



GEORGETOWN

C O L L E G E

Live. Learn. Believe.

**Annual Security Report
October 2013**

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Welcome

Georgetown College is a small, private, liberal arts college located in Georgetown, KY. The Georgetown College Campus Safety Department is committed to providing services that help protect the safety of more than 300 College employees, a student body of close to 1,000, and the numerous campus visitors each year.

The Georgetown College Campus Safety Department and its members take the issue of campus security seriously. Maintaining a safe campus cannot be accomplished without the assistance and cooperation of members of the College community. The responsibility of maintaining a safe campus is one that is shared among all members of our community and involves working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community.

This report provides information about safety programs and services at Georgetown College. In addition, crime statistics on incidents that have occurred within the area as defined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This also includes crime statistics received from the Georgetown Police Department that occurred in the public areas immediately adjacent to the campus.

We hope you find the information contained in this report to be beneficial. If you have any questions or suggestions about campus safety at Georgetown College, please feel free to call the Campus Safety Department at (502) 863-8111 or email Dan Brown, Director of Campus Safety, at dan_brown@georgetowncollege.edu.

Overview of Georgetown College Campus Safety Department

The Georgetown College Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Georgetown College. Georgetown College Campus Safety officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on Georgetown College's campus. The Campus Safety Department at Georgetown College maintains a highly professional working relationship with the Georgetown Police Department and the Scott County Sherriff's Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to Georgetown College Campus Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Georgetown College Campus Safety Department maintains a close working relationship with the Georgetown Police Department (GPD). The Georgetown College Campus Safety Department staff occasionally works with other law enforcement agencies in the Central Kentucky area, including, but not limited to, the Scott County Sherriff's Office. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of the Georgetown College Campus Safety Department and GPD communicate regularly on the scene of incidents that occur in and around the campus area. The Georgetown College Campus Safety Department works closely with the investigative staff at GPD when incidents arise that require join investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Georgetown College Campus Safety and GPD. There is a verbal agreement in place with the Georgetown Police Department to share pertinent safety/security issues between departments.

For more information, please visit Campus Safety's website at <http://www.georgetowncollege.edu/safety/>. This site includes information about the department's services, as well as a directory of department staff.

Georgetown College Campus Safety is located on the second floor of the Cralle Student Center and can be reached at (502) 863-8111.



The Campus Security Act Legal Requirements

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics may be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and “poses an ongoing threat to the students and employees;”
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and,
- Disclose any agreements with state and/or local law enforcement.

Preparation of the Annual Security Report

The Director of the Georgetown College Campus Safety Department prepares and distributes this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies, the Student Life Office, and other various College departments.

We encourage members of the Georgetown College community to use this report as a guide for safe practices on and off campus. This report is available online at <http://www.georgetowncollege.edu/safety/crime-statistics/>.

Each year, an email notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies of the report may also be obtained at the Georgetown College Campus Safety Department, located on the second floor of the Cralle Student Center, 400 East College Street, Georgetown, KY 4032 or (502) 863-8111.

Crime Log

Georgetown College updates the Daily Crime Log within two business days and includes all crimes reported to the Georgetown College Campus Safety Department. It is available during business hours at Georgetown College Campus Safety, 400 East College Street, Georgetown, KY 40324 or at <http://www.georgetowncollege.edu/safety/crime-statistics/>.

Incident Reporting and Response

How to Report a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Georgetown College Campus Safety. The Georgetown College Campus Safety Department is open 24 hours a day, 7 days a week, and 365 days a year and is located at 400 East College Street, Georgetown, KY 40324 on the second floor of the Cralle Student Center.

To report a crime or emergency, call the Georgetown College Campus Safety Department at extension 8111 from any on-campus phone or, from outside the College phone system, at (502) 863-8111. Emergency phones are also located on campus and are directly connected to the Campus Safety Office when the call button is pressed. These phones are located at Knight Hall east and west parking lots, Kappa Alpha/Kappa Delta parking lot, behind Building Services in the Allen Hall parking lot, and on the northeast corner of Military and Jackson streets.

