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

The full text of this report can be located on Mercer’s website at www.mercer.edu/police. This report is prepared in cooperation with Mercer Police, Student Affairs, Judicial Affairs, Residence Life, the Dean of Students’ offices, Memorial Health University Medical Center Security Services Department, and the Department 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, 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. In addition, the Mercer Police Department has been sworn by the Bibb Sheriff’s Office.

The Mercer Police Department works closely with the Bibb Sheriff’s Office. Although there are no written agreements between these agencies, the practice between the different police departments is to cooperate fully with and to assist each other. The officers of Mercer Police and Bibb Sheriff’s Office communicate regularly on the scene of incidents that occur in and around the campus area. The Mercer Police work closely with the investigative staff of the Bibb Sheriff’s Office when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. The Mercer Police Department also works closely with the Director of Corporate Security, Columbus Regional Healthcare System, Inc.; and the Columbus 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 or may detain such individuals for arrest by the Bibb Sheriff’s Office. Local police agencies also provide back-up assistance to the University for any emergencies that may require extensive police services.

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 at night 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) and with the Physical Plant Department with respect to building and parking security, including keeping a maintenance log each day of items that need repair or replacement and regularly reviewing campus lighting needs.


**Crimes and Emergencies**

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

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

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

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

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

your name
location of the incident you are reporting
description of the scene and/or suspect
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.

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

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

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

640 Plum Street Elevator
Administration Building Elevator
Beal House Elevator (Center for Strings)
Bell House Emergency Phone (Center for Strings)
Bear Gardens Emergency Phone
Bridge Elevator
CSC CO-OP Lobby
Dowell Emergency
Duncan Lounge
Einstein Bagels Emergency Phone
Engineering School Elevator
Field House Elevator
Groover Hall Elevator
Hardman Building Elevator
Hardman Building Emergency Phone
Internal Medicine Elevator (707 1st St.)
Knight Hall Elevator
Law School Elevator
Law School First Floor Lobby
Law School Library 2nd Floor
Law School Lower Parking Lot
Law School Third Floor Emergency Phone
Pk Lot Porter Hall
Pk Lot UC Lower
Pk Lot UC Middle
Pk Lot GK Village (Winship)
Pk Lot UC Upper

Law School/Georgia Ave. Entrance (inside)
Law School/Georgia Ave. Entrance (outside)
Law School/Mercer Press Parking Lot
Law School Student Lounge (inside)
Law School Student Lounge (outside)
Law School Upper Parking Lot
Learning Resource Center Emergency Phone
Legacy Hall Elevator 1
Legacy Hall Elevator 2
Main Library Back Elevator
Main Library Front Elevator
McAfee Music School
Medical School Elevator
Mercer Hall Elevator
Mercer Hall Entrance
Newton Elevator
Penfield Building Elevator
Pk Lot 1503 Adams
Pk Lot 1821 Winship
Pk Lot 1962 Winship
Pk Lot Delta Sigma Theta
Pk Lot Linden Avenue
Sherwood Hall (entrance)
Shorter Hall
Stetson Building Elevator
Student Center Elevator
Tattnall Elevator
Domestic Violence:

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

(1) Any felony; or

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

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

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

Dating Violence:

Georgia law does not define “Dating Violence,” but the definition of “Family Violence” (above) may cover some dating situations. For the purpose of reporting dating violence in the annual security report, “Dating Violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. See O.C.G. A. § 19-13-1

Stalking:

Georgia law defines “Stalking” as:

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

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

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

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

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

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

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

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

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

**Sodomy; Aggravated Sodomy** is defined in Georgia as:

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

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

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

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

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

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

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

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

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

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

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

The words underlined above are defined as:

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

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

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

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

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

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

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

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

For the purpose of reporting sexual assault in the annual security report, “Rape” is defined as: “The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;” “Fondling” is defined as: “The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;” “Incest” is defined as: “Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;” and, “Statutory Rape” is defined as: “Sexual intercourse with a person who is under the statutory age of consent.”

