

2017

# Clark Atlanta University

223 James P. Brawley Drive, SW  
Atlanta, GA 30314



## *"Your Right to Know"* Annual Security and Fire Safety Report

Crime and fire statistics contained in this report reflect incidents occurring during calendar years 2012, 2013 and 2014 as mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) and the Higher Education Opportunity Act.



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## INTRODUCTION

Clark Atlanta University (CAU or "University") recognizes the safety of its students, faculty and staff as a number one priority. However, this can only be accomplished with the help and cooperation of every member of the CAU community.

In order to inform both the immediate campus population and public about important safety and security matters on campus, CAU prepares this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, 20 USC § 1092(f) (the "Clery Act"). This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned by CAU; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies governing campus safety and security, such as policies concerning crime reporting, alcohol and illegal drug use, crime prevention, sexual assault, access, security and use of campus facilities and residence halls and other matters.

This report is prepared in cooperation with the local law enforcement agencies and the Office of Student Affairs. Campus crime, arrest, and disciplinary referral statistics include those reported to the CAU Department of Public Safety, designated campus officials, and local law enforcement agencies. Each year email notifications are made to all enrolled students, faculty, and staff providing information on how to access CAU's Annual Security and Fire Safety Report online or request a printed copy from the Office of Student Affairs. Physical copies of this report may be obtained at the Office of Student Affairs located in Suite 250 of the Student Center or the Department of Public Safety located at the Tanner Turner Building.

By reporting crime information accurately and promptly and disclosing its policies concerning campus safety and security, CAU aims to assist its community members in making informed decisions on personal safety and property protection.

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## GENERAL INFORMATION ABOUT CAMPUS SAFETY AND SECURITY

The Department of Public Safety takes seriously the safety, security and well-being of the University community and its constituents. We believe in transparency and providing our community members with criminal statistics consist with the requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. § 1092(f)) (the "Clery Act")**, which requires the University to provide certain disclosures to current students and employees, applicants for enrollment or employment (upon request), and the U.S. Department of Education about crime on and around campus. This information, including campus crime statistics and statements concerning the University's security policies, are prepared, published and disseminated annually in the University's *"Your Right to Know"* Annual Security and Fire Safety Report.

### 1. Procedures for Accurately and Promptly Reporting a Crime or Suspicious Behavior or Activity

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents, whether occurring on or off campus, to the Department of Public Safety in a timely manner. Doing so ensures inclusion of the report in the annual crime statistics and aids in providing timely warning notices to the entire campus community, when appropriate. A crime that is reported exclusively to, for example, a local rape crisis center, clinic or other entity not affiliated with CAU, would not be included in the annual crime statistics.

Any crime or suspicious activity seen in the parking lots or loitering around vehicles, inside buildings, or around residential halls should be reported immediately to the Department of Public Safety by calling 404-880-8623 (non-emergency) or 404-880-8911 or 8911 (emergency), by visiting the department in-person, or by sending an anonymous tip via email or letter to any staff member of the Department of Public Safety using the Crime Tip and Whistle Blower Information Form, which can be accessed at Website at [http://www.cau.edu/CMFiles/Docs/CrimeTips Form\\_smt.pdf](http://www.cau.edu/CMFiles/Docs/CrimeTipsForm_smt.pdf). You may also use the Emergency Call Boxes located throughout campus and in all of the elevators. The campus Emergency Call Boxes provide the user with immediate emergency notification to the Department of Public Safety's Communications/Dispatch Center for immediate officer response during emergency situations. The Department of Public Safety handles emergencies and routine telephone and radio communications through its communications/dispatch center.



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In addition, you may report a crime to the following departments:

1.	Dean of Students	404-880-6360	Student Center, Suite 250
2.	Associate Dean of Students/ Chief Judicial Affairs Officer	404-880-6243	Student Center, Suite 250
3.	Director of Student Health Services	404-880-8322	CAU Suites, 128 Mildred Street
4.	Director of Residence Life	404-880-8074	245 Student Center
5.	Counseling and Disability Services	404-880-8044	310 Trevor Arnett

***When reporting crimes or suspicious activity, be sure to provide the following information:***

- Nature of the incident;
- Persons involved;
- Your name and address for police record;
- The location from which you are calling;
- Injuries, if any;
- Weapons, if any; and
- Any other pertinent information you feel is important or necessary.

CAU encourages anyone who is the victim or witness to any crime to promptly report the incident to the Department of Public Safety and/or the Atlanta Police Department. Because police reports are public records under state law, police reports cannot be held in confidence. Victims of sexual violence (i.e. rape, sexual assault, sexual battery, etc.) may choose to confidentially report crimes to the Office of Student Affairs, the Dean of Students, Student Health Services, the Title IX Coordinator or other designated campus security authorities, such as RDs and RAs. All reports, however, will be included in the annual crime statistics, with victims' name withheld as confidential.

## **2. Timely Warnings of Certain Criminal Activity to the Campus Community**

If a situation arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued by the Department of Public Safety through the University e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice in each residence hall, on the entrance to and exit from the dining hall, and in each classroom facility. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone (404) 880-8911 or in person at the dispatch center within the Department of Public Safety.



## NOTICE OF NONDISCRIMINATION

CAU does not discriminate on the basis of sex in its education programs and activities and is required under Title IX of the Education Amendments of 1972 and Title IX's implementing regulations not to discriminate in such a manner. The prohibited sex discrimination covers sexual misconduct, including, but not limited to, sexual harassment and sexual violence, and extends to employment in and admission to such programs and activities. Inquiries concerning the application of Title IX may be referred to the Department of Education's Office for Civil Rights (OCR) or the University's Title IX Coordinator:

**Ramona Roman**  
**Human Resources Business Partner/Title IX Coordinator**  
**223 James P. Brawley Drive NW, Harkness Hall, Room 206**  
**Atlanta, Georgia 30314**  
**(404) 880-6158**  
**Email: rroman@cau.edu**



## REPORTING CRIMES TO PASTORAL AND PROFESSIONAL COUNSELORS

As a result of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. § 1092(f), the rulemaking committee clarified two categories of counselors and defines them as follows:

- Pastoral Counselor - An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

"Pastoral Counselors" and "Professional Counselors", when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, however, CAU encourages these professionals; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## AUTHORITY AND JURISDICTION OF CAMPUS SAFETY PERSONNEL

The Department of Public Safety is a state-certified law enforcement agency dedicated to safeguarding the life, liberty and security of CAU students, faculty and staff, as well as guests who visit the campus to pursue University business. The Department of Public Safety police officers possess complete authority to apprehend and arrest anyone involved in illegal acts on campus and in areas immediately adjacent to the campus. Its organizational structure is designed into a three (3)-watch, eight (8)-hour patrol shift schedule, deploying resources encompassing investigative and detective services 24 hours a day, seven (7) days a week, including holidays.

