Mercer University places a high priority on keeping its campus safe for its students, employees, and visitors. The following information on campus security policies and campus crime statistics is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, [20 U.S.C. 1092 (a) and (f)] for the purpose of (a) informing the University community about campus security policies and procedures; (b) encouraging students and employees to take responsible actions to lessen the chances of crime occurring on campus; and, (c) keeping Mercer a safe and secure place to learn and work.

The full text of this report can be located on Mercer’s website at https://police.mercer.edu/security/. This report is prepared by the Assistant General Counsel and the General Counsel’s Office, in conjunction with the Chief of Mercer Police and designees, the Dean of Students, Associate Dean of Student Affairs and the Office of Student Conduct the Title IX Coordinator, the AVP of Human Resources, the Assistant Director of Residence Life, and the Coordinator of Environmental Health and Safety. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act. Each year, an email notification is made to all students, faculty and staff that provides the website to access this report.

Campus crime, arrest and referral statistics include those reported to the Mercer Police, designated campus officials, and the Columbus Police Department. The Counseling and Psychological Services (CAPS) staff inform their clients of the procedures to report crime to Mercer Police on a voluntary basis, should they feel it is in the best interest of the client.

**MERCER POLICE DEPARTMENT**

The Mercer Police Department has primary responsibility for the security of the campus. All Mercer Police officers are certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and training requirements for police officers in Georgia, and they are authorized to exercise law enforcement powers, including the power of arrest, on the campus. The Mercer Police Department derives its authority as a Campus Police Department from O.C.G.A. §20-8-2. In addition, the Mercer Police Department has been sworn by the Bibb Sheriff’s Office.

The Mercer Police Department works closely with the Bibb Sheriff’s Office. Although there are no written agreements between these agencies, the practice between the different police departments is to cooperate fully with and to assist each other. The officers of Mercer Police and Bibb Sheriff’s Office communicate regularly on the scene of incidents that occur in and around the campus area. The Mercer Police works closely with the investigative staff of the Bibb Sheriff’s Office when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. The Mercer Police Department also works closely with the Director of Corporate Security at Columbus Regional Healthcare System, Inc.; and the Columbus Police Department.

The Mercer Police Department is a service-oriented department. Officers are available 24 hours a day, 365 days a year. In addition to routine patrols, the Department provides an escort service for those students or employees needing to go to other areas on campus and for those arriving late from evening jobs.

Students, employees, and campus visitors are subject to all federal, state, and local criminal laws, in addition to campus regulations. The Mercer Police Department maintains a cooperative working relationship with the local and state police to ensure the enforcement of all laws. Mercer Police officers may make arrests of individuals suspected of campus crimes or may detain such individuals for arrest by the Bibb Sheriff’s Office. Local police agencies also provide back-up assistance to the University for any emergencies that may require extensive police services.
The Mercer Police Department also works closely with the Student Government Association (SGA) (https://sga.mercer.edu/) and the Physical Plant Department (https://physical-plant.mercer.edu/) with respect to building and parking security, including keeping a maintenance log each day of items that need repair or replacement and regularly reviewing campus lighting needs.

**Crimes and Emergencies**

Because of the size of our campus, Mercer police officers cannot possibly be on the scene at all times; therefore, it is important that all students and employees of the University promptly report any incident or other unusual activity on or near the campus to the following Campus Security Authorities: Mercer Police Department at 478-301-HELP (4357) or 478-301-4866, the Vice-President and Dean of Students at 478-301-2685, the Associate Dean of Students at 478-301-2685, the Director of Housing and Residence Life 478-301-2687, or the Associate Director of Housing and Residence Life at 478-301-2583. If you have any doubts as to whether to report an incident that has occurred, report it. Mercer policy encourages every member of the campus community to report a crime promptly to Mercer Police if the victim elects not to or is unable to make such a report. The Mercer Police Department can then determine whether the event constitutes a crime that must be reported in the University's crime statistics. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Mercer Police in an accurate and timely manner. If assistance is required from the Bibb County Sheriff’s Office, Mercer Police will contact the appropriate unit. Crime alerts are published when incidents on or near the campus could present threats to the University community. Your cooperation in making reports promptly assists the University in issuing timely warnings to the campus community. Because certain police reports may be subject to the Open Records law, Mercer Police cannot hold reports of crime in confidence. In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Mercer Police, constitutes an imminent or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued both through the Mercer email system and text messaging system to students, faculty and staff.

The Mercer Police Department maintains statistical records of criminal activity on campus, in off-campus buildings owned or controlled by the University, and on public property immediately adjacent to or accessible from the Mercer campus. Statistical data reflected in the Annual Security Report and Annual Fire Safety Report is compiled from reports to the Mercer Police Department and from the records of the Student Judiciary. A formal police report or investigation is not needed in order for a crime report to be included in the statistics.

When a Mercer student is involved in an off-campus offense, Mercer police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Bibb Sheriff’s officers routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Mercer does not operate off-campus student organization facilities. However, many students live in the neighborhoods surrounding Mercer. While Bibb Sheriff’s Office, has primary jurisdiction in all areas off campus, Mercer officers can and do respond to student-related incidents that occur in close proximity to campus. Some Mercer police vehicles have radio communications with the city police and fire department to facilitate rapid response in any emergency situation. Bibb Sheriff’s Office 911 Center contacts Mercer Police when one of their officers is requesting assistance regarding an incident that involves a student.

Mercer allows confidential reporting by victims or witnesses of crimes. Further, Mercer encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of the procedures for voluntary, confidential reporting of criminal activity.

When reporting a crime, suspicious activity, or other emergency on campus, be sure to provide the following information:

- your name
In Macon, you can reach Mercer Police by using one of the following phone numbers:

- Mercer Police      478-301-HELP (4357) or 301-2970
- Emergency Line     478-301-2911
- University Switchboard  478-301-2700

The locations of all emergency equipment on the Macon campus are shown below. These phones and other security devices establish contact with the Mercer Police Department as soon as they are removed from the receiver or otherwise activated.

- 640 Plum Street Elevator
- Administration Building Elevator
- Beal House Elevator (Center for Strings)
- Bell House Emergency Phone (Center for Strings)
- Bear Gardens Emergency Phone
- Pedestrian Bridge Elevator
- CSC CO-OP Lobby
- Dowell Emergency
- Duncan Lounge
- Einstein Bagels Emergency Phone
- Engineering School Elevator
- Field House Elevator
- Groover Hall Elevator
- Hardman Building Elevator
- Hardman Building Emergency Phone
- Internal Medicine Elevator (707 1st St.)
- Godsey Science Building Elevator
- Knight Hall Elevator
- Law School Elevator
- Law School First Floor Lobby
- Law School Library 2nd Floor
- Law School Lower Parking Lot
- Law School Third Floor Emergency Phone
- Pk Lot Porter Hall
- Pk Lot UC Lower
- Pk Lot UC Middle
- Pk Lot GK Village (Winship)
- Law School/Georgia Ave. Entrance (inside)
- Law School/Georgia Ave. Entrance (outside)
- Law School/Mercer Press Parking Lot
- Law School Student Lounge (inside)
- Law School Student Lounge (outside)
- Law School Upper Parking Lot
- Learning Resource Center Emergency Phone
- Legacy Hall Elevator 1
- Legacy Hall Elevator 2
- Main Library Back Elevator
- Main Library Front Elevator
- McAfee Music School
- Medical School Elevator
- Mercer Hall Elevator
- Mercer Hall Entrance
- Newton Elevator
- Penfield Building Elevator
- Pk Lot 1503 Adams
- Pk Lot 1821 Winship
- Pk Lot 1962 Winship
- Pk Lot Delta Sigma Theta
- Pk Lot Linden Avenue
- Sherwood Hall (entrance)
- Shorter Hall
- Stetson Building Elevator
- Student Center Elevator
- Tattnall Elevator
Domestic Violence:

Georgia law does not define “Domestic Violence,” but Georgia defines “Family Violence” as: “the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

(1) Any felony; or

(2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term ‘family violence’ shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.” See O.C.G. A. § 19-13-1.

