

# **ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT**

## **Atlanta Campus Report-- 2023 Including the Henry County Regional Academic Center and Douglas County Regional Academic Center**

**(Covers Calendar Year 2022 / Published September 29, 2023)**

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 (Clery 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 found on Mercer's website at <https://police.mercer.edu/security/>. This report is prepared by the General Counsel's Office, in conjunction with the Chief of Mercer Police and designees, the Dean of Students, Assistant Vice President for Student Affairs, the Assistant Vice President and Title IX Director, Human Resources, Residence Life, and the Assistant Vice President and Director 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, respective law enforcement agencies and designated campus officials. 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.

The Mercer Police Department works closely with DeKalb County law enforcement. 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 DeKalb County 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 DeKalb County 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 McDonough Police Department and the Douglasville Police Department.

### **Law Enforcement**

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, and may detain individuals for arrest by any of the respective police departments. Local police agencies also provide back-up assistance to the University for any emergencies that may require extensive police services.

### **Campus Security Policies**

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.

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.

Residence hall guidelines and procedures can be found on the Housing and Residence Life: *Housing Handbook* [Fire Safety \(mercer.edu\)](#).

### **Reporting Crimes and Emergencies**

Because of the size of our campus, Mercer police officers cannot be on the scene at all times; therefore, it is important that all students and employees of the University promptly report to the Mercer University Police Department – Atlanta (MERPO-ATL) any unusual activity on campus, in any off-campus building owned or controlled by Mercer, or on public property immediately adjacent to or accessible from the Mercer campus. Mercer policy encourages every member of the campus community to report a crime promptly to MERPO-ATL, or the police department in the jurisdiction of the regional academic centers. 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. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to MERPO-ATL, or the respective police in the jurisdiction, in an accurate and timely manner. If assistance is required from the DeKalb County Police Department, Mercer Police will contact them. 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 Georgia Campus Policeman’s law, MERPO-ATL 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.

MERPO-ATL 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 Crime Awareness and Campus Security Report is compiled from reports to the Mercer Police Department, the records of the Title IX Office, and 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. Mercer police 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 DeKalb County law enforcement 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.

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;
- \* Location of the incident you are reporting;
- \* A description of the scene and/or suspects;
- \* A description of any vehicles involved in the incident, especially a license plate number if possible;
- \* Your telephone number and address, for report purposes.

**BEFORE HANGING UP, BE CERTAIN THE DISPATCHER HAS ALL THE INFORMATION NEEDED. DO NOT TAKE MATTERS INTO YOUR OWN HANDS; THIS COULD RESULT IN SERIOUS INJURY.**

You can reach Mercer Police by using one of the following phone numbers:

Mercer Police	(678) 547-6358
Emergency Line	6911 (from any campus phone)
University Switchboard	(678) 547-6000

Emergency phones are located in the following locations on the Atlanta Campus. These phones dial the MERPO-ATL as soon as they are removed from the receiver.

Admin. Conf. Ctr. Elevator 1	Fine Arts Emergency	Pharmacy Elevator 1 and 2
Admin. Conf. Ctr. Elevator 2	Gravel Parking Lot	Sheffield Front Desk
Academic Bldg Elevator	Main Gym Emergency	Sheffield Men’s Locker Room
Behind Apts. - North Side	North Parking - East Side	Sheffield Pool
Behind Apts. - South Side	North Parking - West Side	Sheffield Women Locker Room
Business & Economics Bldg. Elevator	Pharmacy Snack Emergency Phone	Swilley Emergency Phone 1 & 2
Residence Hall 2902 Elevator	Pharmacy Outside Emergency (Loading Dock)	Swilley Elevator
Cafeteria Emergency		Swilley Library, On Walkway leading to Sheffield

College of Nursing Elevator	Pharmacy Bldg Emergency 2nd Floor	Theology Elevator Emergency
Davis Bldg. 2nd Floor		West Parking Lot - North Side
East Parking Lot @ Service Road	Pharmacy Bldg Emergency 1st Fl	West Parking Lot - South Side
East Parking Lot #5		

To report a crime or emergency at the Douglas County Regional Academic Center call 911 or Douglas County Police Department, 770-920-3010 non-emergency 24 hours (automated system); and to report a crime or emergency at the Henry County Regional Academic Center call 911 or Henry County Communications Center, 770-957-9121 (answered 24 hours).

### **Domestic Violence, Dating Violence, and Stalking**

The Campus Sexual Violence Elimination Act (“SaVE Act”) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (“VAWA”). Pursuant to the SaVE Act, Mercer includes reports of domestic violence, dating violence, stalking, and sexual assault in its annual security report.

