

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

## **Macon Campus Report – 2023<sup>1</sup>**

**(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 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 located 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 department 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. In addition, the Mercer Police Department has been sworn by the Bibb County Sheriff’s Office.

The Mercer Police Department works closely with the Bibb County 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 County 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 County Sheriff’s Office when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

### **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 County Sheriff’s

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<sup>1</sup> Crime statistics for the Columbus Campus for years 2020 and 2021 were combined with the Annual Security Report for the Macon Campus. Per guidance from the Clery Help Desk, statistics for the Columbus Campus for 2021 are combined in the non-campus numbers for the Macon Campus in the 2021 Campus Safety and Security Survey notwithstanding that a separate 2022 Annual Security Report was published for the Columbus Campus. The Columbus campus fully opened after January 31, 2022; therefore, 2022 is the first year in which the Columbus campus is reported as a separate campus in the Campus Safety and Security Survey. For clarity, there were zero statistics in 2020 and 2021 for the Columbus Campus in all categories.

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 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 the 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 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 478-301-2970, 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 478-301-5118. 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 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 Georgia Campus Policeman's 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, 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. Bibb County 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 County Sheriff's Office has primary jurisdiction in all areas off campus, Mercer Police 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 County 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;
- \* 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.**

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	Law School/Georgia Ave. Entrance (inside)
Administration Building Elevator	Law School/Georgia Ave. Entrance (outside)
McEachern Art Center, 332 2 <sup>nd</sup> St. Emergency Phone	Law School/Mercer Press Parking Lot
Bell House Elevator (Center for Strings)	Law School Student Lounge (inside)
Bell House Emergency Phone (Center for Strings)	Law School Student Lounge (outside)
Bear Gardens Emergency Phone	Law School Upper Parking Lot
Pedestrian Bridge Elevator	Learning Resource Center Emergency Phone
CSC CO-OP Lobby	Legacy Hall Elevator 1
Duncan Lounge	Legacy Hall Elevator 2
Einstein Bagels Emergency Phone	Main Library Back Elevator
Engineering School Elevator	Main Library Front Elevator
Field House Elevator	McAfee Music School
Groover Hall Elevator	Medical School Elevator
Hardman Building Elevator	Mercer Hall Elevator
Hardman Building Emergency Phone	Newton Elevator
Internal Medicine Elevator (707 1st St.)	OrthoGeorgia Park – Baseball Elevator
Godsey Science Building Elevator	Penfield Building Elevator
Knight Hall Elevator	Pk Lot 1503 Adams
Law School Elevator	Pk Lot 1821 Winship
Law School First Floor Lobby	Pk Lot 1962 Winship
	Pk Lot Delta Sigma Theta

Law School Library 2nd Floor  
Law School Lower Parking Lot  
Law School Third Floor Emergency Phone  
Pk Intramural Field Bathrooms  
Pk Intramural Field Parking lot  
Pk Lot Porter Hall  
Pk Lot UC Lower  
Pk Lot UC Middle  
Pk Lot GK Village (Winship)  
Pk Lot UC Upper  
Plunkett Pool  
Science & Engineering School Elevator  
Science and Engineering breezeway

Pk Lot Linden Avenue  
Stetson Building Elevator  
Student Center Elevator  
Tattnall Elevator  
UC Elevator One  
UC Elevator Two  
UC Elevator Three  
UC Pool  
Wiggs Hall Elevator  
Willett Elevator 1  
Willett Elevator 2  
Willett Emergency  
Willingham Emergency

### **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 follows:

(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 under the broader category of sexual assault:

“**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**

The Mercer Police, Student Affairs, Academic and Advising Services, the Student Government Association (SGA), the Title IX Office, Counseling and Psychological Services (CAPS) and Human Resources work together to provide numerous campus safety workshops and trainings each year to promote campus safety awareness and to inform students and staff of precautions to enhance their security and that of the University community. These prevention and awareness programs for all students and employees include information about Mercer’s prohibition against dating violence, domestic violence, sexual assault, and stalking. Along with these workshops, 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/>, 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 new employees, as well as information on Title IX. Residence halls are secured 24 hours a day. Most residence halls are equipped with card readers, and each student’s Bear Card will open only the

residence hall in which that student resides. The remaining residence halls are secured by keys. In the case of periods of extended closing, such as holidays, the card readers are turned off and will not work. Resident Assistant Staff on both campuses conduct nightly security checks, and check the lighting in and around the building. On the Macon campus, 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 of the campus each semester to examine security issues such as landscaping, locks, lighting, fencing, gates, sidewalks and crosswalks. These safety walk-throughs for 2022 were held on April 20, 2022 and November 14, 2022.

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 2022.