To report a non-emergency security or public safety related matter call the Georgetown College Campus Safety Department at extension 8111 from any on-campus phone or, from outside the College phone system, at (502) 863-8111.

Response to reported incidents

Campus Safety dispatchers are available at (502) 863-8111 24 hours a day to answer your call. The Georgetown College Campus Safety Department's procedures include an immediate response to emergency calls. Georgetown College Campus Safety works closely with the full range of city and county first responders to assure a complete and timely response to all emergency calls. In response to a non-emergency call, Georgetown College Campus Safety will take the required action, either dispatching an officer or asking the victim to report to the Campus Safety office to file an incident report.

All Campus Safety incident reports are forward to the Student Life Office for review and potential action by the Student Accountability Office. Campus Safety will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Accountability Office.

Campus incidents requiring law enforcement assistance are reported to Georgetown Police Department through Campus Safety. The Georgetown College Campus Safety Department is a service department rather than a law enforcement office. This includes a cooperative relationship between Campus Safety, Student Life, and the Georgetown Police Department. Georgetown College cooperates fully with the Georgetown Police Department in criminal investigations. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

This report contains information about on-campus and off campus resources. That information is made available to provide Georgetown College community members with specific information about the

resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for Georgetown College.

Crimes should be reported to the Georgetown College Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Mandatory Reporters

Georgetown College policy defines all employees (Faculty and Staff – both salaried and hourly) as mandatory reporters for crimes that occur on campus and/or involving Georgetown College students, faculty, and/or staff. Employees hired by the College in the capacity of counselors or health care providers are exempt from reporting requirements per the guidelines of their profession.

Guidelines for Mandatory Reporters of Georgetown College

1. When a mandatory reporter becomes aware of an alleged act of sexual harassment, discrimination or assault, the reporter must promptly contact the Title IX Coordinator.
2. As to the Clery Act, when an employee becomes aware of any of the crimes listed below which occurs 1) on campus, 2) on public property within or immediately adjacent to the campus, or 3) in or on non-campus property that the College owns or controls, the employee should immediately contact Campus Safety (502-863-8111). (The Clery Act does not establish an obligation for Campus Safety to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines.)

In some cases, Campus Safety may also be required to release a timely warning to the community about a threat to the community.

Kentucky law requires that any person who suspects that a minor child (under 18) is the victim of abuse or neglect must immediately contact a local law enforcement agency or other agency authorized by statute, KRS 620-030. The Campus Safety Department (502-863-8111) constitutes a local law enforcement agency for purposes of Kentucky's mandatory reporting law for child abuse and neglect. Failure to report suspected abuse may result in criminal charges and / or disciplinary action.

Kentucky law also requires that any person who suspects that a person is a victim of spousal abuse must also immediately report this information to the appropriate agency. KRS 209A0303. Campus Safety can be reached at 502-863-8111.

Notification of a Suicidal Student

According to the Centers for Disease Control and Prevention, suicide is the third leading cause of death for persons between the ages of 10-24. Therefore, employees need to take seriously the suicidal thoughts and/or actions expressed by any student. The student's safety should be top priority. There are several different things to look for as warning signs of suicide:

Direct Verbal Cues (a few examples):

- "I want to die."
- "I wish I were dead."
- "If I don't do well on this exam, I am going to kill myself."

Indirect Verbal Cues:

- “What is the point of life?”
- “Everyone would be better off without me.”
- “Soon you won’t have to worry about me anymore.”

Behavioral Warning Signs:

- Giving away valuable possessions.
- Stockpiling medications.
- Putting personal affairs in order.

Situational Warning Signs:

- Sudden rejection or unwanted break up with significant other.
- Death of a loved one.
- Anticipated loss of financial security.

Any employee (Faculty or Staff), who becomes aware of a student displaying any of the above warning signs, should immediately contact the Student Wellness Center Director at 502-863-7074. If possible, walk the student over to the Wellness Center to be evaluated by the counseling staff. If an employee becomes aware of these matters after hours, please contact Campus Safety at 502-863-8111 and they will contact appropriate personnel.