Georgia law does not define “Consent,” but for the purposes of Title IX investigations and Student Code of Conduct investigations at Mercer: “Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

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

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

**Safety and Crime Prevention Programs**

The Mercer Police, Student Affairs, Academic and Advising Services, the Student Government Association (SGA), the Title IX Office, Counseling and Psychological Services, and Human Resources work together to provide numerous campus safety workshops each year to promote campus safety awareness and to inform students and staff of precautions to enhance their security and that of the University community. These prevention and awareness programs for all students and new employees include information about Mercer’s prohibition against dating violence, domestic violence, sexual assault, and stalking. Along with these workshops, SGA and Mercer Police have produced several pamphlets and other informational items promoting campus safety awareness. During orientation, students are informed of services offered by Mercer Police. Students are told about crime on-campus and how to report crime. Periodically during the academic year, Mercer Police, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault, personal safety, residence hall security, gun safety, and alcohol related issues. Mercer Police also has a website [http://police.mercer.edu](http://police.mercer.edu) which features campus safety videos that are updated on an ongoing basis; annual crime statistics; resources for personal safety; parking maps; a tornado response plan; and contact information for MERPO on the Macon and Atlanta campuses. Additionally, Human Resources presents similar safety information during orientation for employees, as well as information on Title IX. Residence halls are secured 24 hours a day. Most residence halls are equipped with card readers, and each student’s Bear Card will open only the residence hall in which that student resides. The remaining residence halls are secured by keys. In the case of periods of extended closing, such as holidays, the card readers are turned off and will not work. RAs conduct nightly security checks to assure that doors are closed and locked, and to check the lighting in and around the building. Leaders of the Student Government Association, the Vice President for Student Affairs, the Chief of Mercer Police, and the Director of the Physical Plant conduct a walk-through survey at night from campus border to campus border once each semester to examine security issues such as landscaping, locks, lighting, fencing, gates, sidewalks and crosswalks. This year the events were held on March 14, 2016 and November 15, 2016.

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 2016:

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

**Mercer Police**

January, 2016: Mercer Police (MERPO) presented a lecture to the Mercer Marching Band members regarding safety techniques for on-campus and off-campus. (40 students in attendance).

April, 2016: April is Alcohol Awareness Month and MERPO presented a safety lecture about alcohol awareness for Lambda Chi Alpha.

September 2016: MERPO was ask by the President of Alpha Omega Phi Sorority to give a lecture on alcohol awareness. Topics covered were underage drinking, DUI awareness, importance of a designated driver, Title IX, peer pressure, CAPS resources (Mercer Counseling), and MERPO resources.
September 2016: MERPO did a presentation for the Resident Assistants about being able to identify the odor and appearance of marijuana in genuine form and burnt form. The presentation was followed by question and answer session.

**Human Resources**

Throughout 2016, Human Resources presented numerous Title IX training sessions on the Macon and Atlanta campus to the Staff and Faculty.

**Office of Academic and Advising Services** organized and facilitated the following training in support of the national mandate for Title IX.

- Title IX Coordinator spoke at Peer Advisor training about role, responsibilities, and Title IX
- Promoted new students’ completion of the 50-minute Campus Clarity “Think About It”, a training course that all new and transfer students to Mercer University are required to complete. This course addresses substance abuse, sexual violence, and unhealthy relationships. The course walks students through scenarios and situations to help educate them on campus resources, positive decision making, and appropriate intervention techniques. Mercer University believes in a community of respect and makes every effort to fully address the interconnected issues of substance abuse, sexual violence, and unhealthy relationships through this mandatory online course.
- **Choices**, a student performance for first-year students is held during the fall orientation program to approach topics of responsible decision making and positive choices in college. Chief Collins (Mercer Police), Dr. Emily Piassick (CAPS), Ms. Brittany Raygoza (Title IX), and Dr. Samantha Murfree (Student Affairs) spoke during the performance and shared information with first-year students about proper intervention, positive decision making, and consequences of poor decision making.
- 50-minute Title IX Lesson Plan administered through the class UNV 101, First Year Experience, is mandatory during fall semester for first year students.
- The Health and Safety Panel facilitated at all new student orientation programs by the Dean of Students, Mercer Police, Counseling and Psychological Services (CAPS), Title IX Coordinator, Residence Life, and the Student Health Center to educate new students on programs and services that promote student health and safety at Mercer