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

### **Mercer Police (MERPO)**

MERPO held monthly training on the RAVE online software - Emergency Response Procedures. Mr. Gary Mills led training and all MERPO dispatchers, Officers, and Staff including a list of various attendees were present in each presentation. MERPO also conducted the following training throughout the year:

- April 2022 – MERPO held 2 trainings for a freshman class at the Godsey Science Building.
- May 2022 – MERPO hosted a Safety Training for Orientation.
- July 2022 – MERPO throughout the month held training for RD and Professional Staff. Held a Safety Training for students at Drake Field House.
- August 2022 – MERPO held RA and RD Question and Answer session as well as Safety Presentation. MERPO also hosted a Safety & Emergency Preparedness orientation training for students.
- October 2022 – MERPO held 12 sessions of “Active Shooter” training for National Employees
- November 2022 – MERPO held a Safety Training session for McCorkle Hall freshman class.

### **Human Resources**

Each month throughout 2022, Human Resources conducted 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 include 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. The Title IX office keeps track of and ensures that every employee has completed this training.

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

- Spring 2022 – Presented the 50-minute Title IX lesson plan in the UNV 101 First-Year Experience classroom for new first-year students.
- Summer 2022 – Scheduled the Title IX Coordinator to speak at Peer Advisor training about role, responsibilities, and Title IX.
- Fall 2022 – Hosted a 60-minute Student Health and Safety Panel during Bear Beginnings for new, first-year students who are beginning classes in the fall 2022 semester. The panel was facilitated by the Dean of Students, Mercer Police, Counseling and Psychological Services (CAPS), Title IX, Residence Life, and the Student Health Center.
- Fall 2022 – Administered the 50-minute Title IX Lesson Plan in the UNV 101 First-Year Experience classrooms for nearly 900 first-year students.

**Title IX Office:** Mercer’s Title IX Coordinator presented or helped facilitate the following training:

January 2022

- In-person training on Title IX and Mercer policies for new students in the College of Health Professions and College of Pharmacy.
- In-person training on Title IX and Mercer policies during Bear Beginnings, an orientation program for new students.
- Virtual training on Title IX and Mercer policies for fraternity and sorority leaders.

February 2022

- In-person and virtual training on Title IX and Mercer policies for faculty and staff in Study Abroad and Mercer on Mission programs.
- In-person training on Title IX and Mercer policies for students through the Bear Health Educators program.
- In-person training for the faculty and staff members serving as Title IX Investigators.

March 2022

- In-person training for the faculty and staff members serving as Title IX Investigators.

August 2022

- In-person training on Title IX and Mercer policies for Resident Assistants in the Office of Housing and Residence Life.
- In-person training on Title IX and Mercer policies for students of the Mercer University School of Medicine.
- In-person training on Title IX and Mercer policies for minority mentors and opportunity scholars.

- In-person training on Title IX and Mercer policies for students serving as Peer Advisors.
- In-person training on Title IX and Mercer policies for new faculty members.
- In-person training on Title IX and Mercer policies for members of the Enrollment Management team.
- In-person training on Title IX and Mercer policies for freshman students.
- In-person discussion-style presentation with the Student Government Association on reporting Title IX and other sexual misconduct.

#### September 2022

- In-person training on Title IX and Mercer policies for Panhellenic Recruitment attendees.

#### October 2022

- In-person panel discussion discussing Domestic and Dating Violence with the Omega Mu Chapter of Zeta Phi Beta Sorority.
- In-person training on Title IX and Mercer policies for first-year students at Mercer University School of Law.
- In-person training on Title IX and Mercer policies for Mercer Police.
- Virtual training on Title IX and Mercer policies for faculty and staff of the Tift College of Education.

#### November 2022

- In-person training on Title IX and Mercer policies for faculty and staff of the Center for Career and Professional Development.
- In-person training on human trafficking and reporting for fraternity and sorority leaders.
- Virtual training on Title IX and Mercer policies for faculty and staff of the Tift College of Education.

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

#### **SHAPE Programs**

- **Safe Spring Break Information:** Bear2Bear: Wellness student educators provided students with information regarding healthy decisions while on spring break including safer sex, alcohol and drug usage, etc.
- **SHAPE Carnival:** March 23, 2022
  - The annual SHAPE Carnival provides an opportunity for students to learn more about hazing, alcohol, drugs and suicide awareness through peer to peer education. Student organizations host a carnival game/booth and provide information gathered from SHAPE approved websites in a fun and interactive manner.
- **Alcohol Awareness:** October 19, 2022

- SHAPE displayed an Alcohol Awareness table in the Connell Student Center and provided educational information to students about alcohol use.
- **Wellness Fair:** November 3, 2022
  - The Wellness Fair was hosted by SGA, Quadworks, and CAPS with participation from other departments on campus. The Wellness Fair was held on Cruz Plaza with informational booths on various topics of wellness, including alcohol and drug awareness.