The campus police conduct directed patrols, respond to crimes in progress, mitigate disputes and disruptions, conduct residential facility town hall meetings and safety training classes, maintain and direct emergency management functions, provide security for athletic events, and on-campus social activities and provide valuable safety tips to the community. The Department of Public Safety maintains a close and highly professional working relationship with the Atlanta Police Department when handling mutual investigations, arrests and prosecutions of criminal offenses.



The Department of Public Safety will also work with other law enforcement agencies, such as state and federal law enforcement agencies to assist in the investigation and prosecution of state and federal criminal offenses. There is no written memorandum of understanding with the Department of Public Safety, the Atlanta Police Department or any other law enforcement agency.

## **MONITORING AND RECORDING OFF-CAMPUS CRIMINAL ACTIVITY**

The University does not operate any off-campus housing or off-campus student organization facilities, such as off-campus apartments and sorority or fraternity houses. However, some students live in homes and apartments adjacent to or surrounding the CAU campus. The Atlanta Police Department has primary jurisdiction in those areas and in all other areas not within CAU's geographic jurisdiction. However, when a CAU student is involved in illegal activity off campus, the Department of Public Safety can and will respond to student-related incidents that occur in close proximity to campus and may assist with investigations in cooperation with local, state or federal law enforcement. To that end, the Atlanta Police Department routinely works and communicates with campus officers on any serious incidents occurring on campus or in the surrounding neighborhood and business areas. Campus police officers have direct radio communications with the Atlanta Police Department, the City of Atlanta Fire Rescue Department, and ambulance services to facilitate rapid response in any emergency situation involving student-related off-campus incidents.

## **ACCESS TO, USE AND SECURITY OF UNIVERSITY PARKING LOTS, RESIDENCE HALLS AND FACILITIES**

CAU is a private institution located in the heart of Atlanta, Georgia, with an open campus. All buildings are equipped with emergency lighting, exterior security lighting, fire and smoke alarms, and panic-bar type doors. All residence halls have self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually. The Department of Public Safety and the Facilities Management Department also perform routine checks to make sure there's adequate lighting in hallways or stairwells and at building entrances and exits.

### **Residence Halls**

Residence halls are secured 24 hours a day and are controlled by an access control card system (i.e. Panther Paw Card). The Panther Paw office is responsible for data entry and card issuance procedures for this system. Residence hall rooms are accessed using a key system, which is controlled by the Office of Student Affairs and Residential Life. Students, residence hall directors



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and resident assistants assigned to reside in the residence halls have 24-hour access to their respective halls. However, over extended breaks, students, and resident assistants are denied access to the residence halls. Residence hall directors, students categorized as University athletes remaining on campus to compete in tournaments, and international students have year-round access to their respective residence halls. The doors to all residence halls are secured and monitored around the clock.

Most residence hall access is controlled by residents, who are advised to keep their rooms locked at all times. For security reasons, it is necessary for residents to carry their Panther Paw card and room key at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for a roommate, contact their Resident Director or contact the Facilities Management Department to gain entry into their room. Missing, lost, or stolen access cards and/or keys should be reported to the Department of Public Safety immediately. Door locks may be changed and new keys issued for a fee determined by the Facilities Management Department. Keys are not to be loaned or duplicated.

Residential Directors (RDs) are responsible for maintaining the standard of residential life within their respective halls and enforcing residence hall rules. RDs live in the residence halls, an arrangement which provides an opportunity for them to plan, coordinate, and implement safety measures working in conjunction with the Department of Public Safety in the following manner:

- Reporting strangers in their area;
- Controlling and monitoring access to the buildings;
- Advising safe off-campus practices through residential life education; and
- Coordinating walk through inspections.

Although the RDs are responsible for enforcing residence hall rules in order to implement safety measures, each student residing in on-campus residential halls is required to share in the responsibility for the security of their building. These requirements are as follows:

- Follow access control policies related to students and his/her visitor(s).
- Report lost access cards immediately to the Residential Director and Public Safety representatives.
- Prevent the duplication of residential room keys.
- Report defective and inoperative access control devices and security Equipment.
- Avoid "propping" the doors to residential, recreational and academic facilities open.
- Display student identification cards and adhere to visitation rules.

Each student should recognize that residence hall visitation is a privilege and not a right, and therefore may be suspended by the Office of Student Affairs. Residential hall visitation hours vary throughout the week, and are determined by the Office of Student Affairs. The normal periods for visitation in the residence halls are Monday through Sunday from 6:00 p.m. to 11:30 p.m. However, these hours are subject to change.



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## **Administrative and Academic Buildings**

All administrative and academic buildings are open during normal business hours (9:00 a.m. - 5:00 p.m.) to those who require access. All non-resident buildings are locked down and/or opened by the Department of Public Safety personnel based upon the schedule of activities, with the exception of Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church. Access to Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church is controlled by an access card system.

### **Parking Access and Control**

Vehicles entering and exiting the main campus are monitored. Currently, vehicular access routes along public streets are not under strict control procedures. However, proactive patrolling is used to monitor vehicular access. All vehicles parked on University property must have either an authorized parking permit or a vendor pass. Vehicles not displaying one of the above documents are encouraged to park in the University parking deck. Campus parking regulations are strictly enforced. Enforcement includes warnings, traffic citations, booting and towing.

### **Athletic Facilities**

The Department of Public Safety secures the outside perimeter of all CAU athletic facilities and is authorized to maintain the keys to gates and perimeter entrances to those facilities. The athletics department facilities manager is responsible for securing the interior of the perimeter. Hours of access vary depending on the season but are typically between the hours of 5:00 am - 10:00 pm in season and normal business hours during the off-seasons. Only students, faculty and staff are permitted to use athletic facilities.