**Mercer’s Title IX Coordinator** presented the following training to various student groups or faculty/staff groups:

**August 2016:**
- Residence Life Behind Closed Doors Resident Assistance Training-Title IX scenario
- Served as Title IX Representative on the Health and Safety Panel for Transfer students and parents
- New Faculty Orientation-Title IX overview/introduction
- Peer Advisor Title IX Training
- Medical School Students Title IX Introduction
- Student Judicial Title IX Training
- CHOICES SKIT-Title Introduction to Freshman Class
- Student Athlete (Football) Title IX Training Trauma Informed Approach to Understanding Sexual Violence for student Judicial Members (conducted by Dr. Emily Piassick of the CAPS)
September 2016:

- Judicial Faculty/Staff Training: Sexual Misconduct and Relationship Violence Policy Review and Education
- First Year Law Students Presentation
- Athletic Coaches Training (Mandatory Reporting) with Beki Myers, Assistant General Counsel
- SHAPE Hazing Awareness Workshop @ Willingham: Mandatory for Greek and Athletes. Students were shown a video that talked about the severity of hazing and hazing related deaths. Spoken word was presented by members of the Mercer community that shed light on hazing hazards and victims.
- Title IX Greek Representative Training (Scheduled 1:1 chapter Title IX training for Alpha Gamma Delta, Phi Delta Theta, Lambda Chi Alpha, Sigma Alpha Epsilon, and Pi Kappa Phi
- First Year Friday Presentation: Presented to first year students on healthy relationships

October 2016

- Trauma Informed Approach to Understanding Sexual Violence for faculty/staff judicial members (conducted by Dr. Emily Piassick, CAPS)
- First-Year Advisors Meeting: round table discussion about students of concern and Title IX
- Bear’s Speak Panel: panel with Title IX Coordinator; Dean of Students; Dr. Emily Piassick, CAPS; and Chief Gary Collins, MERPO; to discuss questions about Sexual Assault and Domestic Violence and the University’s response
- Law School Presentation on Title IX (2nd year students)
- Chapter Meetings with Alpha Gamma Delta and Phi Delta Theta: Title IX Coordinator attended a Sunday night chapter meeting to hold an open forum with both chapters separately so that they could ask questions about Title IX
- Title IX Training for Men’s Lacrosse Team
- Chapter Meeting with Lambda Theta Chi
- Atlanta Student Affairs Manager’s Meeting: presentation to student affairs staff on mandatory reporting
- Chapter Meetings with Pi Kappa Phi and Sigma Alpha Epsilon
- Title IX Training for Women’s Basketball
- Title IX Training for Law School Faculty presentation on mandatory reporting

November 2016:

- Atlanta Administrative Counsel Meeting-Title IX mandatory reporter training and Q&A for the Deans/Associate Deans of Atlanta
- Title IX student presentation to 3rd year law students
- SHAPE Red Flag Campaign: A passive program that raises awareness around Domestic and Dating Violence
• Women and Gender Studies class: 30 min Title IX Q&A

• Title IX Coordinator worked with the Study Abroad faculty to create a presentation on resources and Title IX to be presented Study Abroad Orientations

• Title IX Coordinator presented a 3-hour training session for TIX investigators focusing on case studies, consent, coercion, force, and incapacity

**December 2016**

• College of Nursing Staff Presentation: Presented to faculty on mandatory reporting

The Title IX Coordinator, Dean of Students, Assistant Dean of Students, Associate Dean of Students, Assistant General Counsel, and the Director of Counseling and Psychological Services have attended numerous training sessions pertaining to Title IX and how to investigate and address incidents that may occur.