For the purpose of reporting domestic violence in the annual security report statistics, “Domestic Violence” is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction… or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence:

Georgia law does not define “Dating Violence,” but the definition of “Family Violence” (above) may cover some dating situations. For the purpose of reporting dating violence in the annual security report, “Dating Violence” is defined as 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. See O.C.G. A. § 19-13-1

Stalking:

Georgia law defines “Stalking” as:

(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by
broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.” See O.C.G. A. § 16-5-90.

For the purpose of reporting stalking in the annual security report, “Stalking” is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Sexual Assault:
Georgia law does not have a single “Sexual Assault” definition, but does define the following crimes that are related to sex:

“Rape” is defined in Georgia as: (a) A person commits the offense of rape when he has carnal knowledge of:

(1) A female forcibly and against her will; or

(2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. See O.C.G. A. § 16-6-1.

“Statutory Rape” is defined in Georgia as: (a) A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim. See O.C.G. A. § 16-6-3.

Sodomy; Aggravated Sodomy” is defined in Georgia as:

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

2) A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy.” See O.C.G. A. § 16-6-2.
“Sexual assault by persons with supervisory or disciplinary authority; sexual assault by practitioner of psychotherapy against patient” is defined in Georgia as:

“(b) A person who has supervisory or disciplinary authority over another individual commits sexual assault when that person:

(1) Is a teacher, principal, assistant principal, or other administrator of any school [defined below as pre-kindergarten through 12th grade] and engages in sexual contact with such other individual who the actor knew or should have known is enrolled at the same school; provided, however, that such contact shall not be prohibited when the actor is married to such other individual;

(2) Is an employee or agent of any probation or parole office and engages in sexual contact with such other individual who the actor knew or should have known is a probationer or parolee under the supervision of the same probation or parole office;

(3) Is an employee or agent of a law enforcement agency and engages in sexual contact with such other individual who the actor knew or should have known is being detained by or is in the custody of any law enforcement agency;

(4) Is an employee or agent of a hospital and engages in sexual contact with such other individual who the actor knew or should have known is a patient or is being detained in the same hospital; or

(5) Is an employee or agent of a correctional facility, juvenile detention facility, facility providing services to a person with a disability, as such term is defined in Code Section 37-1-1, or a facility providing child welfare and youth services, as such term is defined in Code Section 49-5-3, who engages in sexual contact with such other individual who the actor knew or should have known is in the custody of such facility.”

(c) A person who is an actual or purported practitioner of psychotherapy commits sexual assault when he or she engages in sexual contact with another individual who the actor knew or should have known is the subject of the actor’s actual or purported treatment or counseling or the actor uses the treatment or counseling relationship to facilitate sexual contact between the actor and such individual.

(d) A person who is an employee, agent, or volunteer at any facility licensed or required to be licensed under Code Section 31-7-3, 31-7-12, or 31-7-12.2 or who is required to be licensed pursuant to Code Section 31-7-151 or 31-7-173 commits sexual assault when he or she engages in sexual contact with another individual who the actor knew or should have known had been admitted to or is receiving services from such facility or the actor.

(e) Consent of the victim shall not be a defense to a prosecution under this Code section.”

The words underlined above are defined as:

(1) “Actor” means a person accused of sexual assault.

(2) “Intimate parts” means the genital area, groin, inner thighs, buttocks, or breasts of a person.
(3) “Psychotherapy” means the professional treatment or counseling of a mental or emotional illness, symptom, or condition.

(4) “Sexual contact” means any contact between the actor and a person not married to the actor involving the intimate parts of either person for the purpose of sexual gratification of the actor.

(5) “School” means any educational program or institution instructing children at any level, pre-kindergarten through twelfth grade, or the equivalent thereof if grade divisions are not used. See O.C.G. A. § 16-6-25.1(b)-(e).

“Sexual battery” is defined in Georgia as: (a) For the purposes of this Code section, the term ‘intimate parts’ means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.” See O.C.G. A. § 16-6-22.1.

“Aggravated sexual battery” is defined in Georgia as: (a) For the purposes of this Code section, the term ‘foreign object’ means any article or instrument other than the sexual organ of a person.

(b) A person commits the offense of aggravated sexual battery when he or she intentionally penetrates with a foreign object the sexual organ or anus of another person without the consent of that person.” See O.C.G. A. § 16-6-22.2.

For the purpose of reporting sexual assault in the annual security report, “Rape” is defined as: “The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;” “Fondling” is defined as: “The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;” “Incest” is defined as: “Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;” and, “Statutory Rape” is defined as: “Sexual intercourse with a person who is under the statutory age of consent.” Georgia law does not define “Consent,” but for the purposes of Title IX investigations and Student Code of Conduct investigations at Mercer: “Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

- Consent to any one form or condition of sexual activity cannot automatically imply consent to any other forms or conditions of sexual activity.
- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age, which is 16 years. Sexual activity with someone known to be – or based on the circumstances, should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of alcohol or drugs.

**SAFETY AND CRIME PREVENTION PROGRAMS**

The Mercer Police, Student Affairs, Academic and Advising Services, Residence Life, the Student Government Association (SGA), the Title IX Office, Counseling and Psychological Services, and Human Resources work together to provide numerous campus safety workshops each year to promote campus safety awareness and to inform students and staff of precautions to enhance their security and that of the University community. These prevention and awareness programs for all students and employees include information about Mercer’s prohibition against dating violence, domestic violence, sexual assault, and stalking. Along with these workshops, the Student Government Association (SGA) and Mercer Police have produced several pamphlets and other informational items promoting campus safety awareness. During orientation, students are informed of services offered by Mercer Police. Students are told about crime on-campus and how to report crime. Periodically during the academic year, Mercer Police, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault, personal safety, residence hall security, gun safety, and alcohol related issues. Mercer Police also has a website [http://police.mercer.edu/](http://police.mercer.edu/) which features a campus safety video, annual crime statistics; resources for personal safety; parking maps; a tornado response plan; and contact information for MERPO on the Macon and Atlanta campuses. Additionally, Human Resources presents similar safety information during orientation for new employees, as well as information on Title IX. Residence halls are secured 24 hours a day. Most residence halls are equipped with card readers, and each student’s Bear Card will open only the residence hall in which that student resides. The remaining residence halls are secured by keys. In the case of periods of extended closing, such as holidays, the card readers are turned off and will not work. RAs conduct nightly security checks to assure that doors are closed and locked, and to check the lighting in and around the building. Residence hall guidelines and procedures can be found on the Housing and Residence Life website [http://residencelife.mercer.edu/](http://residencelife.mercer.edu/). Leaders of the Student Government Association, the Vice President for Student Affairs, the Chief of Mercer Police, and the Director of the Physical Plant conduct a walk-through survey at night from campus border to campus border once each semester to examine security issues such as landscaping, locks, lighting, fencing, gates, sidewalks and crosswalks. This year the events were held on March 27, 2017 and November 13, 2017.