### **Scheduling Events**

Scheduling of events and activities is done on a first-come, first-served basis. Students will be given preference in the Student Center when rooms are available. Reservation request forms may be obtained from the Department of Leadership and Student Development located in the Student Center, Suite 245. Reservations for food service should be made with the University's contracted food service vendor. Food will not be permitted in the academic lounges, study rooms and classrooms.

Groups or individuals reserving space in University facilities shall be responsible for the behavior of their members and guests. Individuals or groups shall be responsible for any negligent damage of any University property, and damages shall be charged to the individuals or groups using a facility at the time damages occur.

The University will not be responsible for any articles lost in its facilities. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a University official and without notice to the Department of Public Safety.



## CAMPUS SECURITY EDUCATION PROGRAMS FOR STUDENTS AND EMPLOYEES

### **About Campus Security Policies and Procedures and Crime Prevention**

The Department of Public Safety fully subscribes to the mantra, "SAFETY IS EVERYONE'S RESPONSIBILITY" and believes that each individual is responsible for his or her personal safety and welfare. All University students, faculty and staff are encouraged to actively assist in crime prevention on the campus and to comply with policies as outlined in the *Student Handbook*, *Faculty Handbook* and *Staff Handbook*, respectively.

Programs to increase awareness about campus security policies and procedures, promote crime prevention, and educate the college community on ways to ensure safety of self and others are offered to students by the Office of Student Affairs in partnership with the Office of Residence Life and the Department of Public Safety. Students and employees are also introduced to campus security and safety topics during new student and new employee orientation, residence hall meetings, and residence hall advisor training sessions, including programs sharing tactics for ensuring individual and collective campus safety, the benefits of self-defense, campus escorts, awareness of one's surroundings, and remembering to lock motor vehicles after exiting them. In addition, the Director of Residence Life schedules programs throughout the year that focus on safety and crime to receive text messages and emails via the University Emergency Notification System in the event of an immediate and/or continuing threat to the campus communication. Other safety information is also included in the annual publication of the Student Handbook, Faculty Handbook and Staff Handbook located on the University's website.

### **About Alcohol and Illegal Drug Use and Abuse**

The Office of Student Affairs and University Counseling and Disabilities Services team up on an annual basis to host a Drug and Alcohol Abuse seminar for all CAU students. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, CAU also disseminates information to its students and employees concerning the health risks and legal sanctions associated with University's alcohol and drug policies may be subject to sanctions that may include criminal penalties and mandatory rehabilitation services.

## PROGRAMS ABOUT THE PREVENTION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL VIOLENCE AND STALKING AND THE PROCEDURES FOR ADDRESSING REPORTS OF SEXUAL VIOLENCE

CAU prohibits acts of domestic violence, dating violence, sexual assault, stalking and other forms of sexual violence. To that end, CAU offers its students and employees, on both a primary and



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ongoing basis, educational programs that promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking and other forcible and non-forcible sex offenses. Some of those programs are as follows:

- "Denim Day" - Every year in April, students are encouraged to wear denim in an effort to raise awareness about sexual assault and other forms of sexual violence. Students are also notified of the appropriate campus officials to whom acts of sexual violence should be reported and the disciplinary procedures that may ensue once a report of sexual violence is made.
- Sexual Consent Seminar - Each year in April, students are also educated about the definition of sexual assault, rape, acquaintance rape and consent in the context of sexual activity, and are given hypothetical examples in which the definition of consent is applied and discussed. Students who may find themselves in a bystander scenario are also given safe and positive options 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 that individual.
- "Call to True Beauty" Campaign - This week-long campaign is held each year in October and is facilitated by Counseling & Disability Services in partnership with corporate and local government sponsors. Students are educated about the definition of and signs and dangers associated with dating violence, domestic violence, rape, and acquaintance rape and violence. Ways to reduce the risk and recognize the warning signs of abusive behavior and how to avoid potential attacks are also discussed in depth.

In connection with its efforts to comply with the Campus Sexual Violence Elimination ("SaVE") Act of 2013, CAU has also begun incorporating into its programs information about the definitions of domestic violence, dating violence, sexual assault, stalking and consent as those terms are defined under Georgia law, where available. Those terms are also defined in the Student Handbook:

- ❖ **"Domestic Violence"** - Georgia law recognizes "domestic violence" under the umbrella of "family violence," which is a category of 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. Georgia state law specifically defines such violence as the occurrence of a felony or the commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass 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.
- ❖ **“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
    - the frequency of interaction between the persons involved in the relationship
- ❖ **"Sexual Assault"** is any type of sexual contact or behavior that occurs without the explicit consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape, attempted rape, sexual battery and aggravated sexual battery.
- ❖ **"Stalking"** - Occurs, in relevant part, when a person follows, places under surveillance or contacts another person (i.e. the victim) at or about any public or private property occupied by the victim other than the residence of the person without the consent of the victim for the purpose of harassing and intimidating the victim. Harassment and intimidation is 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. Examples of contacting another person include, but are not limited to, communicating in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device.
- ❖ **"Consent"** - Georgia law has yet to clearly define "consent" in the context of sexual activity. However, consent can generally be defined as clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age.



Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

### **WHAT SHOULD YOU DO IF YOU ARE VICTIM OF OR A WITNESS TO A SEX OFFENSE?**

A person who becomes a victim of or a witness to a "sex offense," as defined by the Federal Bureau of Investigation's National Incident-Based Reporting System (NIBRS), should report the offense to the Department of Public Safety, a residence hall assistant or director, the Dean of Student Affairs, or the University's Title IX Coordinator, Ramona Roman, at (404) 880-6158. Once a report of sexual violence is made and in order for the University to conduct a prompt, fair and thorough investigation into the incident and commence appropriate disciplinary proceedings (if the victim so chooses), a victim (or witness, if applicable) is encouraged to do the following:

- 1) Go to a safe place as soon as possible (i.e. a friend's home or dorm room, the Department of Public Safety, etc.)
- 2) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove Sexual Harassment, or in obtaining a protective order or a no-contact order. Examples of such evidence include clothing worn during the incident, including, but not limited to, undergarments; sheets, bedding, and condoms, if used; a list of witnesses with contact information; text messages, call history, and social media posts; and pictures of any injuries.
- 3) Call the appropriate law enforcement agency. If the incident occurred on campus, contact the Department of Public Safety as soon as possible by calling (404) 880-8911. If the attack occurred off campus, call the law enforcement agency having jurisdiction where the attack occurred, such as the Atlanta Police Department. CAU will assist a victim in notifying the appropriate law enforcement authorities, if the victim so requests.
- 4) Get medical attention. If called, the Department of Public Safety will assist the victim with medical attention that will include collecting any evidence. The victim may also contact University Health Services, when appropriate.
- 5) Talk to a counselor. The victim may contact the Title IX Coordinator to obtain resources for victims of sexual crimes or contact Counseling and Disability Services. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit for examination.