#### **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 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**

MERPO-ATL, Student Affairs, the Title IX Office, Counseling and Psychological Services (CAPS) and Human Resources work together with the various Schools and Colleges of the Atlanta campus to provide campus safety orientation sessions each year, promoting campus safety awareness, and informing students of precautions to enhance their security and the security 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 orientation sessions, MERPO-ATL has produced and distributed an informational sheet for students and employees. During orientation, students are informed of the importance of the police/community relationship emphasizing police as “friends” based on the different cultures represented on campus, and of the services offered by MERPO-ATL, such as police escort to any student or employee for their safety or any other reason. Students are told about crime on-campus and how to report crime. MERPO-ATL also has a website <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. Human Resources also presents similar information during orientation to new employees. Counseling and Psychological Services participate in Resident Assistants (RA) training with the goal of building a working alliance between the two groups. As a result, the RAs are more prepared when encountering distressed or disruptive students. RAs are encouraged to consult with Counseling and Psychological Services to seek assistance as needed. MERPO-ATL and the Dean of Students Office also participate in this training for RAs from a campus safety perspective. Additionally, Counseling and Psychological Services provides ongoing “passive” programming regarding a variety of health and safety issues via the digital media players located around campus. Also, at every new student orientation (8-10 held each fall semester), students are informed about the services available to them through Counseling and Psychological Services and the Student Health Center.

The Regional Academic Centers and Evening Student Support Centers work with faculty from College of Professional Advancement, Tift College of Education, Stetson-Hatcher School of Business and Student Services to provide safety and security training to Students and Staff on the each of the satellite campuses.

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 2021.

#### **Atlanta Mercer Police (MERPO-ATL)**

- January 5, 2022 – College of Pharmacy Student Orientation: Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.
- January 6, 2022 – College of Health Professions and Stetson-Hatcher School of Business: Students were given information regarding staffing, hours of operation, services offered – lost and found,

motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.

- May 7, 2022 – College of Professional Advancement (COPA): Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.
- August 6, 2022 – College of Professional Advancement (COPA) Student Orientation: Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.
- August 18, 2022 College of Pharmacy Student Orientation: Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.
- August 18, 2022 - Master of Public Health, Department of Physical Therapy, and Stetson-Hatcher School of Business Student Orientation: Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.
- December 10, 2022 - College of Professional Advancement (COPA) Student Orientation: Students were given information regarding staffing, hours of operation, services offered – lost and found, motorist assistance, escort, etc., location, phone numbers, campus safety, and resources available to them.

## **Dean of Students Office**

During student academic orientations on the Atlanta campus (Aug. 17-19, 2022 for the primary fall orientation and smaller orientations for new students entering in the spring and summer semesters), Student Affairs presents a brief overview of the RAVE Alert system and the importance of signing up for the program is highlighted. This includes discussion of natural occurrences like snow and tornado emergencies and individual/human initiated acts of aggression or terrorism. In academic orientations, CAPS discusses reporting protocols related to Sexual Assault and other Title IX type violations, highlighting confidentiality when reported to a Counselor.

For Mercer Apartments, it is standard procedure, in August before the start of the school year, for all Resident Assistants, the Area Coordinator and the residents to be trained in safety measures, security, and emergency procedures. The orientations focus on general safety concerns, Title IX, reporting protocol, and the need for awareness on campus.

An Emergency Procedures Guide is present in all staff offices to address consistency for the Student Affairs professional staff, to address topics such as inclement weather, shooter on campus, fire, bomb threat, chemical spill, crisis response for medical, behavioral, and psychological events; evacuation procedures, evacuation of individuals with a disability, and utility failures.

Residence Life staff viewed the Run, Hide, Fight video which deals with on-campus shooter.

Major Woolfolk, MERPO-ATL participates in RA training.

**Human Resources** Human Resources conducted monthly new staff and faculty orientation sessions on the Macon and Atlanta campuses, with employees from other campuses also joining one of these sessions. The main areas of the Sexual Misconduct Policy, including information on mandated reporting, are covered during each orientation. All new staff and faculty are required to attend these sessions which also includes information on other policies/procedures, including the Drug-Free Workplace policy, that will be needed during their



employment. The Title IX Coordinator manages the University-mandated online training entitled *Harassment and Discrimination Prevention*. The University President requires faculty, staff, and students to complete this course. Each person is given a certificate showing that the course has been completed. HR keeps track of and assures that every employee has completed this training.

**Counseling and Psychological Services (CAPS-ATL)** delivered the following programs addressing the issue of sexual assault, among other pertinent subjects.