**Office of Counseling and Psychological Services (CAPS):**

**SHAPE EVENTS** (Sexual Violence, Hazing, Alcohol Prevention Education)

**Dr. Jackson Katz** “Taking It Personally: Why Gender Violence is an Issue for Men” January 26, 2016. Nationally recognized speaker regarding gender violence. Over 800 in attendance

**Ask Me About It:** February 8-22, 2016 This program raised awareness across campus about relationship violence, men as victims, stalking, sexual harassment and sexual assault. Approximately 75 student and staff participated

**Oksoberfest in March**- March 22, 2016 The carnival provides information regarding sexual assault, hazing, drugs, and alcohol awareness in a different format – one that isn’t a lecture or presentation. 28 organizations sponsored a game or food booth that focused on one of the SHAPE topics 200 students participated in the event

**Sexual Assault Awareness Week:** 4/18-21, 2016

a. Monday: 4/18: “Seeds of Prevention” the SAAM campaign combined with earth day. Students will be provided prevention information, design flower pots; approximately 30 students

b. Tuesday 4/19: #TealTuesday; teal ribbon campaign with information about reporting, what to do, etc. and promote Take Back the Night 100 students

c. Wednesday 4/20: Clothesline Project; students given opportunity to design shirts that show their support of sexual assault survivors approximately 25 students

**Hazing Awareness:** Reader’s Theater: September 21, 2016; 6:00pm and 8:00pm; Mercer Students performed/written word about Hazing; approximately 600 students;

**Sex Signals:** October 10, 2016 3 performances. Blurb from Catharsis Productions: “A two-person team of highly-trained educators takes the audience on an interactive, relevant, and often-hilarious exploration of beliefs, behaviors, and gender stereotypes related to dating and sexual interaction. Then, through several semi-improvisational scenes, and one that depicts a rapist describing a rape, the program reaches out to students who have mislabeled coercion as consent, with the hope of changing behaviors and encouraging bystander intervention”. Approximately 1100 students attended

**Red Flag Campaign** Nov 14 – 17, 2016:
A. A national public awareness campaign designed to encourage the University community to “say something” when they see warning signs ("red flags") for dating violence.

B. November 17: SHAPE members created 2 videos regarding dating violence and showed the videos along with BearsSpeak; 10 students

**Aware Events**

**Healthy Spring Break:** March 1-3, 2016  Activities included passing out spring break bags with information about how to keep spring break healthy and trivia game with questions regarding healthy decision making. 225 Students participated

**Mental Health Week:** April 4-8, 2016  Social media campaign where people posted pictures to Instagram with the caption "be kind to yourself". They took pictures of exercising, eating healthy, seeing the positive things about them, etc. 100 Students participated

**Suicide Awareness Week (October 10-15, 2016)**

- Sunday – Chalking (passive)
- Monday – CSC table from 10a-2p – Provide information on suicide and hand out ribbons (100 students impacted)
- Wednesday – Henna – semi-colon and ribbon tattoos (5-10 students)
- Friday – Henna – semi-colon and ribbon tattoos (5-10 students)

For information about the Counseling and Psychological Services (CAPS) visit their website: [http://studentaffairs.mercer.edu/counseling/](http://studentaffairs.mercer.edu/counseling/)

**Housing and Residence Life- Macon Campus**

- **Area Coordinator and Graduate Hall Director Training (Professional Staff)**
  - **Title IX- July 7, 2016:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations involving sexual assault, harassment, dating and domestic violence, and gender based violence.
  - **Emergency Preparedness Session- July 8, 2016:** Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, and fire safety.

- **Resident Assistant Training (Student Staff)**
  - **Title IX Training-January, 8, 2016:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations.
  - **Emergency Preparedness Session- August 4, 2016:** Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, and fire safety.
  - **Severe Weather Training -August 5, 2016:** Staff were trained on how to respond during severe weather.
  - **Safety and Cleaning Inspections-August 8, 2016:** Staff were trained on how to conduct proper room inspections not limited to checking security lights, cleanliness of rooms.
  - **Title IX Training- August 9, 2016:** Staff were trained on being mandatory reporters and how to respond to any Title IX situations involving sexual assault, harassment, dating and domestic violence, and gender based violence.

- **Residence Hall Safety Training(Students who live on campus excluding the Lofts)**
  - **Fire Drills- January 19- January 22, 2016:** Students were informed were to evacuate in case of a fire or tornado.
- Freshmen Floor Meetings- August 20, 2016: Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair Student Handbook and in the Residence Halls, emergency preparedness in case of a fire, severe weather, and active shooter.
- Upperclassmen Floor Meetings- August 22-August 26, 2016: Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Housing and Residence Life Handbook, emergency preparedness in case of a fire, severe weather, and active shooter.
- Fire Drills and Tornado Drills- August 29-September 2, 2016: Students were informed where to evacuate in case of a fire or tornado.