Mercer University conducts many programs throughout the year to promote the awareness of dating violence, domestic violence, sexual assault and stalking. To educate students on these topics, as well as, general safety and well-being techniques to use both on and off campus, the following programs were presented during calendar year 2017:

Mercer Police Officers gave safety presentations to various groups across the campus which addressed such topics as domestic violence, sexual assault, personal safety, protection of personal property, reacting to an active shooter situation, reacting to suspicious activity and personal responsibility relating to the consumption of alcohol.

**Mercer Police (MERPO)**

MERPO, in conjunction with the Environmental, Health and Safety Office, presented training sessions to the new staff and faculty, first and second year medical students; incoming freshman undergraduate students, residence assistants, and the staff council. Topics covered were active shooter response guidelines, severe weather guidelines, emergency response plan, and personal safety measures. More information on each of these topics can be found at [http://police.mercer.edu/](http://police.mercer.edu/)
Human Resources

Each month throughout 2017, Human Resources engaged the Title IX Coordinator to present numerous Title IX and Mandatory Reporting training sessions on the Macon and Atlanta campus during New Staff and Faculty Orientation.

Office of Academic and Advising Services organized and facilitated the following trainings:

- **(JAN)** Hosted a 45-minute Student Health and Safety Panel at Spring Orientation for the new, first-year and transfer students beginning classes at Mercer in the SP17 semester. The panel was facilitated by the Dean of Students, Mercer Police, Counseling and Psychological Services (CAPS), Title IX, Residence Life, and the Student Health Center to educate new students on programs and services that promote student health and safety at Mercer.

- **(JAN)** Promoted new students’ completion of the 50-minute Campus Clarity “Think About It” training course that all new, SP17 first-year and transfer students to Mercer University are required to complete.

- **(MAR)** Presented the 50-minute Title IX lesson plan in the UNV 101 First-Year Experience classroom for new, SP17 first-year students.

- **(MAY-SEPT)** Promoted new students’ completion of the 50-minute Campus Clarity “Think About It” training course that all new, SU/FA17 first-year and transfer students to Mercer University are required to complete.

- **(JUNE)** Hosted a 45-minute Student Health and Safety Panel at 5 Summer Orientation sessions for the new, first-year families whose students are beginning classes at Mercer in the SU17 semester. The panel was facilitated by the Dean of Students, Mercer Police, Counseling and Psychological Services (CAPS), Title IX, Residence Life, and the Student Health Center to educate new families on programs and services that promote student health and safety for their students at Mercer.

- **(AUGUST)** Hosted a 45-minute Student Health and Safety Panel at Transfer Orientation for the new, transfer students (and their families) beginning classes at Mercer in the FA17 semester. The panel was facilitated by the Dean of Students, Mercer Police, Counseling and Psychological Services (CAPS), Title IX, Residence Life, and the Student Health Center to educate new students on programs and services that promote student health and safety at Mercer.

- **(AUGUST)** Scheduled the Title IX Coordinator to speak at Peer Advisor training about role, responsibilities, and Title IX.

- **(AUGUST)** Scheduled the Title IX Coordinator to share lesson plan materials at the Advisor Luncheon for UNV instructors and Peer Advisors to anticipate the Title IX presentation in the UNV 101 classroom.

- **(AUGUST)** Wrote and presented *Choices* for first-year students held during the first-year students’ fall orientation program to approach topics of responsible decision making and positive choices in college. Chief Collins (Mercer Police), Dr. Emily Piassick (CAPS), Melissa Graham (Title IX), Honor Council, and Dr. Stephen Brown (Student Affairs) spoke during the performance and shared information with first-year students about proper intervention, positive decision making, and consequences of poor decision making.
• (AUGUST) Hosted a 2-hour timeframe for new first-year and transfer students to complete their “Think About It” training in an on-campus computer lab prior to the start of FA17 classes.

• (SEPT-OCT) Administered the 50-minute Title IX Lesson Plan in the UNV 101 First-Year Experience classrooms for nearly 900 first-year students.

• (NOV) Coordinated Advisor Luncheon (open to all undergraduate advisors) to discuss the advisor’s role in supporting student health and safety. Luncheon included Dr. Samantha Murfree (Judicial), Dr. Melissa Graham (mandatory reporting), Dr. Doug Pearson (on-call procedures and addressing parent concerns), and Dr. Emily Piassick (CAPS resources and supports for both students in-need and advisors working with students in-need).

Title IX Coordinator presented or helped facilitate the following training:

- Informational sessions (approx. 10) throughout the year on Title IX and mandatory reporting for new staff and faculty during New Staff Orientation sessions on Macon, Atlanta, and Savannah campuses;
- ATIXA Training for Title IX Investigators: 2 days, 10 investigators attended and received level one certifications through ATIXA.
- Presentation to Resident Assistant’s on bystander intervention
- Presentation to Law School Administrators - discussed mandatory reporting, resources, and general Title IX Overview
- SHAPE Arrive alive event: Alcohol awareness event for students
- SHAPE Carnival: Student organizations create booths aimed at educating their peers on Sexual Assault, Hazing, and Alcohol prevention
- Invited an alumni member of Alpha Delta Pi to speak to members of ADP about the most pressing social issues on college campuses today: sexual and relationship misconduct, binge drinking and hazing
- Residence Life RA Training: Behind Closed Doors - Title IX scenario
- Kappa Sigma Title IX Presentation: 1 hour presentation on bystander/upstander intervention and a Title IX Q&A
- Clothesline Project: Interactive program where students made shirts for sexual assault awareness. Shirts were displayed in Connell Student Center
- Passive program where students were given Teal Ribbons and information on sexual assault
- Hosted guest lecturer from Sex Signals who spoke about healthy relationships to a group of approximately 65 students
- Helped the SHAPE Committee facilitate an interactive program where students planted seeds in pots and gained information on sexual assault prevention
- Helped the SHAPE committee facilitate an interactive program where students made signs for Take Back the Night and watched Mercer’s Bears Speak Video
- Students were accompanied by SHAPE professional staff to Macon’s Take Back the Night event in downtown Macon
- Safety training to those serving as a summer Resident Assistant for visitors to summer conferences/camps
- Training for Upward Bound College Readiness Leaders
- Title IX training to Adjunct Professors
• Resident Assistant Title IX Training
• Training to Residence Life: Behind Closed Doors -Title IX scenario
• Hosted Mercer’s Assistant General to train student judicial justices in witness credibility

• Peer Advisor Title IX Training
• Student Judicial Justices - Title IX procedures/questioning, SMRV policy
• Hosted Dr. Emily Piassick, Director of Counseling and Psychological Services (CAPS), for Student Judicial Justice - Trauma Informed Training
• Faculty/Staff serving as Judicial Justices – training in SMRV Policy definitions, hearing procedures
• Faculty/Staff serving as Judicial Justices – training in witness credibility – given by Assistant General Counsel

• National Panhellenic Council members and new members of the council received training on what to do if someone reports they have been sexually assaulted at an on-campus party?
• Hosted the One in Four Organization, who presented the One in Four curriculum which involves engaging men to stop sexual violence. One hour presentation to the members of the Student Government.
• Assisted the SHAPE Committee and CAPS with student project where they made postcards reflecting support of survivors of dating and domestic violence
• SHAPE Red Flag Campaign: A passive program that raises awareness around Domestic and Dating Violence
• Presentation to a 1st year student introductory class

To stay up-to-date on the latest rules and regulations, the Title IX Coordinator, Dean of Students, Assistant Dean of Students, Associate Dean of Students, Assistant General Counsel, and the Director of Counseling and Psychological Services attended numerous training sessions, and webinars, pertaining to Title IX and how to investigate and address incidents that may occur.