CAU will also incorporate educational and prevention programs that address and discuss the following topics:

- ❖ 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 that individual;
- ❖ Ways to reduce the risk and recognize the warning signs of abusive behavior and how to avoid potential attacks;



- ❖ Procedures victims should follow if a sex offense, dating violence, domestic violence, sexual assault or stalking has occurred;
- ❖ Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking;
- ❖ How the University will protect the confidentiality of victims, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- ❖ Written notification of students and employees about existing counseling, health, mental, health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community; and
- ❖ Written notification of students and employees about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement, or neither. CAU is obligated to comply with such a request in terms of what is reasonable.

Student disciplinary proceedings, as well as special guidelines for cases involving sexual violence, are detailed in the Student Handbook. The Student Handbook provides, in part, interim measures the University will take while an investigation into an alleged sex offense is underway. For example, the University is obligated to comply with a victim's request for a living, work, transportation and/or academic situation change (subject to the availability and reasonableness of the change) following an alleged sex offense. The Student Handbook also provides, in part, that the accused and the accuser will be entitled to the same opportunity to have others present and will concurrently receive notice of the outcome of any institutional disciplinary procedure, the procedures for appealing decisions rendered in disciplinary proceedings, any change to the results that occurs prior to the time that such results become final, and when the results become final. The University will apply a "preponderance of evidence" standard in any disciplinary proceedings that may ensue. Disciplinary proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct any investigation and hearing process that protects the safety of victims and promotes accountability. Sanctions that may be imposed following a sex offense-related disciplinary proceeding include expulsion suspension, loss of scholarships and grants, fine and/or imprisonment. Faculty and staff are also encouraged to follow the same procedures outlined above and must follow the guidelines set forth in the Faculty Handbook and Staff Handbook.

Any person with questions about filing a complaint of sexual harassment or sexual violence should contact the Title IX Coordinator.



## **DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF SEXUAL VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

CAU will, upon written request, disclose to the alleged victim of a crime of violence (or a non-forcible sex offense) the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, CAU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **DRUG AND ALCOHOL POSSESSION POLICIES**

The possession, sale, use or furnishing of alcohol on the campus of Clark Atlanta University is governed by University policy, Georgia state law and federal law. To that end, CAU prohibits the illicit or unauthorized possession, use, consumption, sale, manufacture, or distribution of illegal drugs and/or alcoholic beverages by its students and employees on University-owned and/or controlled property or as part of any University-related activities. The strict enforcement of alcohol laws on campus is the primary responsibility of the Department of Public Safety, and only under certain limited circumstances is the consumption of alcohol permitted on the University's campus. However, under no circumstances does the University condone the sale, furnishing or providing of alcohol to a person under the age of 21. The University further recognizes that the possession, use or purchase of or attempt to purchase alcohol by or on behalf of anyone under 21 years of age is illegal.

The University has also been designated "drug-free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Department of Public Safety. Violations of this policy by any individual, organization or group will result in appropriate disciplinary action consistent with local, state, and federal laws and University policies and procedures, including, but not limited to, suspension, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

### **Drug and Alcohol Abuse Prevention Programs**

In compliance with Higher Education Act, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, CAU has developed a program to prevent the illicit use of drugs and alcohol by its students and employees. The program is disseminated annually to students, faculty and staff, and provides services related to drug use and abuse, including dissemination of information materials, educational programs, counseling



services, referrals and institutional disciplinary actions. Students and employees are also informed, at least, annually of the array of local, state, and federal sanctions one might be subject to for violations of the University's Standard of Conduct and local, state and federal laws. Those sanctions include, but are not limited to fines of up to \$250,000 (depending on the number and nature of the offense), probation, imprisonment, and denial of state funds for grants and scholarships. A violation of any law regarding controlled substances and alcohol is also a violation of the University's Student Code of Conduct and will be treated as a separate disciplinary matter by CAU.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### General Policy

The University has adopted an Emergency Action Plan, which includes information about the Campus Incident Response Management Team (CIRMT) and establishes the guidelines the University will follow to ensure the maximum use of all available resources in the event of an emergency in order to minimize injury and/or loss of life, property damage and ensure University continuity of operations and recovery processes. CIRMT members include the President or his/her designee, the Provost, the Chief of Police, the Department of Public Safety, the CIRMT Leader and other designated campus officials.

The determination of the existence of a significant campus emergency or dangerous situation, however, will be made solely by the University President or his/her designee. When evaluating whether an extreme emergency or dangerous condition exists, the University President will consider the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials. When a declaration of campus state of emergency is made, the Department of Public Safety, as required, will place into immediate effect the appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain educational facilities.

As soon as the University has confirmed that a significant emergency or dangerous situation exists, the University will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its Emergency Notification System and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Department of Public Safety and CIRMT personnel have received training in extreme emergencies and responding to critical incidents on campus. When an incident that causes an immediate threat to or dangerous condition for the campus occurs, the CIRMT will be activated and will report directly to the CIRMT Leader.

If the University requires outside assistance, that assistance may be requested by the Chief of the Department of Public Safety from the Atlanta Police Department and/or the City of Atlanta Fire Rescue Department.



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In certain circumstances, the Chief of the Department of Public Safety may request aid from other schools within the Atlanta University Center and/or state officials. A decision to use non-University resources to aid in an emergency will be made by the CIRMT Leader, the Chief of the Department of Public Safety or the President's Office.

