the Hearing Panel.**

The Chair will submit a written report to the Title IX Coordinator containing the Hearing Panel's determination and rationale within five (5) business days of the conclusion of the hearing. Both parties shall receive simultaneous written notice of the outcome of the hearing, sanctions and remedies imposed, and the process and deadline for submitting an appeal by either party.

When the respondent is a student, in order to comply with FERPA, the findings will not include information considered part of a respondent's "education record" (as that term is defined by FERPA), such as information about sanctions that do not relate to the complainant.

#### **(g) Potential Remedies for Complainants.**

Effective remedial action taken as a result of a violation of this Policy may include, but is not limited to, disciplinary action against the respondent, providing counseling for the respondent, and remedies for the complainant and others. Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to:

- Providing and enforcing a no contact or stay away order;
- Providing an effective escort to ensure that the complainant can move safely between classes and activities;

- Moving the respondent or complainant (if the complainant requests to be moved) to a different residence hall;
- Ensuring the complainant and respondent do not share classes or extracurricular activities;
- Providing victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

### **(h) Sanctions.**

Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for sexual misconduct, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

The Hearing Panel will determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, (c) whether there are any prior instances of sexual misconduct by the respondent, and (d) remedy the effects of the violation.

The respondent has the responsibility to comply with all sanctions imposed as the result of a hearing. If an appeal is requested, the sanctions may be stayed and will not take effect until the appeal process has been completed, depending on the circumstances as decided by the Title IX Coordinator. If no appeal is requested, the sanctions will take effect immediately. In a case in which interim sanctions have been imposed, they will continue in force until all appeals have been exhausted.

## **VII. APPEALS**

The parties have the right to appeal any decision made by the Hearing Panel. Neither respondent nor complainant can appeal an Informal Resolution.

An appeal must be submitted in writing and must be received by the Title IX Coordinator within five (5) business days of the date of notification of the findings of the Hearing Panel. An extension to this deadline may be granted at the sole discretion of the Title IX Coordinator. The Title IX Coordinator shall then refer the appeal to the appellate officer.

A decision on an appeal may not be rendered until the filing deadline has passed. Appellate decisions should be rendered, and proper written notification provided to the

Title IX Coordinator no later than ten (10) days after the filing deadline. The Title IX Coordinator shall notify all parties as appropriate of the results of the appeal.

1. Appellate Officer. The appellate officer shall be the Vice President for Academic Affairs or his/her designate.

2. Appeal Criteria. Appeals shall be considered only in the following circumstances:

To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.

To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing.

To allege that finding was inconsistent with the weight of the information.

3. Available Actions. The appellate officer is limited to taking one of the following actions for each party:

Affirm the finding(s) of fact and sanctions imposed by the Hearing Panel.

Affirm the finding(s) of fact but modify the sanction(s) imposed.

Remand the complaint for a new hearing before a new hearing.

Under no circumstances shall the appellate officer supplant the function of the Hearing Panel; the appellate process exists solely to review the procedures used in the proceedings, and not to rehear a complaint in its entirety.

The decision of the appellate officer is final.

## Definitions

**Complainant** is the person making an allegation or complaint of sexual misconduct.

**Complaint** is an allegation of sexual misconduct asserted against another party and reported to or filed with the University.

**Consent** is defined as agreement that is informed and given freely. Consent must be clearly communicated through words and/or actions, to participate in each form of sexual activity. Silence cannot be interpreted as consent, nor can passivity or lack of resistance. Previous relationships or instances of consent do not imply future consent. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. Impairment due to the use of alcohol or drugs does not excuse failure to obtain consent. Likewise, any person incapacitated by alcohol or drug use, or who is unconscious, asleep or physically impaired is incapable of giving consent. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

**Coercion** is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from

another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Dating violence** is violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Domestic violence** is 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 state of Georgia, 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 state of Georgia.

**Hostile environment** based on sex exists when harassment is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities.

**Incapacitation** can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

**Non-Consensual Sexual Contact** is any intentional sexual touching by a person upon a person that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

**Non-Consensual Sexual Intercourse** is any sexual intercourse by a person upon a person, which is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Rape** is defined 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.