Office of Counseling and Psychological Services (CAPS):

SHAPE and AWARE Programs: January 1 – December 31, 2017

AWARE: CAPS Peer Education Program

Safe Spring Break (2/27/17-3/3/17) (400 students impacted throughout the week). Each event provided students with ways to increase their safety during spring break.

• Monday - music and popsicles
• Tuesday - caricature drawings
• Wednesday - Safe Spring Break bag giveaway
• Thursday, healthy facts distributed

SHAPE: Sexual Assault, Hazing, Alcohol Prevention Education Committee

Alcohol Awareness: February 24, 2017  Mocktails and information regarding alternatives to alcohol. Also provided information about forms of transportation if you choose to drink; approx. 60 students picked up information
SHAPE Carnival: March 20, 2017: The carnival provides information regarding sexual assault, hazing, drugs, and alcohol awareness in a different format – one that isn’t a lecture or presentation. 28 organizations sponsored a game or food booth that focused on one of the SHAPE topics 250 students participated in the event.

Sexual Violence Awareness Week: April 17-20, 2017

Monday 4/17: Clothesline Project; students given opportunity to design shirts that show their support of sexual assault survivors; Also signed awareness banner: approximately 50 students

• Tuesday 4/18: TealTuesday; teal ribbon campaign with information about reporting, what to do, etc. and promote Take Back the Night 75 students

• Wednesday 4/19: Sex Signals Part II: helped promote for Quadworks; 80 students

• Thursday 4/20:
  o “Seeds of Prevention” the SAAM campaign combined with earth day. Students will be provided prevention information, design flower pots; approximately 50 students
  o Take Back the Night. Mercer community came together on campus and designed posters regarding sexual assault awareness. Joined the Crisis Line/Safe House program at Washington Square Park. 2 students and 5 staff

CORE Survey: Oct 23- Nov 18, 2017

The CORE survey, provided through the Core Institute, is an assessment of college students' attitudes, perceptions, and opinions about alcohol and drugs. The surveys also measure behaviors of actual AOD use and consequences of use. 602 completed surveys

The Core Institute is the largest national Alcohol and Other Drug (AOD) database about college student's drinking and drug use in the country.

Just One More: Oct. 25, 2017

Alcohol Awareness program to address binge drinking and other bingeing behaviors. Program was to show bingeing on Netflix, popcorn and candy can be related to how people binge on alcohol. Low turnout due to technical difficulties. 8 students attended

Binge Drinking Awareness Table: Nov 2, 2017

Gave out 75 bags of candy with alcohol awareness facts as a follow-up to the poorly attended Just One More.

Red Flag Campaign: November 6-10, 2017 To inform students to identify red flags or warning signs in relationships, we cover Cruz Plaza in red flags.

Tuesday- Buttons with “Red Flag” sayings were handed out to students in the CSC along with resource information of services available on and off campus. Approximately 100 buttons were handed out

Wednesday- Crisis Line & Safe House facilitated student creation of Post Secret cards for domestic violence. Approximately 50 postcards were completed by students

For information about the Counseling and Psychological Services (CAPS) visit their website: http://studentaffairs.mercer.edu/counseling/
HOUSING AND RESIDENCE LIFE- MACON CAMPUS

• Area Coordinator and Graduate Hall Director Training (Professional Staff)
  - **Title IX- July 7, 2017:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations involving sexual assault, harassment, dating and domestic violence, and gender based violence.
  - **Emergency Preparedness Session- July 12, 2017:** Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, and fire safety.

• Resident Assistant Training (Student Staff)
  - **Title IX Training-January, 5, 2017:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations.
  - **Title IX Training- May 18, 2017:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations.
  - **Emergency Preparedness Session- May 18, 2017:** Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, and fire safety.
  - **Emergency Preparedness Session- August 8, 2017:** Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, and fire safety.
  - **Severe Weather Training -August 5, 2017:** Staff were trained on how to respond during severe weather.
  - **Safety and Cleaning Inspections-August 7, 2017:** Staff were trained on how to conduct proper room inspections not limited to checking security lights, cleanliness of rooms.
  - **Title IX Training- August 7, 2017:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations involving sexual assault, harassment, dating and domestic violence, and gender based violence.

• Residence Hall Safety Training(Students who live on campus excluding the Lofts)
  - **Fire Drills- January 17- January 20, 2017:** Students were informed were to evacuate in case of a fire.
  - **Summer School Floor Meetings- May 22-May 26, 2017:** Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, and active shooter.
  - **Summer School Floor Meetings- June 26-June 20, 2017:** Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, and active shooter.
  - **Freshmen Floor Meetings- August 19, 2017:** Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, and active shooter.
  - **Upperclassmen Floor Meetings- August 21-August 25, 2017:** Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Housing and Residence Life Handbook, emergency preparedness in case of a fire, severe weather, and active shooter.
  - **Fire Drills and Tornado Drills- August 29-September 2, 2017:** Students were informed were to evacuate in case of a fire or tornado.

• Residence Hall Programs (Students who live on campus excluding the Lofts):
- **Amazing Race for Campus Safety Program** - April 2017: The Housing and Residence Life Department put on a program in which residents raced around campus to answer questions safety on campus and learn what resources to utilize in the event of an emergency.

- **Poster Campaign** - Spring 2017: The Housing and Residence Life office displayed poster that showed varying images of how to be safe on campus.

- There were 70 programs/Bulletin Boards planned by Resident Assistants during 2017 on Campus Safety. Programs varied to information about locking your doors, fire safety, severe weather, and Title IX.

**Greek Life**

- Greek Leadership Retreat-January 29, 2017
  - We go over Mercer policies on Title IX, Alcohol and drug misconduct. We discuss appropriate actions and risk reduction strategies related to these areas. All chapter officers are required to attend this workshop.

- New Member 101 – February 14, 21, 23 2017
  - Go over all Mercer policies with new greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.

- All Greek Mandatory Meeting-August 18, 2017
  - All current chapter members were required to attend a meeting to discuss delayed recruitment. Policies regarding alcohol were discussed.

- Intake 101- October 3, 8, 10, 11, 12, 24 2017 and Nov 28, 2017
  - Go over all Mercer policies with new greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.

- New Member 101- No 17, 2017 and Dec 1, 2017
  - Go over all Mercer policies with new greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.

**WALTER F. GEORGE SCHOOL OF LAW SCHOOL**

Safety training materials are distributed to faculty and staff through the student handbook and online through the Law School’s Portal and mobile app, downloadable by students, faculty and staff. Safety training materials include electronic, print-ready documents, online instructional videos and web sites. Safety training materials include topics such as sexual harassment, sexual violence, sexual misconduct, active shooter preparedness, emergency response guidelines, and information about safety and security specific to the Law School property. [http://law.mercer.edu/www/mu-law/academics/registrar/upload/Mercer-Law-Student-Handbook.pdf](http://law.mercer.edu/www/mu-law/academics/registrar/upload/Mercer-Law-Student-Handbook.pdf)

**SCHOOL OF MEDICINE – MACON AND COLUMBUS CAMPUSES**

The medical school has three facets to their safety training plan: Orientation manuals, electronic telecommunications, and presentations.

**Orientation Manual**
Each summer the Medical School Student Handbook is updated and placed online for students. The newest students matriculating to campus are sent a link to the handbook (https://medicine.mercer.edu/student-services/handbook/) which they attest to having knowledge of by signature during the week of our Orientation (August 14-18, 2017)

**Electronic Mailings**

The Office of Student Affairs frequently alerts the students of safety issues that have caused concern in our community. These address tropical storms/inclement weather, shootings on campuses, as well as social media policy and University Policy of upcoming concern (alcohol).