#### Training and Programming

- At various points throughout the year, CAPS participated in new student orientation sessions, which during 2022 totaled seven sessions and during which we spoke with an estimated two hundred fifteen new students. During these sessions, we promote Counseling and Psychological Services (CAPS) as the designated location on the Atlanta campus to report any issues of sexual assault with an expectation of confidentiality as provided by Georgia law.
- On August 9, 2022, the Atlanta Counseling and Psychological Services office participated in training for Resident Assistants, including portions focused on alcohol and sexual assault education and prevention, suicide prevention, and crisis response.
- In addition to these events, CAPS provided consultation and training, and well as education and prevention programs, together totaling forty-eight events or programs reaching six hundred and five individuals (all of which are in addition to the aforementioned new student and resident assistant orientations. These covered a range of concerns with primary emphasis on health and wellness, coping strategies and stress management.

#### **Title IX Office**

- January 2022: Title IX Coordinator provided in-person training regarding Title IX and Mercer policies in two separate sessions to new students in the College of Health Professions and the College of Pharmacy.
- August 2022: Presentation/ Training to the Resident Assistants and the Atlanta Student Affairs on information about the University policies, procedures, definitions, obligations of responsible employees, as well as support and resources were shared.
- October 2022: Title IX Coordinator trained the Mercer Police in Atlanta about the University policies, procedures, definitions, obligations of responsible employees, as well as support and resources were shared.

#### **Regional Academic Centers (Douglas County and Henry County)**

Safety and Security Training at the Regional Academic Centers (students, faculty and staff):

- New student orientation/registration conducted six times during the academic year at Center locations, including Macon and Atlanta. During orientations, the Operations Director and/or the Student Success Coordinators provided safety instruction and information to new students on current security protocols, security cameras awareness, Bear card Access systems, emergency preparedness, and measures to be taken during emergencies.
- New students were provided a printed “Bear Essentials” Enrollment Guide which contains contact information for Atlanta and Macon Mercer Police, 911 for Henry County and Douglas County Centers, and the procedure for registering to receive Mercer alerts via mobile devices.

- Emergency procedures quick reference guides with contact information are posted in classrooms and throughout the buildings at the Henry County and Douglas County Center facilities and are continually updated as required. At the start of each session, Center Student Success Coordinators visited classrooms and provided security and safety updates to new and returning students and faculty members. All were encouraged to familiarize themselves with the information posted throughout the Centers regarding safety, COVID-19 protocols, and security awareness.
- Center Student Success Coordinators provided students with Coordinator Contact cards throughout the year. Students were directed to contact Coordinators for safety, security, illness, accidents, or other concerns.
- Center Student Success Coordinators at remote sites implemented and provided training to new Student Success Team members on the classroom door security policy: During classes – can be open but are in the locked positions (so professors only need to shut the door to secure the classroom). All unused classrooms are locked and closed.

### **Additional Safety and Security Training and Protocols:**

Residential Apartments on the Atlanta campus are secured individually by tenants. All apartments have a deadbolt. RAs conduct nightly security checks to assure that common area doors are closed and locked, and to check the lighting in and around the building. Campus apartment guidelines and procedures can be found on the Housing and Residence Life website <http://residencelife.mercer.edu/>.

The Associate Dean of Students, the Director of Physical Plant Operations, Mercer Police and the Senior Vice President for Strategic Initiatives (Atlanta), once a year conduct a walk-through survey at night, covering the entire campus, to examine security issues such as landscaping, locks, lighting, fencing, gates, sidewalks, and crosswalks.

Mercer University conducts programming to promote the awareness of dating violence, domestic violence, sexual assault and stalking. Education programs include primary prevention and awareness programs for all incoming 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 is 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 various Student Handbooks and in the Policies and Procedures Manual (for employees) and is available here: [Drug-Free Workplace and Campus Program](#). Additional policies imposing higher standards of conduct with respect to drugs or alcohol have been adopted by certain Schools and 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.

Students who are alleged to have violated the Student Code of Conduct's prohibition against consuming or possessing drugs or alcohol on campus are subject to the Non-Academic Misconduct Process for Students, which is set forth in the University Student Handbook. The Vice President for Student Affairs and Dean of Students Office investigates and brings charges in cases of student misconduct. Charged students may have their charges heard by a University Hearing Board or by a designated University Administrator. The Hearing Board or Administrator will review the case and make a recommendation to the Associate Vice President for Student Affairs with regard to responsibility and sanctioning. Students who are found responsible for violating the Student Code of Conduct's prohibition against consuming or possessing drugs or alcohol on campus are subject to sanctions, including a formal written warning, counseling assessment, community service, educational sanctions, restriction of privileges, fines, restitution, probation, forced change of residence, eviction from University housing, suspension, and expulsion.

### **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.

Mercer University is committed to providing a workplace and education environment, as well as other benefits, programs and activities, that are free from all forms of sexual harassment and sexual misconduct. The University's Sexual Misconduct Policy set forth the policy and procedures applicable to any claims arising from prohibited sexual misconduct (including Title IX misconduct): [Mercer University - Sexual Misconduct Policy](#).