### **Notification to the CAU Community about an Immediate Threat or Dangerous Condition**

Upon confirmation of a serious medical emergency, extreme weather conditions (such as an approaching tornado or hurricane), chemical spills or release of hazardous gases, bomb threats, civil unrest or rioting, fire or explosion, the presence of an armed campus intruder, or other emergency that poses an immediate threat to or creates a dangerous condition for the campus, the CIRMT Leader will immediately notify the campus community using the CAU Emergency Notification System. The CIRMT Leader, Director of Marketing and Communications and the Chief of the Department of Public Safety will collaborate to determine the content of the notification, depending on the nature of the situation.

Other means of communications to the campus community, as well as individuals and organizations outside the campus community (e.g. parents and guardians) include, but are not limited to, word-of-mouth notifications, University and non-University media outlets, megaphones and vehicle intercom systems by the Department of Public Safety, and activation of building alarms.

### **Student and Employee Sign-Up for Emergency Notifications**

If the event of a confirmed emergency or dangerous condition, the entire campus community (i.e. students, faculty and staff) will be notified through the CAU Emergency Notification System, which is managed by the Office of Technology & Communications and provides real-time emergency information to the campus community via mass e-mail, SMS text, voice mail, cellular phones and home phones (if applicable). Students, faculty and staff are encouraged to sign up for emergency notifications and should take the responsibility for regularly checking their email, cellular phones, home phones and voicemails. In order to receive campus-wide email announcements, students, faculty and staff must have an official "cau.edu" email account, which is provided to each student upon enrollment and each new employee upon employment.

### **Routine Testing of the Emergency Action Plan's Effectiveness**

To test the practicality and effectiveness of its Emergency Action Plan, the University conducts numerous periodic emergency response exercises, at least, once a year, such as orientations, table top exercises, drills, and functional simulated emergency testing. These exercises may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University. The results of all fire drills and evacuations are noted and evaluated by the Department of Public Safety the week following the drills and evaluations. The Department of Public Safety will contact the building manager to discuss any concerns with the execution of the evacuation procedures. The building manager is then expected to re-educate his or her building staff on proper fire and evacuation procedures.



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General information about the University's emergency response and evacuation procedures will be publicized each year as part of the University's Clery Act compliance efforts and made available on the Department of Public Safety's homepage located on the University's website.

## **1. General Inclement Weather Events**

In the event of inclement weather and/or emergency weather-related University closings, the AUC Consortium Executive Director will contact the AUC Inclement Weather Team to jointly make a decision.

### ***a. Predicted Inclement Weather Reports***

The AUC Inclement Weather Team should meet or teleconference following the first weather report of predicted inclement weather. In most cases this should be the day before the weather is predicted to occur.

- i. The AUC Inclement Weather Team will connect again on that evening to make a decision to close or to stay open. If all agree, the Executive Director and the designated University official will contact the media to place the appropriate announcement.
- ii. If all do not agree, a final decision will be made by 5:00 am the following morning.

Each designated University official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions

### ***b. Unpredicted Inclement Weather Reports***

Each designated member of the AUC Inclement Weather Team is to make contact with their University President and/or their Chief of Staff for a decision to dismiss, open or close. Once the University President makes the decision, the designated team member should contact the Executive Director to schedule an emergency meeting or teleconference to finalize the joint decision.

Each designated University official will be responsible for contacting their campus-essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

## **2. Specific Inclement Weather Events**

In the event of a tornado watch, blizzard, ice storm or other severe weather condition, the University's campus security dispatcher will immediately notify the Shift Supervisor and the Chief of Police/Director of Public Safety of the condition.



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The Department of Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions. During a tornado warning, Building Coordinators and Hall Directors will be responsible for moving occupants to the hallways, lower levels of campus facilities, or other designated areas.

The Department of Public Safety will also notify the following campus officials:

- The Campus Incident Response Management Team (CIRMT) Leader
- President
- Chief of Staff / Special Assistant to the President
- Provost/Vice President for Academic Affairs
- Director of Marketing and Communications
- Vice President of Enrollment Services and Student Affairs

The University Provost will make a determination whether to cancel classes. Members of the campus community (i.e. students, faculty and staff) will be notified using the campus Emergency Notification System.

### **Evacuation Policy**

The decision to implement campus-wide evacuation procedures generally rests with the Chief of Staff / Special Assistant to the President of the President's Office and the Department of Public Safety. When evaluating whether campus-wide evacuation is necessary, consideration will be given to the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials.

If evacuation becomes necessary, the Department of Public Safety will direct all individuals to designated Emergency Assembly Areas. Upon arrival at the designated Emergency Assembly Areas, the Department of Public Safety, building managers, hall directors and resident assistants will secure the area according to their designated duties and will account for all known personnel, students and visitors. The Vice President of Enrollment Services and Student Affairs or designee will communicate the status of the residence halls and occupants to the CIRMT Leader. Non-residential building information will be communicated by building managers to the CIRMT Leader, who will provide information to the Department of Public Safety. Resources and emergency response teams will then be directed to each affected building as needed.

The University strongly encourages the campus community and its visitors during an authorized evacuation to never use an elevator when exiting buildings, to treat every alarm as an actual emergency, and to remain calm. Individuals with temporary or permanent disabilities will be assisted by building managers, hall directors, resident assistants and/or other designated personnel. Individuals with temporary or permanent disabilities must be familiar with their needs during an evacuation and are expected to convey those needs to their supervisors or instructors and the Office of Disability Services at the earliest possible date.



## MISSING STUDENT NOTIFICATION POLICY

If anyone has reason to believe that a student, regardless of whether he or she lives on campus or off campus, is missing, he or she should immediately notify the Department of Public Safety by calling (404) 880-8911. If one calls 911, the operator will forward the call to the Department of Public Safety. The Department of Public Safety will then generate a missing person report and initiate an investigation in conjunction with the Vice President for Enrollment Services and Student Affairs.

If, after investigating a missing student report, the student has been determined missing for 24 hours, the Department of Public Safety will notify the Atlanta Police Department and the Georgia Bureau of Investigations, unless these agencies were the entities that made the determination that the student is missing. The Department of Public Safety will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under 18 years of age and is not emancipated, the University is required to notify the student's custodial parent or guardian not later than 24 hours after the time the student is determined to be missing. The Vice President for Enrollment Services and Student Affairs will notify all designated campus officials for the purposes in aiding in the search and location of the student.