**Presentations**

**Macon Campus**

- July 8, 2017: All new/first year medical students receive instruction to become familiar with Student Handbook, and by signature attest that they have examined the content of our medical student handbook, that includes exposure to hazardous materials, emergency call numbers, references to student health and psychological counseling
- July 14, 2017: Transfer Student Orientation includes session led by Patrick Roche on Title IX and Campus Rules that detail safety on campus. Also covered emergency procedures/shelter
- July 19, 2017: Third Year Student Orientation in hospital about emergency care, campus safety, and reminder of Title IX policy, as part of Student Affairs presentation (Dr. Patrick Roche, Student Affairs)
- July 20, 2017: All Macon medical students emailed with Sexual Misconduct and Relationship Violence Policy, as well as links to 3 YouTube videos above, with instruction on emergency actions with violence on campus. New first year (and transfer) students requested to take training module on sexual misconduct/harassment prior to enrollment August 6.
- August 18, 2017: First Year Orientation-- Title IX, sexual harassment covered by Melissa Graham, Title IX officer. (30 minutes linked to all campuses) Violence on campus, Emergency Procedures and safety precautions covered by MERPO Chief Gary Collins in separate session.
- Fall, 2018: Each medical school department is visited and personnel are reminded of safe areas in event of natural disaster or shooter on campus, and is alerted to fire alarms and rescue equipment in our building.

**Columbus Campus**

- July 20, 2017. Third Year students (class of 2018) and all full time staff and faculty (Alice House, Chris, and LaQuanta) discussed Active Shooter Video
  
  https://www.youtube.com/watch?v=5VcSwejU2D0
  
  
  http://youtu.be/oI5EoWBRYmo

  Also, discussed Title IX and sexual harassment utilizing the University policies found on the web page.

- July 2017: All Columbus third year students were given Orientation to St. Francis Hospital and Columbus Regional and alerted to safety features at the hospital and to precautions on violence in the workforce, accessing security personnel, and how to handle hazardous exposures and
manage risk in the hospital setting. Also covered emergency procedures/shelter and reminded student cohort of Title IX Policy.

- Fall 2017: All personnel are reminded of safe areas in event of natural disaster or shooter on campus, and are alerted to fire alarms and rescue equipment in our building.

Education programs include primary prevention and awareness programs for all students and new employees, which include a statement that the institution prohibits domestic violence, dating violence, sexual assault, and stalking; the definition of domestic violence, dating violence, sexual assault, and stalking in Georgia; the definition of consent, in reference to sexual activity, in Georgia; safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual; information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and ongoing prevention and awareness campaigns for students and faculty on all of the above.

To be an active bystander and reduce risk of violence and stalking, you can:

- Watch out for your friends and fellow Bears. If you see someone who looks like they are in trouble, ask them if they are ok.
- Educate yourself and others about interpersonal violence, gender inequality and the causes of gender violence.
- Have a safety plan in place with friends before going out, and look out for each other.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Call police when a person is yelling at another and it is not safe for you to interrupt.
- Interject yourself into a conversation where another person seems unsafe.
- Refuse to leave the area (or call police) if a person is trying to get you to leave so they can take advantage of another.
- Speak up against racist, sexist, homophobic, or other harmful remarks, jokes, or music.
- Offer to drive an incapacitated friend home from a party.
- Ensure friends who are incapacitated do not leave the party or go to secluded places with others.
- Confront friends who make excuses for other people's inappropriate behavior.
- Understand how your own attitudes and actions (including jokes, music you listen to, etc.) may perpetuate/normalize sexism and violence, and work toward changing them.
- If safe to do so, offer your support, and be aware of on and off campus resources if you suspect that someone close to you is being abusive or has been impacted by interpersonal violence.

POLICIES CONCERNING ALCOHOL AND DRUGS ON CAMPUS

The possession, sale, or consumption of alcoholic beverages is prohibited on campus and at University-sponsored events. Public intoxication, consumption or display of alcoholic liquors, wines or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the State of Georgia, but enforcement of alcohol laws on-campus is the primary responsibility of the Mercer Police Department.

The University has adopted a Drug-Free Workplace and Campus Program as a matter of University policy and in keeping with applicable State and Federal laws, including the Drug-Free Schools and Communities Act Amendments of 1989. Copies of the Program are included in the Policies and Procedures Manual (for employees) and in the Lair and other student handbooks or bulletins. Additional policies imposing higher standards of conduct with respect to drugs or alcohol have been adopted by certain Schools, Colleges, and/or departments. These are included in the student handbooks or other documents available to the students or employees affected. The possession, sale, manufacture or distribution of any controlled substance is illegal.
under both state and federal laws. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the Mercer Student Code of Conduct for a student to consume or possess alcohol in any public or private area of campus. Mercer has developed a drug and alcohol abuse prevention program for its students and employees. A copy of the program materials is available here: http://www.mercer.edu/humanresources/DrugFreeProgram.PDF.

POLICIES CONCERNING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

The University's campus security policies and safety and crime prevention programs, described above, are designed to promote awareness of rape and other sex offenses, domestic violence, dating violence and stalking, and to prevent such offenses from occurring.

If a student is sexually assaulted on campus, or is a victim of domestic violence, dating violence or stalking, it is particularly important, for the protection of both the victim and the University community, that the incident be reported to the Mercer Police Department as soon as possible. Mercer Police can assist the student in getting medical attention and in notifying the proper local law enforcement authorities, if the student so choses. The sooner an assault is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution, or for obtaining a protection order. Reporting the incident to the police does not mean the victim must press charges against the assailant, but it does help assure that the student receives assistance in deciding how to proceed. Students may also report sexual assault, domestic violence, dating violence or stalking to the Dean of Students, or the University’s Title IX Officer. Employees may also report sexual assault, domestic violence, dating violence or stalking to the Title IX Officer. The Dean of Students or Title IX Officer will assist the student or employee in notifying Mercer Police or local police, if the student or employee would like to do so. The student or employee may also choose not to notify the police. If a student or employee reports that he or she is a victim of domestic violence, dating violence, sexual assault or stalking, regardless of where the offense occurred, the University provides the person with a written explanation of his or her rights and options.

Sexual assault by a student or group of students, domestic violence, dating violence or stalking, also violates University conduct regulations and may lead to expulsion, suspension, or other disciplinary sanctions, in accordance with established disciplinary procedures. The University uses a preponderance of the evidence standard in its disciplinary hearings. In cases of alleged sexual assault, domestic violence, dating violence or stalking, all University disciplinary procedures provide prompt, fair and impartial investigation and resolution. The University permits both the accuser and the accused the same opportunities to have others present during the proceeding, including the opportunity to be accompanied to any related meeting by an advisor of his or her choice, and both the accuser and the accused receive simultaneous written notice of the outcome of the disciplinary hearing, the University’s appeal procedures, any change to the results before the results are final, and when the results become final. The University takes action to enforce its standards of student behavior and to protect the University community, regardless of whether the alleged offense is prosecuted in the criminal courts. The University procedures are conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects victim safety and promotes accountability.

The University protects victim confidentiality, including publicly available records, and withholds victim identity to the extent permissible by law. Students and employees are provided written notification about counseling, health, mental health, victim advocacy, legal assistance, and other services that may be available on and off campus. Victims are also provided written notification about options for, and available assistance in,
changing academic, living, transportation, and working situations if those changes are requested by the victim and are reasonably available, regardless of whether the victim reports the offense to campus or local police.