**Residence Hall Programs (Students who live on campus excluding the Lofts):**

- Amazing Race for Campus Safety Program- April 2016: The Housing and Residence Life Department put on a program in which residents raced around campus to answer questions safety on campus and learn what resources to utilize in the event of an emergency.
- Poster Campaign- Spring 2016: The Housing and Residence Life office displayed poster that showed varying images of how to be safe on campus.
- There were 74 programs/Bulletin Boards planned by Resident Assistants during 2016 on Campus Safety. Programs varied information about locking your doors, fire safety, severe weather, and Title IX.

**Greek Life**

The following events contained information on hazing, alcohol, and sexual violence/sexual assault:

- The Greek Life staff and Graduate Assistants held a Greek Officer Retreat on January 24, 2016 (130 participants).
- New Member 101 for Greek inductees was held on February 17 and 24, 2016 (16 participants), March 4, 2016 (16 participants), September 7, 13 and 21, 2016 (approximately 250 participants)
- Intake 101, two sessions in the fall semester 2016 (20 participants);
- One in Four Training was held on November 12, 2016 (8 participants)
- Greek Life staff, graduate assistants, and students attended programs presented by CAPS including: Jackson Katz “Taking It Personally: Why Gender Violence is an Issue for Men”; Hazing Awareness: Reader’s Theater; and Sex Signals, Catharsis Productions. (See CAPS section above.)

**School of Law**

Safety training materials are distributed to faculty and staff through the student handbook and online through the Law School’s Portal and mobile app, downloadable by students, faculty and staff. Safety training materials include electronic, print-ready documents, online instructional videos and web sites. Safety training materials include topics such as active shooter preparedness, emergency response guidelines, and information about safety and security specific to the Law School property.

**Mercer Medical School – Macon and Columbus Campus**

The safety training plan includes three facets: Orientation Manuals, Presentations by Student Affairs, and electronic telecommunications. During the period January 1, 2016 – December 31, 2016 we had presentations to the first year students (Class of 2020) involving safety delivered in the week of Orientation by Dr. Doug Pearson, Dean of Students, as well as by the Title IX Coordinator.
Orientation manual:
Each summer the MUSM Student Handbook is updated and placed online for our students. The newest students matriculating to our campus are sent a link to the handbook (https://medicine.mercer.edu/student-services/handbook/) which they attest to having knowledge of by signature during the week of our Orientation (8/14-19)

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

Macon Campus
- July 18, 2016: All new medical students (Transfer Students) receive instruction in a campus Orientation delivered by Dr. Roche and other medical faculty, which includes information on Student Health Services, University Policies on Drugs/Alcohol/Sexual Violence/Harassment as well as an introduction to the University and the MD Program Handbooks
- July 20, 2016: All Macon third year medical students were given Orientation to the Navicent Health Hospital and alerted to safety features at the hospital and to precautions on violence in the workforce, accessing security personnel, and how to handle hazardous exposures and manage risk in the hospital setting. Also covered emergency procedures/shelter and reminded student cohort of Title IX Policy.
- August 19, 2016: First Year Orientation-- Title IX, sexual harassment and campus safety covered by Doug Pearson, VP of Student Affairs. Violence on campus, Emergency Procedures and safety precautions covered by Patrick Roche in separate session.
- Fall 2016: Each medical school department is visited and personnel (Faculty and Staff) are reminded of safe areas in event of natural disaster or shooter on campus, and is alerted to fire alarms and rescue equipment in our building.