All students, regardless of age, have the option to register a general emergency contact. Students also have the option to identify one or more individuals to be contacted by the University solely in the event the student is determined to be missing for more than 24 hours. A student is not prohibited from identifying the same individual for the purposes of both general emergencies purposes and missing person notifications. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing as described above.

If a student wants to identify a confidential contact person for missing persons purposes, he or she may do so through the University Housing website (if the student lives on-campus) or the Banner Web system website. A student's contact information will be registered confidentially and be accessible only by authorized campus officials and law enforcement in the course of the investigation.

## SEX OFFENDER REGISTRATION AND MONITORING

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery



Act and the Family Educational Rights and Privacy Act of 1974, the University is required to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Georgia, all convicted sex offenders are required by law to register their names and addresses with the Sheriff of their respective county of residence and the Georgia Department of Corrections within seventy-two (72) hours of relocating to this State in accordance with Section 42-1-12 of the Georgia Criminal and Traffic Law Manual.

Members of the CAU community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation (GBI) at 404-270-8465. The GBI is also responsible for maintaining a sex offender registry, which can be accessed at <http://gbi.georgia.gov/georgia-sex-offender-registry>. In addition, Georgia participates in the National Sexual Offender Public Registry, which can be accessed at [www.nsopr.gov](http://www.nsopr.gov). Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Registry information shall be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than \$1,000 or both.

## ANNUAL DISCLOSURE OF CRIME STATISTICS

The University prepares this report as required by the *Clery Act* and in cooperation with the local law enforcement agencies that have jurisdiction over on-campus University property, in certain off-campus buildings or property owned by the University; and on public property within, or immediately adjacent to and accessible from the campus. The report can be located on the Department of Public Safety's website at [http://www.cau.edu/Administration\\_Public\\_Safety.aspx](http://www.cau.edu/Administration_Public_Safety.aspx). You will also be able to connect to the CAU website via its homepage at [www.cau.edu](http://www.cau.edu). CAU campus officials provide updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and disciplinary referral statistics provided in this report are compiled on an annual basis for the previous three (3) calendar years (i.e. from January 1<sup>st</sup> – December 31<sup>st</sup>) in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system, and include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, residence life staff, dean of students staff, advisors to students, and athletic coaches). In addition, these statistics include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, and illegal weapons possession. Statistical information is also requested from the Atlanta Police Department and the Departments of Public Safety of Morehouse College, Spelman College, and Morehouse School of Medicine.



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For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

CAU keeps a daily crime log of alleged criminal incidents that is open to public inspection. A log of fire incidents is also kept and available to the public. Both crime and fire statistics are submitted each fall to the Department of Education's web based data collection system.

<b>Key Definitions for Interpreting Clery Crime Statistic Data:</b>	
<b>On-Campus Property</b>	Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). 34 CFR 668.46(a) <b>NOTE: The statistical value provided for this category <i>includes</i> crimes that occurred in student housing facilities.</b>
<b>On-Campus Student Housing Facility</b>	Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. 34 CFR 668.41(a). <b>NOTE: The statistical value provided for this category is part of the total number of crimes that occurred in on-campus property.</b>
<b>Non-Campus Property</b>	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. 34 CFR 668.46(a).
<b>Public Property</b>	All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. 34 CFR 668.46(a)

# CLARK ATLANTA UNIVERSITY CLERY ACT CRIME STATISTICS

-- CRIMINAL OFFENSES --

TYPE OF OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>Murder and non-negligent manslaughter</b>					
	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Negligent Manslaughter</b>					
	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Sex Offenses: forcible</b>					
	2014	0	0	0	0
	2015	0	1	0	0
	2016	0	0	0	0
<b>Sex Offenses: non-forcible</b>					
	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Robbery</b>					
	2014	1	0	0	5
	2015	0	1	0	6
	2016	4	1	0	7
<b>Aggravated Assault</b>					
	2014	1	0	0	0
	2015	0	0	0	1
	2016	1	0	0	1
<b>Burglary</b>					
	2014	11	13	0	2
	2015	2	12	0	0
	2016	12	10	0	0
<b>Motor Vehicle Theft</b>					
	2014	1	0	0	0
	2015	0	0	0	1
	2016	2	0	0	0
<b>Arson</b>					
	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Hate Crimes</b>					
	2014	There were no reported hate crimes for the year 2014.			
	2015	There were no reported hate crimes for the year 2015.			
	2016	There were no reported hate crimes for the year 2016.			
<b>Domestic Violence</b>					
	2014	0	0	0	0
	2015	1	0	0	0
	2016	1	0	0	0
<b>Dating Violence</b>					
	2014	0	1	0	0
	2015	0	1	0	0
	2016	4	3	0	2
<b>Stalking</b>					
	2014	0	0	0	0
	2015	2	0	0	0
	2016	0	0	0	0



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<b>Reported Sexual Assaults</b>					
	<b>2014</b>	6	0	1	0
	<b>2015</b>	0	1	0	1
	<b>2016</b>	0	0	0	0

# CLARK ATLANTA UNIVERSITY CLERY ACT CRIME STATISTICS

-- ARRESTS AND DISCIPLINARY REFERRALS --

TYPE OF OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS</b>					
<b>Liquor Law Violations</b>					
	2014	0	5	0	0
	2015	0	0	0	0
	2016	0	0	0	0
<b>Drug Law Violations</b>					
	2014	2	26	2	5
	2015	0	8	0	1
	2016	7	5	0	1
<b>Weapons Law Violations</b>					
	2014	2	0	0	0
	2015	1	1	0	1
	2016	1	1	0	0
<b>DISCIPLINARY REFERRALS</b>					
<b>Liquor Law Violations</b>					
	2014	0	13	0	0
	2015	0	4	0	1
	2016	2	2	1	0
<b>Drug Law Violations</b>					
	2014	3	34	5	3
	2015	0	9	0	0
	2016	11	9	0	1
<b>Weapons Violations</b>					
	2014	0	0	0	0
	2015	1	3	0	1
	2016	0	0	0	0



## ANNUAL FIRE SAFETY REPORT

This report is intended to comply with the Higher Education Opportunity Act (HEOA), which requires eligible colleges and universities to annually report and make public their fire safety policy guidelines for all on-campus housing facilities and statistics to the U.S. Department of Education (DOE), students and their families. University Housing is considered an on-campus student residential facility, based on the definition contained in the relevant federal regulations.