**Relationship violence** (also known as “**Intimate Partner Violence**”) is physically, sexually and/or psychologically abusive behavior used by one individual to maintain power and control over an intimate partner. Intimate partner relationships are relationships between parties who are dating, cohabitating, married, separated or divorced. Relationship violence can occur in same- or opposite-sex relationships.

**Respondent** is the person against whom the allegation or complaint of sexual misconduct is made.

**Retaliation** is any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of sexual misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

**Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Any act that is sexual in nature when such an act is likely to threaten any party’s health and/or safety without his/her knowing and valid consent. This includes, but is not limited to, any act that may reasonably be expected to transmit HIV or other sexually transmitted diseases and is performed when either party has failed to divulge his/her infection with such a disease;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual harassment** is unwelcome conduct of a sexual nature. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking; and gender-based bullying. Sexual violence is a form of sexual harassment.

**Sexual misconduct** can occur in many forms, including, but not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), rape, sexual violence, intimate partner violence, sexual exploitation, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

**Sexual violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by this policy and Title IX.

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

**Student** is any person pursuing academic studies at the University. The term also includes: (1) a person not currently enrolled who was enrolled in the fall, winter, spring, or summer term preceding the alleged violation, (2) a person who, while not currently enrolled, was previously enrolled in the University and who is reasonably anticipated to seek enrollment at a future date, or (3) a person who has been accepted for admission to the University and has accepted an offer of admission or may reasonably be expected to enroll.

*All University new hires will be trained on the University Policies on Sexual Harassment, Sexual Misconduct, and Sexual Violence as outlined by Title IX, VAWA, and State & Federal Law. All current Staff and Faculty will receive follow up training and updates at the quarterly Faculty/Staff Development Program meetings. All in coming students will cover the same materials and guides to safety along with bystander suggestions during their New Student Orientation*

*Faculty/Staff/Students can obtain a list of resources available to them from the Offices of the Title IX Coordinator or Director of Student Conduct.*

# Drug and Alcohol Policy

## Drug-Free Schools, Community and Workplace Policy

Pursuant to the Drug-Free Schools and Communities Act of 1986, 20 U.S.C. Sections 3171 et seq., as amended 20 U.S.C. Section 1145, and Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701 et seq:

*Life University has adopted and implemented a program to prevent the use of illicit drugs and alcohol. The policy will be reviewed and amended as necessary.*

Life University has been, and continues to be, committed to the health and well-being of the members of its staff, faculty and student body, and other people who receive Life University services. Life University not only has a vested interest in the vitality of its employees, who administer and operate Life University's programs of education, research and service, but also in serving and promoting the advancement of the general health of our society.

Substance and alcohol abuse is dangerous to your health. For students, the use of alcohol and non-prescription drugs can affect the ability to excel academically and may adversely impact fellow students' performance. For employees, the use of alcohol and non-prescription drugs in the workplace can affect an employee's ability to perform satisfactorily, may affect other employees' performance, and may affect Life University's ultimate function and reputation. For these reasons and others, Life University requires participation from all students and employees to maintain a drug free school and work environment.

*The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol or a controlled substance in the schools and workplace is prohibited. This applies to University properties, functions, business, and vehicles.*

### A. Standards Of Conduct

1. The use, consumption and possession of any narcotic, dangerous drug or controlled substance on the University's property or as part of any of its activities, by any student or employee of Life University, for which the student or employee does not have a legal license or a valid prescription, is strictly prohibited. The unlicensed distribution or sale of any narcotic, dangerous drug or controlled substance by any student or employee of Life University on the University's property or as part of any of its activities is strictly prohibited.

2. The sale and consumption of alcoholic beverages on the campus, or as part of Life University's activities, is prohibited, except when special permission is granted for legal consumption of alcoholic beverages on certain occasions, at specified locations. An administrator at the level of President or higher must give specific permission for such consumption in writing.

3. The use of any funds of Life University including, but not limited to, student activities moneys, or any attempt to obligate such funds, for the use of consumption, possession, distribution or sale of alcoholic beverages is strictly prohibited, except when special permission is granted in writing by a Vice President of Life University.