### **Counseling and Psychological Services -CAPS Macon**

CAPS-Macon provides information about confidentiality with all “what is CAPS” presentation/trainings (approx. 20). During these presentations, we promote CAPS as a designated Title IX confidential resource.

### **Housing and Residence Life- Macon Campus**

- **Area Coordinator and Graduate Hall Director Training (Professional Staff including the Atlanta Campus)**
  - Duty Procedures – July 7, 2022: Staff were trained on Housing and Residence Life Community Standards, Student Code of Conduct, how to write an incident report, and how to respond to emergencies within the on-campus housing facilities.
  - Emergency Preparedness Session – July 7, 2022: Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, fire safety, and COVID-19.
  - Title IX – July 11, 2022: 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.
  - Mercer Police – July 11, 2022: Staff were able to meet with Mercer Police to discuss how they can work with them when working with the students who live on campus.
- **Resident Assistant Training (Student Staff)**
  - Emergency Preparedness Session – January 6, 2022: Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, fire safety, and COVID-19.
  - Duty, Policies, and Procedures – August 4, 2022- Staff were trained on Housing and Residence Life Community Standards, Student Code of Conduct, how to write an incident report, and how to respond to emergencies within the on-campus housing facilities.
  - Severe Weather Training – August 5, 2022: Staff were trained on how to respond during severe weather.
  - Emergency Preparedness Session – August 6, 2021: Staff were trained on how to respond in an emergency situation such as severe weather, student death, suicide, fire safety, and COVID-19.
  - Title IX Training – August 8, 2022: 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.

- Mercer Police – August 9, 2022: Staff were able to meet with Mercer Police and to learn about what services Mercer police provides to students and how to address emergency situations.
  - CAPS & Mental Health Training – August 9, 2022: Staff were trained on how to respond if a student has suicidal thoughts or have mental health concerns.
  - Safety and Cleaning Inspections – August 9, 2022: Staff were trained on how to conduct proper room inspections not limited to checking security lights, cleanliness of rooms.
- **Residence Hall Safety Training (Students who live on campus excluding the Lofts)**
    - Fire Drills – January 24-28, 2022: Students were informed were to evacuate in case of a fire.
    - Safety & Cleaning Checks – January 31 – February 4, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.
    - Tornado Drills – February 21 – 25, 2022: Students were informed what to do in case of a tornado.
    - Safety & Cleaning Checks – March 14 – 18, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.
    - Safety & Cleaning Checks – April 18 – 22, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.
    - Summer School Session 1 Floor Meetings – May 23 – May 27, 2022 : Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, active shooter, and COVID-19.
    - Summer School Session 2 Floor Meetings – June 27 – July 1, 2022: Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, active shooter, and COVID-19.
    - Safety and Cleaning Inspections – July 11 – 15, 2022: Staff were trained on how to conduct proper room inspections not limited to checking security lights, cleanliness of rooms.
    - Freshmen Floor Meetings – August 19, 2022: Resident Assistants informed students about who to contact in an Emergency situation, policies in the Lair and in the Residence Halls, emergency preparedness in case of a fire, severe weather, active shooter, and COVID-19.
    - Upperclassmen Floor Meetings – August 22 – 26, 2022: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, active shooter, and COVID-19.
    - Fire Drills – August 29 – September 2, 2022:Students were informed where to evacuate in case of fire.
    - Safety & Cleaning Checks – September 12 – 16, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.
    - Tornado Drills – September 19 – 23, 2022: Students were informed were to evacuate in case of a weather and/or tornado.
    - Safety & Cleaning Checks – October 17 – 21, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.

- Safety & Cleaning Checks – November 7 – 11, 2022: Resident Assistants check residents’ rooms for safety and cleanliness.
- **Residence Hall Programs (Students who live on campus excluding the Lofts):**
  - There were 63 programs/Bulletin Boards planned by Resident Assistants during 2022 on Campus Safety. Programs varied from information about locking your doors, fire safety, severe weather, Title IX, and Suicide Prevention.