Non-Retaliation / Non-Retribution

The purpose of this policy is to encourage and enable good-faith reports by College employees of observed or suspected misconduct or noncompliance with law or with College policies and procedures without fear of retaliation or retribution.

Contact Information

Dr. Rosemary Allen, Provost

Phone: 502-863-7995

E-mail: Rosemary_Allen@georgetowncollege.edu

Brian Evans, Vice President and Athletic Director

Phone: 502-863-8223

E-mail: Brian_Evans@georgetowncollege.edu

HK Kingkade, Director of Religious Life

Phone: 502-863-8209

E-mail: HK_Kingkade@georgetowncollege.edu

Michelle Lynch, Vice President for Enrollment Management

Phone: 502-863-7061

E-mail: Michelle_Lynch@georgetowncollege.edu

James Moak, Vice President / CFO / Treasurer

Phone: 502-863-7970

E-mail: James_Moak@georgetowncollege.edu

Tracie Shapiro, Director of Human Resources

Phone: 502-863-8149

E-mail: Tracie_Shapiro@georgetowncollege.edu

Laura Wyly, Title IX Coordinator

Phone: 502-863-7969

E-mail: Laura_Wyly@georgetowncollege.edu

Voluntary & Confidential Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Timely Warning Notification

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean of Student or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college email system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to a community and individuals, the Dean of Students or his/her designee may also utilize the Rave Emergency Text Messaging system. Students, faculty, and staff may register for the Rave Emergency System by going to <http://gogc.me/alerts> and entering their phone number when prompted. Information regarding timely warning may also be posted to Georgetown College’s website at <http://www.georgetowncollege.edu>. Anyone with information warranting a timely warning should report the circumstances to the Georgetown College Campus Safety Department, by phone at (502) 863-8111 or in person at the Campus Safety Office on the second floor of the Cralle Student Center.

In the case of an emergency, the campus community may be alerted in the following ways:

- Post the information on Spider
- Post the information on mygeorgetowncollege.edu
- Post the information on the college’s web page
- Post the information on the Graduate Education web page
- Make an announcement on the campus television network using the emergency broadcast capabilities
- Send a message to all computers connected to the campus computer network
- Notify the radio and television stations
- Leave a voice mail in the following mail boxes: Admin/Staff, Full Time Faculty and Part Time Faculty
- Send an email to ‘GC All’
- Notify the campus via the loud speaker/siren
- Distribute text messages to campus community members who have ‘opted in’ to receiving these messages via the RAVE system

The College is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

Security and Access of Facilities

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issues, or by admittance via the Campus Safety Department of Residence Life staff.

Residence halls are secured 24 hours a day and the living spaces are restricted to those who live in that space. When a residence hall bedroom key is reported lost, the lock is replaced. Over extended breaks, the doors of all living spaces will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Ensor Learning Resource Center, the George HW Bush Center for Fitness, and the Student Wellness Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities, Residence Life, Campus Safety, Building Services, and Maintenance meet weekly to discuss areas of concern.

When a third-party contractor is needed in a campus building, keys to buildings are checked out through the Maintenance Department and a log is kept of contractors on campus. If it is deemed that keys are not needed, contractors are escorted by a Campus Safety Officer.

Georgetown College does not have officially recognized student organizations with off-campus housing locations.

Safety Programs

In order to inform students and employees about campus security procedures and practices and to encourage responsibility for personal and community safety, Georgetown College does the following:

- Conducts meetings with incoming students and parents during orientation. At this meeting staff is introduced and students are encouraged to use the escort service.
- Meets with resident directors and resident assistants at the beginning of school each fall. At this time, procedures for reporting as well as preventing crime on campus are discussed.
- Meets with Student Government Association (SGA) representative(s) at least yearly, to address issues of concern.
- Provides a Campus Safety manual describing services, emergency procedures, parking, etc.
- Residence hall programming also enhances students' safety awareness by providing workshops on such topics as:
 - Date and acquaintance rape
 - Self-defense
 - Substance abuse
 - Alcohol awareness
 - Self-esteem
 - CPR training
 - Personal health

Alcoholic Beverages and Illegal Drugs

Georgetown College policies and procedures, including the enforcement practices of the Georgetown College Campus Safety Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of alcohol and drugs.