4. If a unit or sub-unit of Life University or a recognized student organization holds a function off-campus where alcohol is to be served, the following rules and regulations must be observed:

a. There will be no functions where alcoholic beverages are the main focal point of the event. Any advertising for the function will not include specific references to the fact that alcoholic beverages will be provided.

b. Any activity that contributes to alcohol overindulgence or abuse is strictly prohibited.

c. At a student function, before anyone receives and consumes alcoholic beverages, a valid driver's license or other official identification that lists the age of that individual must be checked by a person designated by the student organization hosting the event to ensure that the individual is of legal drinking age. At all other functions, the sponsoring organization will take reasonable measures to ensure that all local and state laws regarding the consumption of alcohol are obeyed.

d. At any function where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity. Food must also be available.

e. No visibly intoxicated person shall be served alcohol at any function.

f. If alcohol is to be served at a function of a student organization, the Dean of Student Services must be notified in writing in advance of such event that alcohol will be served at such event.

g. If a function lasts two hours or more, the serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity.

h. It is strongly encouraged that any organization that allows alcohol at its activities provides alternative transportation to any individual in attendance who has overindulged in alcohol.

i. The Dean of Student Services may develop additional guidelines or explanations of this policy in order to assist students with understanding and complying with the policy. Furthermore, all provisions of the Life University Code of Conduct that refer to alcoholic beverages are in full force and effect and are not affected by any of the provisions of this policy.

## **B. Health Risks**

Illicit drugs can cause the following symptoms to occur in the user: hallucinations, confusion, loss of coordination, irrational behavior, lethargy, apathy, lowered resistance to other diseases such as hepatitis, exhaustion, depression, paranoia, psychosis, panic, tolerance, flashbacks, physical and psychological dependence, suicidal depression, heart problems, infections, malnutrition, damage to lungs, brain, liver and bone marrow, convulsions, respiratory paralysis, coma and death. In addition, withdrawal from drug use may be very painful. Smoking may cause destruction of nasal membranes and lung lesions. Depressants taken with alcohol are very dangerous. Illegal drugs can cause birth defects in a user's unborn child(ren).

Alcohol can cause health problems in the user such as cirrhosis of the liver, cancer of the oral cavity, stomach and esophagus damage, pancreatitis, nausea, digestive difficulty, heart disease, malnutrition, psychological disorders, gynecological and sexual problems, poor vision, memory loss, brain damage, and loss of coordination and sensation. In addition, alcohol consumption by a pregnant woman can have an adverse effect on the fetus and cause birth

defects such as physical and mental growth deficiencies, abnormalities of eyes and lips, and behavioral problems.

National statistics reveal that the leading causes of death among the 18 to 23-year-old population are alcohol related accidents, alcohol-related homicides and alcohol-related suicides. A high percentage of campus disorderly conduct, disruptive behavior, property destruction or academic failures on a national level are alcohol related. In response to these disturbing facts, the Georgia Legislature has provided by law certain measures to reduce those dangers associated with alcohol abuse, including statutory provisions that no person below the age of 21 years may use, purchase or possess alcoholic beverages. Life University supports and endorses these provisions of state law and insists on strict compliance with these statutes by its students, staff, faculty and administrators at all levels. Life University also endorses the dissemination of educational materials that emphasize the problems associated with alcohol and drug abuse.

In discharge of its responsibility to inform and educate its students and employees with regard to the law in these respects, and to assist them in their strict compliance and obedience with federal and state laws, Life University here with sets forth its policies regarding the use, consumption, possession or sale of alcoholic beverages and prohibited drug substances. These policies are in accordance with federal regulations under the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

### **C. Recovery Assistance**

Life University recognizes alcohol and drug abuse as treatable illnesses. Students and employees who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to those with other types of illness.

Students or employees who experience substance abuse problems should seek assistance from the Counseling Department of Life University. The Department can provide individuals with information regarding services available for recovery and will offer referral to the appropriate agencies or institutions as deemed necessary.

***The Alcoholics Anonymous Group meets on Mondays and Wednesdays at 12:00 p.m. in the Student Center. All students and employees are welcome to attend.***

### **D. Enforcement**

1. Adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each member of the student body, staff, faculty or administration of Life University.
2. Direct responsibility and accountability for the enforcement of these policies are imposed upon students, members of the staff, faculty or administrators of Life University who, in the course of their duties, participate in the arrangement, sponsorship or organization of institutionally sponsored events, whether or not they take place on property owned or leased by Life University.
3. Direct responsibility and accountability are imposed upon faculty advisors to student organizations approved by Life University, together with all elected and appointed officers thereof, to ensure strict compliance with these policies.