### DESCRIPTION OF THE FIRE SAFETY SYSTEM FOR ALL RESIDENCE HALLS

Nearly all CAU-owned on-campus student housing facilities are covered by an integrated automatic fire sprinkler and fire alarm system, which is monitored 24 hours a day by off-site third party vendors. The University's approach is to voluntarily retrofit every residential building with automatic fire sprinklers in order to maintain the highest standard of fire/life safety possible for 100% of University-owned residential buildings, in which students reside.

FACILITY	SPRINKLER SYSTEM	PERCENTAGE SPRINKLED	FIRE PANEL TYPE	FIRE SYSTEM MONITORED OFF SITE	TYPE	PUMP TYPE	FIRE EXTINGUISHER DEVICES	NO. OF EVACUATION (FIRE) DRILLS in 2014
Beckwith Hall 700 Beckwith Street	Y	90-100%	Simplex 4002	Y	Y	Centrifugal	Y	0
Brawley Hall 67 James P. Brawley Dr.	Y	90-100%	EST IRC-3	Y	Y	Centrifugal	Y	2
Bumstead Hall* 50 James P. Brawley Dr.	Y	0%	Silent Knight 5820XL	Y	N	n/a	Y	0
CAU Suites (East) Hall 128 Mildred Street	Y	100%	Firelite	Y	Y	MS 9600 UDLS	Y	1
CAU Suites (West) 129 Mildred Street	Y	100%	Firelite	Y	Y	MS 9600 UDLS	Y	1
Heritage Commons 15 James P. Brawley Dr.	Y	100%	Firelite	Y	Y	MS 9600 UDLS	Y	1
Holmes Hall 223 James P. Brawley Dr.	Y	90-100%	Notifier NFS-320	Y	Y	Centrifugal	Y	2
Merner Hall 223 James P. Brawley Dr.	Y	90-100%	Notifier NFS-320	Y	Y	Centrifugal	Y	2
Pfeiffer Hall 223 James P. Brawley Dr.	Y	90-100%	Notifier NFS-320	Y	Y	Centrifugal	Y	2
Ware Hall* 50 James P. Brawley Dr.	Y	0%	Silent Knight 5820XL	Y	N	n/a	Y	0

\* Ware and Bumstead Halls were non-operational during calendar years 2014, 2015 and 2016, and no students were residing in these halls for that time period. Therefore, no fire drills were performed for these halls during that time period.



University-owned residential facilities fire safety equipment and systems are also inspected, tested, and maintained regularly by testers approved by City of Atlanta Fire Rescue Department, as required by the Atlanta municipal code.

## **POLICIES CONCERNING PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN STUDENT HOUSING**

### **Portable Electrical Appliances**

Because the use of too many appliances may result in a loss of power to the room, students are urged to pay special attention to the directions for using appliances so as not to overload circuits. Items that can be used safely in the room include the following:

- A television set
- A stereo unit
- A electric fan
- A microwave oven
- A refrigerator up to 5 cubic feet and 2.0 amps
- Small electrical items such as a hair dryer, curlers, electric clock and a lamp
- Computer
- Irons: Ironing is permitted in student rooms; however, irons must always be used with ironing boards that have a fire-resistant cover. Irons with automatic cutoff mechanisms are encouraged. Irons should never be left plugged into an outlet when not in use.
- Extension cords that meet the following requirements:
  - All extension cords are to be 14 gauge or better (1, 2, 1, 0 etc.; the lower the number, the higher the gauge).
  - All extension cords are to be intact with no exposed wires or frayed ends.
  - Extension cords cannot be run under carpet.
  - No more than one extension cord can be plugged in per socket.
  - Safety-fused extension cords are permitted. These are the large extension cords with a power strip at one end having six outlets. This must be plugged directly into an outlet, using an adapter for a three-prong outlet switch if the residence hall is not equipped with three prong outlets. Appliances must be plugged directly into the power strip.
  - When a heavy power drain appliance is served by an extension cord (refrigerator, microwaves, hair dryers, etc.) no additional appliances should be plugged into a wall socket.



The use of more than one heavy power appliance in a socket causes breakers to trip and is a fire hazard. If breakers go off on your hall frequently, please inform hall staff.

- No extension cord may be nailed, stapled, or attached to the floor, wall or ceiling.

Cooking is permitted in the residence halls but is restricted to designated kitchen facilities and areas, which are available for resident use. Microwaves are permitted in Beckwith Hall only. Microwaves are prohibited in individual rooms in Holmes, Merner, and Pfeiffer Halls but are available to hall residents in community living areas.

Students assigned to reside in Merner, Pfeiffer, Holmes and Beckwith Halls are permitted to bring one refrigerator per room. Rooms in Brawley Hall, Heritage Commons, and CAU Suites come equipped with refrigerators. Cooking using certain appliances is not permitted in student rooms. While some appliances such as sealed unit coffee makers, popcorn poppers, and thermostatically controlled hot pots are allowed in student rooms. Other appliances such as toaster ovens, hot plates, George Foreman grills, toasters, deep fryers, electric skillets and frying pans or other appliances that use open coils and hot oil are prohibited. The use of coolers in the residence halls are also prohibited

The University will confiscate all unauthorized and hazardous appliances, which will not be returned to their respective owners until the end of the semester. If you have any questions about what is or is not permissible, please contact a member of the residence hall staff.

### **Flammable Items and Open Flames**

Items, which are flammable, such as fuel, etc., may not be stored in residents' rooms. Items, which require an open flame to operate, or which produce heat (i.e., Bunsen burners, lighted candles, alcohol burners, incense) are not allowed in residents' rooms. Candles may be used for decorative purposes only. Decorative items, such as fishnets, parachutes, and other such items, which are flammable, are not permitted in residents' rooms unless they have been fireproofed. Only UL approved lights may be used to decorate a room.