Columbus Campus
- July 2016: Third Year students (class of 2017) and all full time staff and faculty.
- Discussed Active Shooter Video
  https://www.youtube.com/watch?v=5VcSwejU2D0
  http://youtu.be/oI5EoWBRYmo
- Discussed Title IX, sexual harassment utilizing the University policies found on the web page.
  - July 2016: All Columbus third year students were given Orientation to ST Francis Hospital and Columbus Regional and alerted to safety features at the hospital and to precautions on violence in the workforce, accessing security personnel, and how to handle hazardous exposures and manage risk in the hospital setting. Also covered emergency procedures/shelter and reminded student cohort of Title IX Policy.
  - Fall 2016: All personnel are reminded of safe areas in event of natural disaster or shooter on campus, and are alerted to fire alarms and rescue equipment in our building.

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

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

**Policies Concerning Alcohol and Drugs on Campus**

The possession, sale, or consumption of alcoholic beverages is prohibited on campus and at University-sponsored events. Public intoxication, consumption or display of alcoholic liquors, wines or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the State of Georgia, but enforcement of alcohol laws on-campus is the primary responsibility of the Mercer Police Department. The University has adopted a Drug-Free Workplace and Campus Program as a matter of University policy and in keeping with applicable State and Federal laws, including the Drug-Free Schools and Communities Act Amendments of 1989. Copies of the Program are included in the Policies and Procedures Manual (for employees) and in the Lair and other student handbooks or bulletins. Additional policies imposing higher standards of conduct with respect to drugs or alcohol have been adopted by certain Schools, Colleges, and/or departments. These are included in the student handbooks or other documents available to the students or employees affected. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the Mercer Student Code of Conduct for a student to consume or possess alcohol in any public or private area of campus. Mercer has developed a drug and alcohol abuse prevention program for its students and employees. A copy of the program materials is available here: [http://www.mercer.edu/humanresources/DrugFreeProgram.PDF](http://www.mercer.edu/humanresources/DrugFreeProgram.PDF).
Policies Concerning Sex Assault, Domestic Violence, Dating Violence and Stalking

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

If a student is sexually assaulted on campus, or is a victim of domestic violence, dating violence or stalking, it is particularly important, for the protection of both the victim and the University community, that the incident be reported to the Mercer Police Department as soon as possible. Mercer Police can assist the student in getting medical attention and in notifying the proper local law enforcement authorities, if the student so 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 protection order. Reporting the incident to the police does not mean the victim must press charges against the assailant, but it does help assure that the student receives assistance in deciding how to proceed. Students may also report sexual assault, domestic violence, dating violence or stalking to the Dean of Students, or the University’s Title IX Officer. Employees may also report sexual assault, domestic violence, dating violence or stalking to the Title IX Officer. The Dean of Students or Title IX Officer will assist the student or employee in notifying Mercer Police or local police, if the student or employee would like to do so. The student or employee may also choose not to notify the police. If a student or employee reports that he or she is a victim of domestic violence, dating violence, sexual assault or stalking, regardless of where the offense occurred, the University provides the person with a written explanation of his or her rights and options. The University notifies the student or employee of his or her right to seek a protective order, a restraining order, a no contact order, or similar lawful order from a criminal, civil or tribal court, and the University’s obligation to help enforce any protective order.

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

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

Mercer will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the final results of any institutional disciplinary proceeding dealing with that crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin may request and be provided that information. These final results shall only include the name of the student, the violation committed, and any sanction imposed by the institution on that student.
In addition to the Mercer Police (see phone numbers above), some existing services for victims of sexual assault, both on campus and in the Macon community, include:

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

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


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

Physician Choices Coliseum Health System Physician Referral  

Navicent Health Medical Center:  Emergency Center: 478-633-1146 

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

### Policies Concerning Missing Student

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

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

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

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

**Policy:** If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):
(1) Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college/campus in which the student is enrolled, the students’ academic advisor, the counseling staff, and health center staff.

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

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

Emergency 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 https://apps.mercer.edu/alerts/

Mercer’s Emergency Preparedness and Response Procedures

The Mercer University Emergency Preparedness Plan guides emergency preparedness, response, and recovery procedures and goals. The plan applies to a broad range of emergency incidents, which are classified according to their severity and potential impact. Mercer University has developed and tested procedures to activate the Emergency Management Team in the event of a natural or man-made disaster on the Macon or Atlanta campuses. In addition, an Emergency Operations Center has been established on each campus.