Mercer will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the final results of any institutional disciplinary proceeding dealing with that crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin may request and be provided that information. These final results shall only include the name of the student, the violation committed, and any sanction imposed by the institution on that student.

In addition to the Mercer Police (see phone numbers above), some existing services for victims of sexual assault, both on campus and in the Macon community, include:

Mercer’s Title IX Office: (478) 301-2788  https://titleix.mercer.edu/gethelp/who-can-i-talk-to.cfm

Mercer’s Counseling and Psychological Services (CAPS): 478-301-2862 (confidential, free counseling by department staff and referrals when necessary).  http://studentaffairs.mercer.edu/counseling/

Crisis Line and Safe House of Central Georgia: 24-Hour Crisis Hotline: 478-745-9292. For more information visit their website: http://www.cl-sh.org/

Macon-Bibb Sheriff’s Office: for an emergency call 911; non-emergency (478) 751-7500

Physician Choices Coliseum Health System Physician Referral  http://coliseumhealthsystem.com/physicians/ or call Consult-A-Nurse at 478-746-4646 a 24 hour service


Coliseum Emergency Room: 350 Hospital Drive, Macon, GA: (478) 765-7000 https://coliseumhealthsystem.com/service/emergency-care

Coliseum Hospital Northside Emergency Room: 400 Charter Blvd, Macon, GA (478) 757-6000 https://coliseumhealthsystem.com/service/emergency-care

There shall be no retaliation against anyone who exercises rights under the Clery Act, VAWA, Campus SaVE or Title IX.

POLICIES CONCERNING MISSING STUDENT

**Reporting:** If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student
- Email to student through Mercer email account (or other known e-mail addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class
Contact with Housing staff (Resident Advisor or Residence Life Coordinator) and roommate(s) if student is residential (Housing and/or Mercer Police will make a welfare entry into the student’s room).

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students Office or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.

Policy: If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):

1. Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college/campus in which the student is enrolled, the students’ academic advisor, the counseling staff, and health center staff.

2. The Police and/or Dean of Students will make contact with the student’s emergency contact and, for students under 18 years of age, a custodial parent or guardian if not emancipated. Students are asked to register and continually update emergency contact information on Bear Port.

Students who reside in on-campus housing are also provided an opportunity to identify a confidential emergency contact individual during check-in. This person(s) will also be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age and not emancipated, in which case a custodial parent or guardian will be notified as mandated by law. Once notified, the parent/guardian/emergency contact person may need to work with Mercer Police to submit additional information with outside law enforcement agencies in order to expand the investigation.

Emergency Response Plan:

The Mercer University Emergency Response Plan provides a management framework for an institutional response to a broad range of major emergencies that may threaten life, health, and safety of the University community, and/or cause major disruption of programs, operations, or special events.

In all emergency situations, Mercer University priorities are:

1. To protect life, health, and safety of the University community
2. To secure critical infrastructure and facilities for continuous management operations
3. To resume academic, research, and associated University programs and activities

Emergency response actions will address the immediate needs of the University community. The complete Emergency Response Plan can be found at https://police.mercer.edu/www/mu-police/upload/mercer-erp.pdf

Emergency Alert

As part of Mercer’s emergency response plan, students, faculty, staff, and parents are encouraged to sign up for emergency alerts which are delivered via mobile phone. Emergency Alert Registration (also referred to as “RAVE emergency notification service”) for students is located at: http://it.mercer.edu/student/index.htm, and the Emergency Alert Registration for faculty, staff, and parents is located at https://apps.mercer.edu/alerts/

TIMELY WARNING AND EMERGENCY NOTIFICATION POLICY

Timely Warning:
In an effort to provide timely notice to the campus community in the event of a substantiated Clery Act crime that is reported to campus security authorities or Mercer police, and that may pose a serious or ongoing threat to members of the community, Mercer University, through its Mercer Police Department, will issue Timely Warnings. The University takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. Information related to crime-related and other potentially threatening situations is provided in an accurate and timely fashion for use by students and other University community members to reduce their chances of becoming victims. Mercer’s Timely Warning and Emergency Notification Policy may be found here: http://disclosure.mercer.edu/www/mu-disclosure/health/upload/Timely-Warning-Policy-Final-083118.pdf

Circumstances for which a warning will be issued:

Timely Warnings are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a Timely Warning to be issued when these crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police, and when the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus (as defined by the Clery Act).

Types of incidents or situations that could warrant the issuance of Timely Warnings are all Clery Act Crimes that represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to:

- Murder and Manslaughter
- Rape, fondling, incest or statutory rape
- Robbery
- Aggravated Assault
- Burglaries (occupied rooms/offices/structures)
- Arson
- Hate Crimes
- Motor vehicle theft
- Dating violence, domestic violence and stalking
- Persons with weapons with intent to use
- Threat of violent crime
- Situations where the suspect is not known

The Clery Act does not define what is “timely”. However, the Timely Warning should be issued, without delay, as soon as pertinent information is substantiated by, and available to, Mercer Police because the intent of a Clery Timely Warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

Identities of the individuals responsible for issuing the Timely Warning:

The decision to issue a Clery Timely Warning is made by the Mercer Police Shift Supervisor or Officer in Charge (“OIC”). The Mercer Police Shift Supervisor or OIC will also decide which campus(es) or segment of a campus need to receive the alerts. The Mercer Police Shift Supervisor or OIC will, without delay, and taking into account the safety of the campus community, determine the content of the initial Timely Warning and initiate the notification system, unless issuing a notification will, in the professional judgment of Mercer Police or other responsible campus authorities, compromise efforts to assist a victim or to contain, respond to or
otherwise mitigate the emergency. The Senior Vice President and Chief of Staff, or the Senior Assistant Vice President for Marketing Communications, will coordinate with Mercer Police on any follow-up communications to the initial Timely Warning, using text messages, emails, radio, TV or the University website. The Senior Vice President and Chief of Staff’s office is responsible for developing the subsequent information to be disclosed and disseminating the information to the larger community. The issuance of a Timely Warning will be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

**Manner in which a Timely Warning will be disseminated:**

Timely Warnings will be issued to students and employees upon confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area and representing a serious or continuing threat to the person and well-being of students and employees.

This information may be disseminated to campus community members through various mediums for communication. Mercer University will use one or more of the following means:

- Text messaging to cell phones of those enrolled in the RAVE emergency notification service.
- Email notifications and desktop alerting through the RAVE system.
- Targeted emails for geographic, academic, social and other specified groups.
- Information postings on the Mercer University website home page.
- Bibb County Civil Defense siren (Macon Campus only).
- Emergency contact lists for administration and academic officials, along with local emergency responders.
- Other methods deemed necessary that may be used in the information dissemination process, which may include notifications that are posted on buildings, social media platforms, and local news.

**Emergency Notification:**

**Circumstances for which an Emergency Notification warning will be issued:**

Mercer University uses an Emergency Notification to immediately notify the campus community upon confirmation of a situation that represents a significant emergency or dangerous situation on campus affecting the health or safety of the University campus community. This dangerous situation need not be on the campus at the time of the notification. Some examples of significant emergencies or dangerous situations are:

- An outbreak of meningitis, norovirus or other serious illness;
- An approaching tornado that includes the campus in its possible path, hurricane or other extreme weather conditions;
- Earthquake;
- Gas leak;
- Terrorist incident;
- Armed intruder;
- Bomb threat;
- Civil unrest or rioting;
- Explosion;
- Nearby chemical or hazardous waste spill where fumes present a danger to the campus;
- Situations where a series of crimes have occurred. Examples include, but are not limited to:
  - Burglaries (unoccupied rooms/buildings/structures)
General criminal activity (fraudulent use of credit cards/forgeries)

In the event that a significant emergency or dangerous situation occurs, the University will: (1) confirm the existence of a significant emergency or dangerous situation; (2) determine the appropriate segment or segments of the campus community to notify; (3) determine the content of the emergency notification; and (4) initiate the emergency notification system.