The possession, sale, consumption, being in the presence of or the furnishing of alcohol on the College campus is governed by the Georgetown College Alcohol Policy and Kentucky state law. Laws regarding the possession, sale, consumption, or furnishing of alcohol is controlled by the Kentucky Department of Alcoholic Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Georgetown College Campus Safety Department. 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 in a public place or a place open to the public is illegal. It is also a violation of the Georgetown College Alcohol policy for anyone to possess, consume, store, or be in the presence of alcohol or commercial alcohol containers on College property, regardless of age. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Georgetown College has been designated as “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Georgetown College Campus Safety Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Alcohol and Drug Education

All new incoming students to Georgetown College must complete the “Essentials Course” through My Student Body, an online education course. The “Essentials Course” provides information related to Alcohol, Drugs, and Sexual Violence. Through the judicial sanctioning process, students may be required to complete the My Student Body “Student Conduct Course,” an online alcohol education course. In addition, students may be referred to counseling, and an intensive alcohol/drug intervention experience. In addition, freshman seminar students and the residence life staff are educated on alcohol and illegal drugs. The residence life staff and counseling/wellness center also hosts programs relating to drugs and alcohol.

Kentucky Laws Governing Alcohol

In Kentucky, if you are under the age of 21, you may not:

- Possess, purchase, or attempt to purchase alcohol. Also, you may not ask another person to purchase a beverage for you.
- Enter a business with a liquor license for the purpose of obtaining alcohol.
- Use a fake or altered identification to purchase or attempt to purchase alcohol.

Anyone who is under the age of 18 and is found violating these laws will be treated as a juvenile. Anyone older than age 18 who violates these laws will be charged a fine of up to \$250.00 and jail time up to 90 days for the first offense. Subsequent offenders will face a fine up to \$500.00 and jail time up to a year.

Kentucky Revised Statutes 244.085, Kentucky Revised Statutes 244.990

If you are under the age of 21, Kentucky's "zero tolerance" law prohibits you from driving with a blood alcohol concentration (BAC) at or above 0.02. For adults over age 21, the BAC limit is 0.08. This means even one drink may make it illegal to drive. Possible penalties for violating the "zero tolerance" law include:

- Driver's license suspension for 30 days to six months;
- A \$100.00-\$500.00 fine; and,
- 20 hours of community service in lieu of paying the fine.

Kentucky Revised Statutes 189A.010

Prevention of Sexual Assault

In coordination with Campus Safety, counseling services, and a self-defense instructor, sexual assault prevention and awareness programs are offered periodically to the student body. In addition, self-defense classes are occasionally provided by the college at no cost to students.

Reporting Sexual Assault

As with any campus incident, Georgetown College encourages individuals to report instances of sexual assault as soon as reasonably possible. After the student has reported an assault to a campus official (campus safety officer, faculty member, residence life staff, coach, Dean of Students, etc.), the student will have the option to contact the police. When necessary, all information that might assist in investigations and closure of incidents is given to the appropriate law enforcement agency. Students will be directed to the counseling professionals who will discuss options with the student, and support the student as the process proceeds. If medical assistance is desired/needed, the college will support the student. It is important that any evidence including clothing be preserved for the proof of a criminal offense. If available and requested, the college may change the victim's academic and living situation. If the sexual assault results in a judicial hearing, the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Possible conduct sanctions can be found on the college's Student Accountability website:

<http://www.georgetowncollege.edu/studentlife/student-accountability/code-of-conduct/#sanctions>, and may vary in severity from a verbal warning to expulsion.

If you are the victim of sexual misconduct or aware of such an instance, we highly encourage you to report that instance so that we may help and offer resources. There are several policies surrounding confidentiality of which you should be aware when choosing a reporting avenue.

Certain staff members are not required to share your personally identifiable details with anyone unless there is a concern for your safety or the safety of others. Other staff members may be required to share your information with a limited group of campus officials. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy. If you are unsure of a staff or faculty member's reporting requirement, please ask.