The University community cooperates with an established procedure on each campus to promptly report all incidents which present a concern or threat for public safety to the Mercer Police Department. The Mercer Police Department:

1. Operates 24 hours a day, 7 days a week, 365 days a year. The Mercer Police routinely patrol university properties to monitor and ensure public safety.

2. The Mercer Police dispatcher, shift supervisor, and officers gather information on reported concerns or observed conditions to quickly assess the severity and potential impact of an incident or situation, and determine the incident classification:
   A. Level 1: Minor, localized area or building, can be resolved with current resources
   B. Level 2: Major emergency that disrupts sizable portion of the campus
   C. Level 3: Disaster involving entire campus & surrounding community

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.

Mercer can select from multiple methods for distribution of mass notifications to the university community or communicate directly to specific groups in order to provide instructions addressing immediate public safety
concerns, including but not limited to text messages, emails, fire alarms, and sirens through which messages may be broadcast to the campus. Local radio and/or television alerts may also be used.

1. The Mercer Police Department, Senior Vice President & Chief of Staff, or the Senior Assistant Vice President for Marketing Communications determines the appropriate content of emergency communications and warnings. That notice will confirm that there is an emergency, will determine which segments of the campus community must be warned, and will be sent to the campus community without delay, unless sending such a message will, in the professional judgment of the responsible campus authorities, compromise the effort to deal with the emergency, assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency. As soon as a significant emergency or dangerous situation exists, Mercer will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process.

2. The Senior Vice President & Chief of Staff, or the Senior Assistant Vice President for Marketing Communications determines when Mercer University should disseminate emergency information to local community officials. The Senior Vice President & Chief of Staff will disseminate information to local media outlets and/or will be responsible for having the Mercer University website updated to reflect the current status of the emergency.

3. The communication systems are:
   1. Cell Phone text messaging system
   2. Information postings on the Mercer University Online Homepage
   3. Targeted emails for geographic, academic, social, and other specified groups
   4. Bibb County Civil Defense siren (Macon Campus only)
   5. Emergency contact lists for administration and academic officials, along with local emergency responders

The Mercer Police shift supervisor or dispatcher will initiate calls to appropriate local emergency responders and contact appropriate university officials based upon the nature of the emergency. The Mercer University Emergency Management Team is:

1. The President
2. Senior Vice President & Chief of Staff
3. Executive Vice President for Administration & Finance
4. Senior Vice President & General Counsel
5. Provost
6. Senior Vice President, Atlanta Campus
7. Senior Assistant Vice President, Marketing Communications
8. Assistant Vice President & Director of Environmental, Health, & Safety

Emergency response actions are guided by Mercer’s established emergency response goals:

1. To protect life safety
2. To secure critical infrastructures and facilities
3. To resume the teaching and research programs

Mercer University will conduct periodic tests of communication systems at least once per year. Also, the institution will utilize both table top exercises and staged emergency response events to evaluate effectiveness.
of the emergency preparedness plan. Mercer University will publicize the emergency response and evacuation procedures with at least one test per year.

The Emergency Management Team will:

1. Document equipment tests and training exercises, including a description of the test, the date and time of the test, and whether the test was announced or unannounced.
2. Analyze the outcome of equipment tests and training exercises.
   Assess the need for improvements or enhancements to the Emergency Preparedness Plan based on the outcome of equipment tests and training exercises.

- **May 24, 2016**
  - **Instructors:** Robert A. Mann CEM
    Planner, Emergency Management
    Department of Public Safety
    Auburn University
  - **Location:** Woodruff House
    Macon, Georgia
  - **Content:** Table Top Exercises:
    Severe Weather Response Guidelines / MCN & ATL scenarios
    Active Shooter Response Guidelines / MCN & ATL scenarios
  - **Attendees:** Dean of Students / Dr. Doug Pearson
    Dean of Students – ATL Campus / Dr. Claire Dyes
    Student Affairs Retreat / Macon & Atlanta Campus staff
    Mercer University EPP Coordinator / Alan Baca
    Student Affairs Retreat