### **Smoking**

CAU holds a commitment to a wholesome life, underscored and supported by the University's unique environment, policies and practices. With no intent of making a moral judgment, but rather for reasons of expense and harmful effects on health, smoking at CAU is considered undesirable. CAU has, therefore, joined hundreds of similar institutions around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community.

Accordingly, students, faculty, and staff are not permitted to smoke in any residential facility at Clark Atlanta University. This policy has been adopted out of consideration for the safety and well-being of the entire University community and out of a concern for the maintenance and sanitary conditions in the University's buildings and other facilities.



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The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers

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## PROCEDURES FOR STUDENT HOUSING EVACUATION

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The Department of Public Safety staff conducts periodic fire drills for all University buildings, including its residence halls and maintains records for each building. Residents must comply with all fire and safety regulations and guidelines and participate in all emergency drills. Residents must pay special attention to information given regarding emergency exiting from buildings and are expected to know emergency exit locations and the procedures for their use. Evacuation route information is provided on the back of each room door and in residence hallways.

If a fire is discovered, sound the alarm immediately to alert other residents, at which time the Department of Public Safety will be notified. A staff member should be notified, if possible, of the location and type of fire. Use a fire extinguisher on only the smallest, most containable fire. Prepare to evacuate the residence hall.

When a firm alarm is heard, be sure to feel the handle of the door before opening it. If it is cool, prepare to evacuate the room. If there is smoke, keep low to the floor. Cover the body with something that can be seen easily. Take a wet towel or cloth to cover the head and face. If exiting the room is impossible, close the door securely and hang an object out of the window to attract attention. *Call the Department of Public Safety at (404) 880-8911.* If evacuation is possible, go to the nearest exit or stairway. Elevators are never to be used. Once evacuated, stand clear of the building, report to your RA and never re-enter a building until permitted by emergency personnel.

All residence halls are equipped with panic doors that are to be used only in case of emergencies. The main exit should be used for regular exits and entrances to the building. Those who violate this regulation by placing a wedge in the door admitting others to the building through the panic door may be suspended or dismissed from the residence hall.

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## FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

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Residence hall staff provides orientations to the operation and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. To reinforce fire drill policy and procedures, on-campus student housing residents participate in at least 2 fire drills every Fall and Spring.



## PERSONS OR ORGANIZATIONS TO WHICH INDIVIDUALS SHOULD REPORT THAT A FIRE HAS OCCURRED

The HEOA (20 U.S.C. § 1092(i)) and its Fire Safety Reporting regulations require CAU to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. This is not a list of who to notify that there is a fire emergency. If you find evidence of a non-emergency fire or if you hear about such a fire, please contact one of the following:

- Department of Public Safety: (404) 880-8623 / (404) 880-8911 Emergency
- City of Atlanta Fire Rescue Department (404) 546-7000
- Director of Residence Life: (404) 880-8020
- Residence Hall Directors:
  - Beckwith Hall: (404) 880-6840
  - Brawley Hall: (404) 880-6242
  - Holmes Hall: (404) 880-8873
  - Merner Hall: (404) 880-8876
  - Pfeiffer Hall: (404) 880-8874
  - CAU Suites & Heritage Commons (ACC-Managed Property): (404) 880-8690
- Office of Student Affairs: (404) 880-6360
- Strategic Communications and University Relations: (404) 880-8337
- Executive Cabinet: (404) 880-8502

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Currently, fire drills are planned and conducted by the Department of Public Safety staff. CAU is evaluating, however, whether this responsibility should be placed primarily with the Facilities Management Department, with assistance from the Department of Public Safety. CAU is also assessing whether updates to fire panels and associated devices in certain residence halls are necessary in the next academic year. These changes will assist the University in improving its planning and management of fire and evacuation drills.

(Continued)

# CLARK ATLANTA UNIVERSITY FIRE STATISTICS 2014 - 2016

2016						
RESIDENTIAL FACILITIES	TOTAL NUMBER OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE (IN DOLLARS)
Beckwith Hall 700 Beckwith Street	0	0	n/a	n/a	n/a	n/a
Brawley Hall 67 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Bumstead Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
CAU Suites (East) Hall 128 Mildred Street	0	0	n/a	n/a	n/a	n/a
CAU Suites (West) 129 Mildred Street	0	0	n/a	n/a	n/a	n/a
Heritage Commons 15 James P. Brawley Dr.	1	0	Bush Fire	0	0	\$0-99
Holmes Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Merner Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Pfeiffer Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Ware Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
* Ware and Bumstead Halls were non-operational during calendar year 2016 and no students were residing in these halls for that time period.						

# CLARK ATLANTA UNIVERSITY FIRE STATISTICS 2014 - 2016

2015						
RESIDENTIAL FACILITIES	TOTAL NUMBER OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE (IN DOLLARS)
Beckwith Hall 700 Beckwith Street	0	0	n/a	n/a	n/a	n/a
Brawley Hall 67 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Bumstead Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
CAU Suites (East) Hall 128 Mildred Street	0	0	n/a	n/a	n/a	n/a
CAU Suites (West) 129 Mildred Street	0	0	n/a	n/a	n/a	n/a
Heritage Commons 15 James P. Brawley Dr.	1	1	Cooking	0	0	\$100-\$999
Holmes Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Merner Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Pfeiffer Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Ware Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a

\* Ware and Bumstead Halls were non-operational during calendar year 2016, and no students were residing in these halls for that time period.

# CLARK ATLANTA UNIVERSITY FIRE STATISTICS 2014 - 2016

2014						
RESIDENTIAL FACILITIES	TOTAL NUMBER OF FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE (IN DOLLARS)
Beckwith Hall 700 Beckwith Street	0	0	n/a	n/a	n/a	n/a
Brawley Hall 67 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Bumstead Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
CAU Suites (East) Hall 128 Mildred Street	0	0	n/a	n/a	n/a	n/a
CAU Suites (West) 129 Mildred Street	0	0	n/a	n/a	n/a	n/a
Heritage Commons 15 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Holmes Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Merner Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Pfeiffer Hall 223 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
Ware Hall* 50 James P. Brawley Dr.	0	0	n/a	n/a	n/a	n/a
* Ware and Bumstead Halls were non-operational during calendar year 2016, and no students were residing in these halls for that time period.						