**Identities of the individuals responsible for issuing the Emergency Notification:**

The decision to issue an Emergency Notification is made by the Mercer Police Shift Supervisor or Officer in Charge (“OIC”). The Mercer Police Shift Supervisor or OIC will also decide which campus(es) or segment of a campus need to receive the alerts. The Mercer Police Shift Supervisor or OIC will, without delay, and taking into account the safety of the campus community, determine the content of the Emergency Notification and initiate the notification system, unless issuing a notification will, in the professional judgment of Mercer Police or other responsible campus authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Senior Vice President and Chief of Staff, or the Senior Assistant Vice President for Marketing Communications, will coordinate with Mercer Police any follow-up communications to the initial Emergency Notification using text messages, emails, radio, TV or the University website. The Senior Vice President and Chief of Staff’s office is responsible for developing the subsequent information to be disclosed and disseminating the information to the larger community.

**Manner in which an Emergency Notification will be disseminated:**

Mercer Police will determine the contents of the notification based on each situation. The individual authorizing the alert will compose the message most appropriate to the ongoing situation and address the specifics of the present incident. The goal is to ensure that individuals are aware of the situation and they know the steps to take to safeguard their personal and community safety.

Mercer will employ the AIR principle, where the initial message will Alert, and subsequent messages will Inform, Reassure, or Release.

After receiving a directive to issue an Emergency Notification from Mercer Police’s Shift Supervisor or OIC, the Dispatcher shall:

- Create the most appropriate message provided by the individual authorizing the message.
- Follow the guidelines for sending out an Emergency Notification or Timely Warning messages and ensure the message is sent in a timely manner.
- Send the Follow Up/Status & All Clear notifications as directed by Mercer Police’s Shift Supervisor or OIC.

Once the Mercer Police confirm that a potentially dangerous condition or emergency situation is creating risk for students, employees, and visitors on the campus, an appropriate response plan will be implemented without delay. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. Mercer Police will determine how much information is appropriate to disseminate at different points in time.

This information may be disseminated to campus community members through various mediums for communication. Mercer University will use one or more of the following means:
• Text messaging to cell phones of those enrolled in the RAVE emergency notification service.
• Email notifications and desktop alerting through the RAVE system.
• Targeted emails for geographic, academic, social and other specified groups.
• Information postings on the Mercer University website home page.
• Bibb County Civil Defense siren (Macon Campus only).
• Emergency contact lists for administration and academic officials, along with local emergency responders.
• Other methods deemed necessary that may be used in the information dissemination process, which may include notifications that are posted on buildings, social media platforms, and local news.

To keep the university community informed of the emergency procedures, Mr. Alan Baca, Coordinator, Emergency Preparedness, and Mr. Gary Collins, Mercer Police Chief, presented a number of training programs throughout the year. Audiences included 1st and 2nd year medical students, incoming freshman undergraduate students, Student Affairs Resident Assistant staff, and the Mercer Staff Council in Macon, Atlanta and Savannah; New Faculty and Staff Orientation. Among the topics covered were active shooter response guidelines, severe weather response guidelines, emergency preparedness plan, and personal safety, with Q&A follow-up after each presentation.

Additionally, in order to keep informed of the most current techniques for emergency management, Alan Baca; Doug Pearson, Dean of Students; Willie Woolfolk, Assistant Police Chief, Atlanta; Rich Stilley, Associate Dean of Students, Atlanta; and Christian Wells, Assistant Director, Residence Life; attended a week long educational program at the Georgia Tech Campus in Atlanta given by the FEMA faculty addressing Multi-Hazard Emergency Management for Higher Education.

Also, the Residence Life staff posts emergency evacuation routes on the residential facility doors, and includes fire safety sections in its manual and handbooks. The Residence Life staff is trained in fire safety processes and procedures and present fire safety information with their residents at floor meetings at the beginning of the semester. Residence Life, in coordination with Mercer Police, schedules unannounced fire drills once per semester, during which the residents practice emergency evacuation of the residence halls. Anyone found not evacuating during the drill or any subsequent fire alarm is documented and referred to judicial affairs.

**MERCER UNIVERSITY, STUDENT AFFAIRS – HOUSING & RESIDENCE LIFE FIRE SAFETY**

**Fire Safety Training, Documentation, & Notification**
- Fire Drills are scheduled 2 times per academic year. The first drill is held in the fall semester (within the first two weeks of students’ arrival on campus). The second drill is held at the start of the Spring semester (within the first 2 weeks of their return from the holiday break).
- An incident report is created for a fire alarm incident or actual fire occurring in a Mercer residence facility, & entered into the Residence Life Professional Staff Duty Log.
- Actual fires must be promptly reported to the Mercer Police Department.
- Building staff (both Resident Assistants and Area Coordinators) report fire alarm incidents and actual fires to the Assistant Director of Residence Life, who initiates notification procedures to appropriate university administration officials.

**Emergencies**
- In an emergency situation, dial 2911 from any campus phone for immediate assistance from the Mercer Police Department.
- For non-emergencies, dial 301-2970, the Mercer Police administrative line.
· In the event of a campus-wide emergency, the Office of Residence Life will serve as the campus command center disseminating information to the entire campus student community

Student Affairs Housing Handbook
Fire Rules & Regulations (excerpts)

6.0 Candles/Incense/Dangerous Materials
6.1 All open flames, embers, and/or fuels are strictly prohibited in the Residence Halls/Apartments/Greek Houses (with the exception of Greek House ritual candles properly stored in ritual closets when not in ceremonial use.).
6.2 Any candles found, regardless of whether they have been burned or not, wick or no wick, will be **confiscated and may be thrown away**. A charge of $50 may be assessed per candle confiscated.
6.3 The burning of incense is not permitted. A charge of $50 may be assessed per incident.
6.4 Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, other dangerous chemicals, etc.) or other dangerous substances in the Residence Halls, Apartments, or Greek Houses is prohibited.

18.0 Fire Safety/Equipment

In case of a fire alarm, all students must leave the building immediately. **Students are not to re-enter the building until instructed to do so by the University Housing Staff.**

18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.
18.2 Students refusing to vacate in a timely manner, or students returning to the building before they are told to do so may be subject to disciplinary action.
18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 charge plus refilling costs.
18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a $50 charge and possible further **disciplinary action and/or criminal charges**. This includes covering or disarming smoke detectors.
18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a $50 charge.
18.6 Emergency phones & alarms located in the elevators are to be used only in emergencies. Improper use will result in a $50 charge.
18.7 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

Choosing to violate the Fire Safety/Equipment policy may result in an immediate Room Change or removal/eviction from the Housing System.

19.0 Fireworks and Explosive Devices

The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.

21.0 Grills
The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, smokers, etc. are strictly prohibited in rooms/apartments/houses or in breezeways. Residents wanting to use these types of devices must do so at least fifteen feet away from any campus building/structure.

### 31.0 Permitted & Prohibited Items

Appliances with open heating coils and deep fat fryers are prohibited.
Space heaters with exposed heating coils are prohibited.
Students should unplug appliances after use.
Use appliances in open areas free from combustible items (paper, curtains, clothes, etc.)