Confidential Reporting

If you would like the details of the report to be kept confidential, you may report the incident to any counselors or health care providers at the Student Wellness Center. These staff members will not and cannot report any information about the assault without your consent unless the information relates to clear and imminent danger to an individual. They can be reached at 502-863-7074. To reach them after-hours please contact Campus Safety at 502-863-8111.

You may also contact the **Rape Crisis Center** 859-863-7350 or 1-800-656-HOPE

Private Reporting

Other resources are available to offer support for sexual misconduct issues as well. Faculty and staff can help direct you to these resources and offer helpful information. If you report to a faculty member, staff member, Campus Safety Officer, student staff member (RA or RD), they are required to share that information with the Title IX Coordinator. Your information will be shared with as few people as possible and every effort will be made to keep the details private to the fullest extent possible.

Title IX Coordinator

The Sexual Misconduct Policy oversight and implementation is the responsibility of the Title IX Coordinator. The Title IX Coordinator for Georgetown College is Laura Wyly, Dean of Students. She can be reached at laura_wyly@georgetowncollege.edu or 502-863-7969. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8000.

Local Law Enforcement

You may also report to the Georgetown Police Department. They can be reached via 911 or by calling 502-863-7820. They can assist in filing civil charges. Sexual assault is a criminal offense. Georgetown College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.

Federal Statistical Reporting Obligations

Campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Georgetown College's full Sexual Misconduct and Sexual Harassment policy can be found at <http://www.georgetowncollege.edu/studentlife/residence-life/residence-life-policies/sexual-misconduct-policy/>.

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

Obtaining Information Concerning Registered Sex Offenders

The following website provides law enforcement agency information provided by the state of Kentucky concerning registered sex offenders: <http://kspsor.state.ky.us/>

Missing Persons

Missing persons (students) should be immediately reported to the Vice President for Student Life/Dean of Students at (502) 863-8004. Students may designate missing person emergency contact information through the MyGC Portal. Following confirmation that a student has been missing for more than 24 hours, the Vice President for Student Life/Dean of Students will contact authorities and others as deemed appropriate. Reports of missing persons will be immediately referred to Georgetown College Campus Safety and/or the Georgetown Police Department.

To report a missing person, please contact:

Name	Title	Phone Number	Email
Dan Brown	Director, Campus Safety	502-863-7035	Dan_Brown@georgetowncollege.edu
Mike Brown	Director, Orientation & Student Accountability	502-863-8371	Michael_Brown@georgetowncollege.edu
Laura Wyly	Dean of Students	502-863-7969	Laura_Wyly@georgetowncollege.edu

Whistleblower Protection & Anti-Retaliation

Georgetown College is committed to protecting the safety, and when appropriate the confidentiality of persons reporting crimes included in this report.

Emergency Response Plan

1. Information about a potential campus emergency should be communicated to Student Life
2. Student Life will notify the **President** (or designee – see bottom of page)
3. The President will make the determination to declare a state of emergency and inform:
 - a. **Student Life** who will:
 - i. Use the RAVE system to send Emergency Texts and Campus Emails
 - ii. Contact Campus Safety with the instruction to
 1. Run the emergency siren
 2. Communicate with Georgetown Police Department
 3. Send out emergency notification over radios to notify Facilities and Building Services
 4. Configure plan for dispatch/student worker
 - iii. Send a voice alert message through the TV cable system
Depending on the time of day in which the emergency occurs, Student Life will also:
 - iv. Contact **Athletics** (Mon-Sun: 8am-9pm) who will:
 1. Contact the trainers for athletic practices taking place. Trainers will alert athletes practicing
 - b. **Communications** who will confer with the President and consider/implement use of:
 - i. Social media (Facebook, Twitter, website)
 - ii. Parent communication via email
 - iii. Any necessary communication with the media

Response Notes:

- Faculty/Staff will follow directives of emergency notification (such as barricade, lock doors, etc)
- Faculty/Staff may choose to use provided Allen wrenches to secure panic hardware on exterior doors. Allen wrenches are located along the doorframe of each exterior door. Campus Safety will also provide Allen wrenches to any member of the College community who requests one.
- Athletics should commence response procedures immediately upon receiving emergency text. They do not need to wait for the call from Student Life.
- Facilities and Building Services follow general emergency directives and use personal judgment in securing buildings, etc. It may benefit college safety most by staying in the building you are in and securing that.