4. All approved student organizations must implement a self-monitoring system to ensure compliance with this policy. The officers of each organization will certify, in writing, to the office of the Dean of Student Services that the organization is aware of and will comply with the provisions of this policy.

5. On occasion, faculty/staff advisors will be present to monitor student group/functions where alcohol is being used.

6. Advisors or advisory boards of all student organizations:

a. Must be familiar with the alcohol and drug policy and the sanctions for noncompliance.

b. Are required to report to the Dean of Student Services any cases of alcohol abuse, drug abuse or illegal distribution of alcoholic beverages or drugs.

7. Every member of the Life University community is encouraged to refer a student, staff member, administrator or faculty member with drug or alcohol problems to the Counseling Department of Life University.

### **E. Sanctions for Violations of the Alcohol and Drug-Free Schools, Communities and Workplace Policy**

Violations of this policy will result in sanctions consistent with local, state, and federal law. Descriptions of these sanctions are as follows:

1. For faculty, staff members, administrators or other employees, violation of this policy on alcohol and drugs will result in immediate suspension without pay pending an investigation, and shall subject the violator to disciplinary action up to and including termination and referral to legal authorities for prosecution.

2. For students, violation of the policy on alcohol and drugs shall subject the offender to disciplinary action up to and including expulsion, as well as referral to legal authorities for prosecution.

3. The Counseling Department of Life University will make a student or employee who has a substance or alcohol problem aware of services available for recovery. The costs of whatever service(s) or program(s) are chosen by the student or employee shall be the responsibility of the student or employee. Neither Life University, nor any plan funded by Life University, will be responsible for payments or reimbursement for rehabilitation, except to the extent that the employee's health insurance plan covers such treatment.

4. Failure to avail oneself of the recommended services may result in immediate dismissal, if and when drug and alcohol abuse is substantiated. If the student or employee wishes to provide his or her own rehabilitation process, failure to furnish proof of utilizing a certifying provider and subsequent certification of recovery may also result in termination.

For students, any conviction for a violation of federal or state criminal drug statute(s) for an offense occurring at a Life University facility must be reported to the Dean of Student Services and a copy of the report sent to the Dean no later than five days after such conviction. Within ten days after receiving notice of any criminal drug statute conviction for a violation occurring in

the schools/workplace, the Dean of Student Services will notify the student's advisor and the U. S. Department of Education of such conviction.

For faculty members, any conviction for a violation of federal or state criminal drug statute(s) for an offense occurring at a Life University facility must be reported to the Dean and the Vice President for Academic Affairs/Academic Dean, and a copy of the report must be sent to the Human Resources Office no later than five days after such conviction. Within ten days after receiving notice of any criminal drug statute conviction for a violation occurring in the schools/workplace, the Dean will notify the Federal Funding Agency of such conviction.

For staff members, any conviction for a violation of federal or state criminal drug statute(s) for an offense occurring at a Life University facility must be reported to the Human Resources Office no later than five days after such conviction. Within ten days after receiving notice of any criminal drug statute conviction for a violation occurring in the schools/workplace, the Human Resources Office will notify the Federal Funding Agency of such conviction.

In addition to the foregoing sanctions, the following special sanctions may be imposed by the Dean of Student Services for the violation of the alcohol and drug policy by students or student organizations, in accordance with the protections and objectives set forth in this drug and alcohol policy:

1. Sanctions for groups or individuals:

- a. Restitution must be made for any property damage that occurs.

2. Individual sanctions for violation by groups:

- a. Social probation by the Dean of Student Services.
- b. Assessment of financial penalties; these funds will be used for alcohol and drug awareness programs.
- c. Freezing of funds if they are available.
- d. Sanctions made by the governing bodies of these organizations, e.g., intramural councils, honors councils, fraternity and sorority councils, professional organizations, etc.
- e. Reporting of activities to the national headquarters or offices of the organizations, if such exist.
- f. Removal of officers from office.
- g. Loss of University recognition and access to campus and support services.