- **August 6, 2016**
  - **Instructors:** Mr. Alan Baca, Coordinator, Emergency Preparedness
    Mr. Willie Woolfolk, Mercer Police, Atlanta
    Mr. Gary Hollums, Regional Academic Centers
  - **Location:** Henry County RAC
    McDonough, GA
  - **Content:** Video: Avoid, Deny, Defend (U of ARK)
    Q & A follow-up
  - **Attendees:** Penfield College New Faculty
    Penfield College Dean

- **August 10, 2016**
  - **Instructors:** Mr. Alan Baca, Coordinator, Emergency Preparedness
    Mr. Gary Collins, Mercer Police Chief, Macon
    Dr. Doug Pearson, Dean of Students
  - **Location:** Macon Campus / UC PDR
    Macon, GA
  - **Content:** Video: Avoid, Deny, Defend (U of ARK)
    Q & A follow-up
  - **Attendees:** Penfield College New Faculty
    Penfield College Dean

- **August 28, 2016**
  - **Instructors:** Mr. Alan Baca, Coordinator, Emergency Preparedness
Mr. Gary Collins, Mercer Police, Macon  
Fire Chief Larry Smallwood (Bibb County Fire Dept.– Retired)  
Content: Discussion of Security and Emergency Preparedness procedures to include:  
- Severe weather  
- Fire  
- Active Shooter  
  - Q & A follow-up  
Attendees: Grand Opera House (an operating unit of Mercer University) Director, Staff, and community volunteers  
- September 9, 2016  
Instructors: Mr. Alan Baca  
Mr. Gary Collins (MERPO)  
Dr. Doug Pearson, Dean of Students  
Mr. Gary Hollums, Regional Academic Centers  
Content: Discussion of Disruptive Students, Facility Security, & Emergency Preparedness procedures to include:  
- RUN, HIDE, FIGHT Video (Active Shooter Scenario)  
- Follow up Q & A  
Attendees: Tift College of Education Faculty  
Tift College of Education DEAN  

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

**Mercer University, Student Affairs – Housing & Residence Life Fire Safety**  

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

**Emergencies**  
- In an emergency situation, dial 2911 from any campus phone for immediate assistance from the Mercer Police Department  
- For non-emergencies, dial 301-2970, the Mercer Police administrative line
Student Affairs Housing Handbook
Fire Rules & Regulations (excerpts)

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

18.0 Fire Safety/Equipment
In case of a fire alarm, all students must leave the building immediately. Students are not to re-enter the building until instructed to do so by the University Housing Staff.
18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.
18.2 Students refusing to vacate in a timely manner, or students returning to the building before they are told to do so may be subject to disciplinary action.
18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 charge plus refilling costs.
18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a $50 charge and possible further disciplinary action and/or criminal charges. This includes covering or disarming smoke detectors.
18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a $50 charge.
18.6 Emergency phones & alarms located in the elevators are to be used only in emergencies. Improper use will result in a $50 charge.
18.7 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

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

19.0 Fireworks and Explosive Devices
The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.
21.0 Grills

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

31.0 Permitted & Prohibited Items

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

Permitted Items:

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

Prohibited Items:

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

Permitted Items in Apartments & Greek House Kitchens ONLY:
Sandwich Maker
George Foreman Grills
Toaster Ovens

Extension cords/Multi-Plug Adapters:

-Only UL approved three-prong grounded extension cords are permitted
-Only one extension cord may be used per double outlet
-Only one surge protector strip is allowed per double outlet
Rewiring of student rooms by non-university employees is not permitted.

37.0 Smoking

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

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

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

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

38.0 Stairwells

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

Student Affairs Housing Handbook

Procedures in the Event of Fire

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

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

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

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

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

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

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

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

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

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

If it is an announced fire drill…

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

Fire Safety Systems for Student Housing

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

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

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

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

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

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

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

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

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

Physical Plant Department

On Campus Housing Fire Protection Systems Service Policy:

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

Campus Crime Statistics -- Macon Campus

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

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

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

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<tr>
<th>Offense</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING FACILITIES</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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*^G. Three vehicles were recovered.*

### Hate Offenses

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### Mercer University's Mercer Police Department

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\(^*h\). The weapon involved in this incident was a BB gun.
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