CAMPUS EMERGENCY SITUATIONS

QUICK REFERENCE GUIDE

FIRES

EVACUATE

- Activate the alarm
- When fire alarm is activated, evacuation is mandatory
- Call for help—dial 911
- Warn others
- Evacuate immediately at the nearest exit
- Evacuate to an area that does not impede responders
- Assist persons with disabilities, if possible
- DO NOT USE ELEVATORS
- Do not re-enter the building until authorized by Campus Safety or Fire Department Officials

ACTIVE SHOOTER

IF INSIDE

- If advised or aware of an active shooter incident, immediately seek shelter in nearest room
- Lock and BARRICADE doors to protect yourself and others inside a room
- Do not leave your room until authorized by Campus Safety or Law Enforcement Officials. The exception to this rule is if you are in greater danger staying in the room/building than trying to escape

IF OUTSIDE

- If advised or aware of an active shooter incident, run in the opposite direction of the sound of gunfire. If in a room where barricading is NOT an option exit the room/ building immediately in the safest known direction away from the sound of gunfire.

HAZARDOUS MATERIALS

SHELTER IN PLACE

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close and lock all windows, exterior doors, and any opening to the outside, seal bottom of doors with towels or clothes (and windows if possible) (wet if possible)
- If possible, move to an interior room above ground floor with fewest windows, close vents or turn off A/C
- Do not leave the building until authorized by Campus Safety or Public Safety officials

TORNADO WARNING

GO TO DESIGNATED TORNADO SHELTER

- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter in nearest facility (or if no shelter is available lie flat in a ditch facedown covering your face)

- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doors
- All Clear will be announced over the local TV and radio stations or expiration of the initial National Weather Service warning DO NOT LEAVE UNTIL the All Clear is given

FOR ANY EMERGENCY: CALL 911

NON EMERGENCY PHONE #s:

Georgetown/ Scott County Dispatch Center: 502-863-7820
Georgetown Police: 502-863-7826 Sheriff: 502-863-7855
Georgetown Fire: 502-863-7833
Georgetown/ Scott County Emergency Mgt/ Homeland Security: Day- 502-863-7848 Night- 502-863-7820
Georgetown/ Scott County EMS: 502-863-7841
Campus Safety: 502-863-8111 or Ext. 8111

How you will be notified...

(Our emergency warning notification system)

- All-Hazards Emergency Warning sirens:
(Continuous – See Tornado – Shelter in Place)
(Pulsating – See Shooter - Lockdown)
- Fire alarms:
(Evacuate the building)
- Email: An e-mail may be sent to all people with a georgetowncollege.edu address
- Text messaging:
Georgetown College faculty, staff and students may sign up via the Georgetown College website to receive an emergency notification text message
- Webpage: The home page (www.georgetowncollege.edu) is the focal point for all campus-related emergencies
- Residence Life: College residences have procedures for alerting people in individual halls via their resident assistants, phones, and signage
- Local Media: The College works with the news media, radio, TV, newspapers, and Internet, to help spread the word
- Facebook: Individuals can sign up for a Facebook account (www.facebook.com/GeorgetownCollege) and join the Emergency Notification Group

Definitions of Crimes

The following are definitions of crimes under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and are included in this report. These definitions come from the Federal Bureau of Investigation's "Uniform Crime Reporting" (UCR).