If a student, employee, or visitor to campus 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 chooses. 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 protective 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 and employees may also report sexual assault, domestic violence, dating violence, stalking or other sexual misconduct to the University's Title IX Coordinator. The Title IX Coordinator 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. The University notifies the student or employee of his or her right to seek a protective order, a restraining order or similar lawful order from a criminal, civil or tribal court, and the University's obligation to help enforce any protective order. The Title IX Coordinator also offers supportive measures to the reporting student or employee, such as a no-contact order on campus, changing of class schedules, or other reasonable supportive measures.

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. Students and employees 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 reporting student or employee and are reasonably available, regardless of whether the student or employee 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.

Mercer Atlanta Counseling, community counseling, mental health resources, and other services for victims of sexual assault include:

- Mercer's Title IX Office: (478) 301-2788 [Title IX - Who Can I Talk To?](#)

- Mercer University Student Health, and Counseling and Psychological Services (CAPS ATL) [Counseling and Psychological Services \(CAPS\)](#)

Health Services  
3001 Mercer University Drive  
Sheffield Student Center #206  
Atlanta, GA 30341-4155  
Phone: (678) 547-6130  
Fax: (678) 547-6054

Counseling Services  
3001 Mercer University Drive  
Sheffield Student Center #215  
Atlanta, GA 30341-4155  
Phone: (678) 547-6060  
Fax: (678) 547-6054

- Day League Crisis Center      Office: 404-377-1429  
24 HR CRISIS HOTLINE: 404-377-1428
- Grady Rape Crisis Center      (404) 616-4861 (Crisis line)  
(404) 616-3521 (Admin line)
- DeKalb Medical Center (SANE Nurse available)      (404) 501-1000  
2801 North Decatur Road, Decatur, GA
- DeKalb Medical Hillandale      (404) 601-8000  
2801 DeKalb Medical Parkway, Lithonia, GA
- DeKalb County District Attorney's Office      (404) 371-2561
- Stone Mountain Circuit Public Defender Officer      (404) 371-2222

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

### **Policy 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. For Regional Academic Center students (Douglas County and Henry County), the community member may contact Mercer Police directly or the Center Coordinator who, in turn, must report the missing student to Mercer Police and the Regional Academic Center Director of Operations.

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 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, as is appropriate) to the 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 contact 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 MyMercer Portal.

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.

### **Sex Offender Registry Information**

Federal and state laws require each state to operate a sex offender registry and establishes a national sex offender registry. Convicted sex offenders are required to register in the jurisdiction where they live and must keep their registration current for the duration of their registration period. Information regarding sex offenders living in the City of Atlanta, DeKalb County, Henry County, and Douglas County can be found at <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

### **Emergency Alert**

As part of Mercer's emergency response plan, students, faculty and staff may sign up for an emergency alert that is delivered via mobile phone. Emergency Alert Registration for students is located at: <http://it.mercer.edu/student/index.htm>, and the Emergency Alert Registration for faculty and staff is located at [MU Information Technology - Emergency Alert Registration \(mercer.edu\)](#).

### **Timely Warning and Emergency Notification Policy**

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 for Marketing Communications and Chief of Staff, 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 for Marketing Communications 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 for Marketing Communications and Chief of Staff, 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 for Marketing Communications 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 **A**lert, and subsequent messages will **I**nform, **R**eassure, or **R**elease.

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.

## Emergency Preparedness:

Mercer Police and the Dean of Students present a number of trainings and presentations throughout the year regarding emergency preparedness to students. Among the topics covered are active shooter response guidelines, severe weather response guidelines, emergency preparedness plan, and personal safety, with Q&A follow-up after each presentation.

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 6911 from any campus phone for immediate assistance from the Mercer Police Department
- For non-emergencies, dial 678-547-6358, 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) [Fire Safety \(mercer.edu\)](#)**

#### **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 (678) 547-6358 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 doors 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 Atlanta Student Housing**

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 -- Atlanta Campus**

Statistics concerning certain criminal offenses reported to have occurred on Mercer's Atlanta campus which includes Henry County Regional Academic Center and Douglas County Regional Academic Center 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 [Campus Security I Mercer University](#)). A printed copy of the Report is available in the Human Resources Department, the Mercer Police Department on the Atlanta campus, the Student Affairs Office and the coordinator's office at each Regional Academic Centers. A copy will be provided upon request.

All incidents reported below occurred in Atlanta, unless otherwise noted by a footnote.







Building 2904	0	0	0	0	0	0	0	0	0
Building 1000 (Mercer Lofts)*				1**	0	0	0	0	0
Building 2000 (Mercer Lofts)*				0	0	0	0	0	0

\* Mercer Lofts Buildings 1000 and 2000 were not occupied until August 2021.

\*\*The smell of smoke was reported in leasing office, and burn marks were found on an instruction manual left in air handler.