### **Fraternity and Sorority Programs**

- January 26, 2022 – FSP 101 Session: Go over all Mercer policies with new Greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.
- January 31, 2022 - FSP Leadership Retreat: All current chapter officers were required to attend a retreat to discuss expectations, alcohol and hazing policies, Title IX information, student conduct, risk reduction, and event best practices.
- February 8 and 10, 2022– FSP 101 Session: Go over all Mercer policies with new Greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.
- April 3, 2022 – Positive Pan: All members of Pan must attend to learn rules of recruitment.
- August 19, 2022 - All FSP Meeting: All current chapter mwmvwea were required to attend a meeting to discuss delayed recruitment. Policies regarding alcohol were discussed. As well as hazing and Mercer’s community.
- September 20, 2022 Hazing Guest Speaker: Dr. Jason Meriweather came and spoke to FSP members along with student-athletes about hazing and the impact it can have on individuals and their chapter
- September 26, 27, and 28, 2022 - FSP 101: Go over all Mercer policies with new Greek letter organization members. Includes Title IX, alcohol, drug and hazing policies. Attendance for new members is mandatory.
- November 15, 2022 – FSP Safety Downtown and Reporting – Title IX Workshop: FSP members had a discussion with Title IX on safety protocols when going downtown and how to report incidents
- November 15, 16, and 17, 2022 - Fall 101 Makeup: Go over all Mercer policies with new members and students interested in joining a fraternity or sorority at Mercer. Includes information about Title IX, alcohol, drug and hazing policies. All students that join a Mercer fraternity or sorority must attend one session.

### **Walter F. George School of Law School**

Each year all incoming first year law students are introduced to Title IX policies and procedure during orientation. During the fall of 2022, the first- and second-year students met with the Title IX Coordinator for a one-hour session.

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

## **Mercer University School of Medicine (MUSM) – Macon Campus**

MUSM has three facets to their safety training plan: Orientation manuals, electronic communications, and presentations.

### **Orientation Manual**

Each summer the MUSM Student Handbook is updated and placed online for 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.

### **Electronic Mailings**

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

### **Presentations**

#### ***Macon and Columbus Campus***

- July 2022 – All medical students emailed with Sexual Misconduct and Relationship Violence Policy, with instruction on emergency actions with violence on campus, evacuation plans and weather emergencies. New first year students required to take training module on sexual misconduct/harassment prior to enrollment.
- July 2022 - July 2021: Third Year Student Orientation in hospital about emergency care, campus safety, active shooter video, and reminder of Title IX policy, as part of Student Affairs presentation.
- August 2022 – Representatives from the Office of Student Affairs (MUSM Associate Dean of Student Affairs on each campus) conduct programming in Freshman Orientation to promote the awareness and importance of general safety measures. All new/first year medical students receive instruction to become familiar with Student Handbook, and by signature attest that they have examined the content of our medical student handbook that includes exposure to hazardous materials, emergency call numbers, references to student health and psychological counseling.

- August 2022 – A representative from the Title IX Office conducts programming to promote the awareness of dating violence, domestic violence, sexual assault and stalking in Freshman Orientation.
- August 2022 – an email is sent to all new students discussing dangerous situations and emergency preparedness that includes information on sexual misconduct and general safety measures.
- Fall 2021: Each medical school department is visited and personnel are reminded of safe areas in event of natural disaster or shooter on campus, and is alerted to fire alarms and rescue equipment in our building with an email sent to all faculty and students on Emergency Preparedness Plans.

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

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 other student handbooks or bulletins 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, 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.

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.

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 [Title IX - Who Can I Talk To?](#)
- Mercer's Counseling and Psychological Services (CAPS): 478-301-2862 (confidential, free counseling by department staff and referrals when necessary). [Counseling and Psychological Services \(CAPS\)](#)
- Crisis Line and Safe House of Central Georgia: 24-Hour Crisis Hotline: 478-745-9292. For more information visit their website: <http://www.cl-sh.org/>
- Macon-Bibb County Sheriff's Office: for an emergency call 911; non-emergency (478) 751-7500
- Atrium Navicent Health Medical Center: Emergency Center: 478-633-1146 <http://www.navicenthealth.org/service-center/emergency-center>
- Coliseum Emergency Room: 350 Hospital Drive, Building B, Macon, GA 31217: [\(478\) 765-7000](tel:4787657000), 24-hour, full-service emergency room. <https://coliseumhealthsystem.com/service/emergency-care>
- Coliseum Hospital Northside Emergency Room: 400 Charter Blvd, Macon, GA 31210 (478) 757-6000, 24-hour, full-service emergency room. <https://coliseumhealthsystem.com/service/emergency-care>
- Bibb County District Attorney's Office: (478) 621-6427
- Macon Circuit Public Defender Office: (478) 621-5950

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 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 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 Macon-Bibb 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 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 presented a number of training programs throughout the year. Audiences included 1<sup>st</sup> and 2<sup>nd</sup> year medical students, incoming freshman undergraduate students, Student Affairs Resident Assistant staff, and the Mercer Staff Council in Macon, Atlanta and Savannah; New Faculty and Staff Orientation. Among the topics covered were active shooter response guidelines, severe weather response guidelines, emergency preparedness plan, and personal safety, with Q&A follow-up after each presentation.

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, 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 \(mercer.edu\)](http://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 (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 are 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 4<sup>th</sup> (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

**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 Student Affairs office, and will be provided upon request.

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