**Permitted Items:**

- Microwaves, <15amps
- Refrigerators, up to 5 cubic feet
- Iron, must use an ironing board
- Stereo
- TV/VCR/DVD Player/Recorder
- Coffee Makers
- Hair Dryer
- Game Systems/Consoles
- Computers/Laptops
- Desk Lamps
- Crock Pots

**Prohibited Items:**

- George Foreman Grills
- Electric Heaters
- Halogen Lights/Lamps
- Toaster or Toaster Oven
- Neon Lights
- Microwaves, >15amps
- Sun Lamps
- Chest Freezers
- Portable Dish/Clothes Washer
- Charcoal or Gas Grills
- Waterbeds

**Permitted Items in Apartments & Greek House Kitchens ONLY:**

- Sandwich Maker
- George Foreman Grills
- Toaster Ovens

**Extension cords/Multi-Plug Adapters:**

- Only UL approved three-prong grounded extension cords are permitted
- Only one extension cord may be used per double outlet
- Only one surge protector strip is allowed per double outlet

Rewiring of student rooms by non-university employees is not permitted.
37.0 Smoking

Mercer University prohibits smoking in all campus buildings including the Residence Halls, Apartments, and Greek Houses.

37.1 Smoking is prohibited in all residence hall rooms, apartments, Greek houses and/or common areas. A minimum charge of $50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.

37.2 Smoking is prohibited within fifteen feet of any Mercer owned or managed facility.

37.3 Residents who improperly dispose of cigarette butts will be charged a $25 littering fee.

38.0 Stairwells

Stairwells, hallways, exit ramps, etc. should not be blocked at any time; this includes trash, boxes, bicycles, etc. Persons found loitering on/in the stairwells, hallways, exit ramps, etc. will be asked to move immediately. Stairwells, hallways, exit doors, etc. may not be propped.

Student Affairs Housing Handbook

Procedures in the Event of Fire

Your first priority should be to get yourself out of the building safely. If any of the following actions will jeopardize your well being, exit the building promptly and do what you can to aid the situation outside. During a fire alarm, all occupants of the building should vacate that facility immediately and assume a position that is a substantial distance from the perimeter of the facility. Failure to vacate a facility with a centralized fire monitoring system is a violation of Mercer University Police and of Federal Law. Violators will be held accountable through the University’s Judicial System. If you discover or strongly suspect a fire

1. In a residence hall, apartment, or other university building, go to the nearest pull box and activate the alarm system if it has not already been activated.

2. Call Mercer Police at (478) 301-2970 and report your name, the fact you are a RA and the area and nature of the fire.

3. If practical, isolate the fire by closing doors in the vicinity.

4. Proceed to evacuate the building according to the building evacuation plan. Quickly knock on residents’ doors to make sure all residents have left the building. Assist any students with disabilities if you are able. (It is also a good idea to ask several other residents to check on any disabled students in case of fire and you’re not there.)

5. Move to the designated area within each residence hall where the staff meets when there is a fire alarm. (Check with your RLC to learn where your area is.) It is important for all staff to know who is available during the crisis and can assist when necessary.

6. When fire fighters arrive, tell them who you are and your title; inform them about the type of fire and its location, and also the possibility of people trapped by the fire. Unless the fire fighters authorize you to assist in any further evacuation area, remain outside with residents until the fire fighters give permission to return to the building.

7. Document the situation in an incident report and submit the report to your RLC immediately.

Note: if you are ever in doubt if something is or is not on fire, pull the alarm. If you see smoke, go ahead and pull the alarm. A minute or two of hesitation could be very costly. Even if the fire appears to be out, it may flare up later and need to be properly disposed. Also always use good judgment in any attempt to extinguish a fire.

When you hear a fire alarm…
(1) **Always** assume that it could be a real fire.
(2) Call Mercer Police and the professional staff member on-duty.
(3) Proceed to the staff designated meeting area and await instructions from the professional staff member or Mercer police.
(4) If it is determined to be a false alarm, the alarm will be silenced and Mercer Police, fire fighters or the professional staff member on-duty only will instruct residents when they can return to the building.
(5) Assist with crowd control until given instructions to return to the building.
(6) Document the situation in an incident report and submit it to your RLC immediately.

**If it is an announced fire drill…**

(1) Do not call Mercer Police or the professional staff member on-duty.
(2) Knock on each resident’s/suite door as you leave the floor.
(3) As quickly as possible while still being thorough you need to check each room:
   a. Knock; identify yourself as Residence Life, and key into each space.
   b. If you find someone take their information, ask them to leave the building, and fill out an incident report **after** the drill. If you find no one, continue on.
(4) If you are an assisting staff member who is not conducting room checks stand near an exit, make sure that everyone is safe distance away from the building, and that no one re-enters the building until the clear signal is given.

**Fire Safety Systems for Student Housing**

1. Greek Village (18 Houses)
   R-13 Sprinkler System
   4- Fire Extinguishers/10 Bedroom: 2- Fire Extinguishers/ 5 Bedroom
   Smoke Detectors (Local)

2. Village Apartments – (6 Buildings)
   R-13 Sprinkler System
   1- Fire Extinguisher per apartment
   Smoke Detectors and Fire Alarm Panel

3. Winship/Adams Apartments (13 Buildings)
   1- Fire Extinguisher per apartment
   Smoke Detectors (Local)

4. Mercer Hall
   Sprinkler System w/Fire Pump
   Fire Extinguishers in Hall
   Smoke Detectors and Fire Alarm Panel

5. Sherwood Hall
   Sprinkler System
   Fire Extinguishers in Hall
   Smoke Detectors and Fire Alarm Panel

6. Shorter Hall
   Sprinkler System on 4th (Top) Floor – Risers and Hoses in Hallway
   Fire Extinguishers in Hall
   Smoke Detectors and Fire Alarm Panel

7. Roberts Hall
Smoke Detectors in Hall and Fire Alarm Panel
Fire Extinguishers in Hall

8. Plunkett Hall
Fire Extinguishers in Hall
Smoke Detectors in Hall and Fire Alarm Panel

9. Porter, Boone, Dowell (MEP)
Fire Extinguishers in Hall
Smoke Detectors and Fire Alarm Panel

10. Atlanta Campus Housing (Building 2900, 2902, 2904)
Sprinkler Systems in each building
Fire Extinguishers in each kitchen and in common areas
Smoke Detectors in each apartment

Physical Plant Department

**On Campus Housing Fire Protection Systems Service Policy:**

- Fire sprinkler systems and equipment are tested and checked every 6 months according to NFPA requirements
- Smoke detectors and fire alarms are checked and tested 2 times per year
- Fire extinguishers are checked and serviced on a monthly basis

**CAMPUS CRIME STATISTICS -- MACON CAMPUS**

Statistics concerning certain criminal offenses reported to have occurred on Mercer's Macon campus during the most recent calendar year and the two preceding calendar years are set forth below, and are also posted on the Mercer Police Department's website [http://police.mercer.edu/security/](http://police.mercer.edu/security/)

A printed copy of the Report is available in the Human Resources Office, the Mercer Police Department, and the Campus Life office in the Connell Student Center, and will be provided upon request.

All incidents reported below occurred in Macon, unless otherwise noted by a footnote.
### CRIMINAL OFFENSES

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*a. For 2015, the number of rape reports on campus was changed from 5 to 7 due to a clerical error.
*b. For 2015, the number of fondling reports on campus was changed from 6 to 5 due to a clerical error.
*c. For 2015, the number of rape reports in student housing was changed from 5 to 7 due to a clerical error.
*d. For 2015, the number of fondling reports in student housing was changed from 5 to 4 due to a clerical error.

### HATE OFFENSES

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*g. Three vehicles were recovered.*
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