## **F. Legal Sanctions**

The unlawful possession of or distribution of alcohol or illicit drugs is punishable under local, state and federal law. 41 U.S.C. § 702(a)(1)(A) and 20 U.S.C. § 1011i(A)(1)(B). The following lists provide a description of legal sanctions that may be imposed under federal and state law. These lists are not exhaustive and are provided by way of example only.

### **Federal Law**

Punishments for violation of federal laws with respect to the possession, manufacture, distribution, sale, dispensation, importing, exporting or trafficking of illicit drugs are set forth in the Federal Sentencing Guidelines. 18 U.S.C. § 2D1.1 et seq. The minimum punishments under federal law are severe and generally must be applied without consideration of any extenuating

circumstances. In addition, sentences may be lengthened if there was an abuse of a position of trust or use of a special skill in committing the offense.

## State Law

### 1. Alcohol

a. Furnishing alcoholic beverages to persons under 21 years of age. O.C.G.A. § 3-3-23(a)(1) and § 3-3-23.1 (b). Persons convicted for this offense shall, on the first conviction, be guilty of a misdemeanor<sup>1</sup> unless the violator has acted as purchasing agent for the underage drinker. In such cases, and for second and subsequent convictions, the violator is guilty of a misdemeanor of a high and aggravated nature<sup>2</sup>.

b. Possession of alcohol by persons under 21 years of age. O.C.G.A. § 3-3-23(a)(2) and § 3-3-23.1(b), (c). A first conviction for this offense is a misdemeanor, punishable by not more than 6 months imprisonment or a fine of no more than \$300, or both. However, the court may place the offender on probation and require the completion of a rehabilitation program. Upon fulfillment of the terms and conditions of probation, the court shall discharge the offender and dismiss the charge. THIS OPTION IS AVAILABLE FOR THE FIRST OFFENSE ONLY AND IS AT THE DISCRETION OF THE COURT. Second and subsequent convictions constitute misdemeanors of a high and aggravated nature.

c. Misrepresentation of age by persons under 21 years of age. O.C.G.A. § 3-3-23(a)(3) and § 3-3-23.1(b), (c). First-time offenders are guilty of a misdemeanor; however, the probation option described in (b) above may be utilized. Second and subsequent offenses are misdemeanors of a high and aggravated nature.

d. Driving under the influence of alcohol or drugs. O.C.G.A. § 40-6-391. A person convicted of driving under the influence of alcohol or drugs faces the following penalties under Georgia law:

- i. A first conviction (with no conviction or plea of nolo contendere during the previous five years) constitutes a misdemeanor and carries a penalty of a fine no less than \$300 nor greater than \$1,000; imprisonment for no fewer than 10 days, but no more than 12 months; and no fewer than 40 hours of community service. The fine generally cannot be suspended. All but 24 hours of the jail time and 20 hours of community service may be suspended if the violator's blood alcohol concentration was less than .08 percent alcohol by volume. In addition, the violator must attend DUI school. Finally, the violator will be placed on probation for 12 months minus credit for jail time served.
- ii. A second conviction within a five year period is a misdemeanor, punishable by a fine of no less than \$600 but no more than \$1,000; imprisonment for no fewer than 90 days nor more than 12 months; and no fewer than 80 hours of community service. Again, the fine generally cannot be suspended. All but 48 hours of jail time can be suspended. One half of the community service can be suspended if the blood alcohol concentration was less than .08 percent alcohol by volume. Second-time offenders must attend DUI school, be clinically evaluated for rehabilitation/treatment possibilities and must remain on probation for 12 months minus credit for jail time served.
- iii. A third or subsequent conviction within a five year period is a high and aggravated misdemeanor and is punishable by a fine of no less than \$1,000 nor

more than \$5,000; a jail term of no fewer than 120 days nor more than 12 months; and no fewer than 20 days of community service. The fine cannot generally be suspended. At least 10 days in jail must be served. The judge can suspend all but 40 hours of community service if the blood alcohol concentration is less than .08 percent alcohol by volume. Completion of DUI school, a rehabilitation/treatment evaluation and 12 months probation, minus jail time served, are required.

## 2. Drugs

State law forbids the possession, manufacture, delivery, distribution, dispensation, administration, sale or possession with intent to distribute of marijuana or controlled substances<sup>3</sup>. O.C.G.A. § 16-13-30.

- A. Possession offenses carry the following penalties: i. Marijuana - A. Less than once ounce – Classified as a misdemeanor and punishable by a fine of up to \$1,000 or imprisonment not to exceed 12 months, or both, or public works not to exceed 12 months. O.C.G.A. § 16-13-2.
- B. One or more ounces – Classified as a felony and punishable by imprisonment of one to 10 years. O.C.G.A. § 16-13-30.

ii. Controlled substances – Possession of a controlled substance is a felony and punishable according to the classification of the substance (i.e., the schedule). Penalties range from two to 30 years imprisonment. O.C.G.A. § 16-13-30.

- A. Manufacture, delivery, distribution, dispensation, administration, sale or possession with Intent to distribute.
  - 1. Marijuana - The offense is a felony and punishable by one to 10 years imprisonment. O.C.G.A. § 16-13-30(j).
  - 2. Controlled substances - Depending upon the classification of the substance (i.e., the schedule), penalties range from one to 30 years imprisonment. O.C.G.A. § 16-13-30(d), (h).
- B. Trafficking in marijuana or controlled substances. This offense is a felony and, depending upon the amount of the illegal substance, includes penalties not to exceed \$1,000,000; imprisonment of five to 25 years, or both. O.C.G.A. § 16-13-31.
- C. Driving while under the influence of drugs. See Section 1(d) above.

## G. Substance Screening

While not required by federal law or regulations, Life University has established the following policy: For purposes of assuring compliance with the above, all employees and applicants for employment may be subject to substance screening if probable cause exists by reason of their actions or conduct. "Substance screening" means testing blood, urine, breath, saliva or otherwise as reasonably deemed necessary to determine possession or impairment, and the completion of a substance questionnaire.

# Missing Person Policy

In accordance with the Higher Education Act, all institutions providing on campus housing must establish a missing student notification policy and procedure for those that reside on campus. Among other things, the student must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing.

If Campus Safety Officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:

- Notify the individual identified by the student to be contacted in this circumstance
- If the student is under 18 years of age, notify a parent or guardian
- In cases where the student is over 18 years of age and has not identified a person to be contacted, notify appropriate law enforcement officials.

Students under the age of 18 must provide parent/guardian contact information.

A notification form will be available and stored at the Office for the Life Village Retreat and the Commons. Should a situation arise that is covered above this form will be accessed and instructions, if any, followed. Any information provided on this form will be confidential and can not be disclosed outside of authorized University Officials with the exception of Law Enforcement Officers in the course of investigating the report of the missing person.

# LIFE UNIVERSITY

## Fire Safety

### ***Student Housing Facility Fire Safety Systems***

Fire alarms systems are monitored 24 hours/day, seven days/week by an off site monitoring company which notifies Life Campus Safety and Facilities in advent of fire alarm or trouble alarm. Information on specific residential buildings is posted in the chart on following pages. A majority of the college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by off site monitoring company.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. DO NOT obstruct sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of college policy.

### ***Reporting a Fire***

Persons reporting a fire are encouraged to call Campus Safety at 770-426-2911 and 911 if safe to do so. If there is a fire in your area and the alarm has not sounded, you should immediately activate a local fire alarm pull station.

### ***Evacuation of Student Housing Facilities in the Event of Fire***

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try and collect personal items to take with you.
- Turn off any electrical items you made have on at the time, including lights and a stove/oven.
- Stay low if you are going through smoke or toxic fumes.
- Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.
- Do not use elevators. Use only the stairs.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until Life University personnel have cleared the building and given the permission to re-enter.
- In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call Life University Campus Safety at 770-426-2911 or Campus Extension



2911 using a phone in the building or your cellular phone. Be sure you can give your location in the building as best as you can so an officer can locate and assist you.

## ***Fire Safety Improvements and Upgrades***

Life University Campus Safety Office, Physical Plant, and the Office of Student Services, annually review the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified. Life University constantly seeks to improve the quality of our Fire Safety Systems through upgrades and expansion.

## ***Health and Safety Checks***

Life University believes that residence halls should be a clean and safe environment in which to live. In an effort to minimize chances of health problems, fire and/or bodily injury, health and safety checks will be conducted by Residence Life and property management staff to focus on potentially hazardous situations within the residence halls. Normally, these checks are conducted when the residence halls are closed for breaks.

## ***Fire Safety: Education and Training***

### **Fire Drills in Student Housing Facilities**

Fire drills are held once a quarter for each residence hall. Fire drills are a mandatory supervised evacuation of a building for a fire. Fire drills are scheduled with Life University Campus Safety Office and individual residence hall staff.

### **Fire Safety Training**

All Resident Assistants receive fire safety related training at the start of each school year. Physical Plant employees receive fire safety training as part of their on-going OSHA training.

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall.

Throughout the year fire alarm systems will be tested to ensure they are in working order. When an alarm sounds all occupants must vacate the facility for their own safety and so fire fighters may work undisturbed. In the event of an actual fire, the local fire department will notify residents when it is safe to re-enter a building. Students should assume all alarms are actual emergencies and respond accordingly.

### **Items not Allowed in Residence Halls**

While the Office of Student Services reserves the right to make determinations about the appropriateness of items within the residential community, in general, students are prohibited from possessing or using the following items in the residence halls or on the Life University campus unless otherwise authorized:

- Candles, candle warmers, or incense
- Dangerous and/or other flammable chemicals
- Hookahs, E-cigarettes, vapors
- Household items that include but are not limited to: Halogen lamps, sun lamps, space heaters (including Pelonis fan type units), hot plates, clothes washers and dryers, external antennas, and water beds

## ***Smoking***

**Smoking is prohibited in all residence halls, including student rooms, common rooms, covered breezeways, porches, and/or exterior doorways. In all cases, the right of the non-smoker to protect his or her health takes precedence over the smoker's desire to smoke.**

# Fire Safety: Right-to-Know

## Disclosure of Fire Safety Standards and Measures Annual Fire Safety Reports on Student Housing required

Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall, on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution, including:

Statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available:

- the number of fires and the cause of each fire;
- the number of injuries related to a fire that result in treatment at a medical facility;
- the number of deaths related to a fire; and
- the value of property damage caused by a fire;

A description of each on-campus student housing facility fire safety system, including the fire sprinkler system

The number of regular mandatory supervised fire drills;

Policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff; and Plans for future improvements in fire safety, if determined necessary by such institution.

Prior to October 1st, 2010 and annually thereafter Life University will publish an annual fire safety report to be included within the annual Campus Safety Report (Clery Report), which will include information with respect to the campus fire safety practices and standards established by Life University. Information for this report will be solicited from the Campus Safety Office, Physical Plant, and Student Services Office.

## Report to the Secretary Education:

Each eligible institution participating in any program under this title shall, on an annual basis, submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(A). The Campus Safety Manager will be responsible for submitting these statistics to the Secretary of Education.

## Current Information to Campus Community

Each eligible institution participating in any program under this title shall:

- make, keep, and maintain a log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire; and

- Make annual reports to the campus community on such fires. Responsibilities of the Secretary

The Secretary shall:

(1) make the statistics submitted under paragraph (1) (A) to the Secretary available to the public; and

(2) in coordination with nationally recognized fire organizations and representatives of institutions of higher education; representatives of associations of institutions of higher education, and other organizations that represent and house a significant number of students:

- identify exemplary fire safety policies, procedures, programs, and practices, including the installation, to the technical standards of the National Fire Protection Association, of fire detection, prevention, and protection technologies in student housing, dormitories, and other buildings;
- disseminate the exemplary policies, procedures, programs and practices described in clause (i) to the Administrator of the United States Fire Administration;
- make available to the public information concerning those policies, procedures, programs, and practices that have proven effective in the reduction of fires; and
- develop a protocol for institutions to review the status of their fire safety systems.

Nothing in this subsection shall be construed to:

(1) authorize the Secretary to require particular policies, procedures, programs; or practices by institutions of higher education with respect to fire safety, other than with respect to the collection, reporting, and dissemination of information required by this subsection;

(2) affect section 444 of the General Education Provisions Act (the Family Educational Rights and Privacy Act of 1974) or the regulations issued under section 264 of the Health Insurance Portability and Accountability Act of 1996

(3) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

(4) establish any standard of care.

### Compliance Report

The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education including an up-to-date report on the Secretary's monitoring of such compliance.

## Evidence

Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in a proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.