- a. Murder & Non-Negligent Manslaughter -- The willful killing of one human being by another.
- b. Negligent Manslaughter -- The killing of another person through gross negligence.
- c. Robbery -- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- d. Aggravated Assault -- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.)
- e. Burglary -- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- f. Motor Vehicle Theft -- The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- g. Arson -- Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- h. Arrests for Weapon Law Violations -- The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- i. Arrests for Drug Abuse Violations -- Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics and dangerous nonnarcotic drugs
- j. Arrests for Liquor Law Violations -- The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- k. Disciplinary Referrals for Weapon Law Violations
- l. Disciplinary Referrals for Drug Abuse Violations
- m. Disciplinary Referrals for Liquor Law Violations

n. Hate Crimes

o. Sex Offenses

- i. Forcible -- Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- ii. Sex Offenses-Nonforcible -- Unlawful, nonforcible sexual intercourse.
 1. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 2. Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.¹

¹ 34 C.F.R. Part 668, Appendix E to Part 668.47.

Crime Statistics

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Georgetown College has compiled the following crime statistics. The college encourages every member of the college community to review this report so that each may be informed as to the means of preventing and reporting campus crime. The following report was compiled from 2012 statistics.

Crime Statistics Reporting Table					
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses, Non Forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses, Forcible	2010	1	0	0	1
	2011	1	1	0	0
	2012	3	2	0	0
Robbery	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Aggravated Assault	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Burglary	2010	0	3	0	0
	2011	6	1	0	0
	2012	22	14	0	0
Motor Vehicle Theft	2010	0	0	0	0
	2011	0	0	0	0
	2012	1	0	0	1
Arson	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Simple Assault	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Larceny-Theft	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Intimidation	2010	1	0	0	0
	2011	0	1	0	1

	2012	0	0	0	0
Destruction/damage/vandalism	2010	2	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2010	0	0	0	0
	2011	0	0	0	0
	2012	1	1	0	0
Arrests: Drug Abuse Violations	2010	0	0	0	0
	2011	1	0	0	1
	2012	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2010	10	10	0	0
	2011	18	18	0	1
	2012	12	12	0	0
Arrests: Liquor Law Violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	1	0	0	0
Disciplinary Referrals: Liquor Law Violations	2010	114	114	0	0
	2011	99	99	0	0
	2012	116	116	0	0

Hate Crime Statistics			
2010			
	On-Campus	Non-Campus Building/Property	Public Property
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
2011			
	On-Campus	Non-Campus Building/Property	Public Property
Race	2	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0

Disability	0	0	0
2012			
	On-Campus	Non-Campus Building/Property	Public Property
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0

Fire Safety

Fire Evacuation Plan

Campus Safety's main priority is the safety of our students. All buildings on campus are monitored 24 hours a day, 7 days a week. A fire panel, in the Campus Safety office pinpoints the exact location of a fire alarm which has been activated. Campus Safety immediately dispatches an officer and/or the Georgetown Fire Department to the location of the alarm. Fire alarms should always be taken seriously. You should follow your evacuation plan, moving calmly and quickly to the exit. Do not remain in the building during an alarm or return to the building without the consent of a Georgetown College official.

Every residence hall room has a copy of the fire evacuation route posted by the door. If room does not have a plan posted contact the Campus Safety Office immediately.

Fire Prevention Policies

- Residence hall occupants should keep the stairwells, hallways and exits free of clutter.
- Do not unplug or cover your smoke detector.
- Do not falsely pull or tamper with fire alarms or fire safety equipment.
- Smoking is prohibited in any building on campus.
- Smoking is only allowed in designated areas.
- Candles are not allowed in residence halls even if only used for décor and you do not intend on burning them.
- Do not overload the outlets, power strips and extension cords.
- Replace all frayed or cracked cords.
- All power strips must be equipped with a surge protector
- Do not attach power strips to each other.
- Report any missing ceiling tiles, discharged fire extinguishers, broken or uncovered electrical outlets, fire doors which do not properly close due to broken hardware, or lights that are out in the hallway and stairwells.
- Be Safe /Be Smart/Be Prepared.
- Know your evacuation plan.
- Know two ways to exit a building.
- Practice your plan.
- Count the number of doors and landmarks between you and your exit.
- Report any possible fire hazards to Campus Safety immediately.

Fire Suppression System

Buildings on Georgetown College's campus are not equipped with Fire Suppression Systems, with the exception of the Phi Mu residence hall, which does have a suppression system. Residents in all on-campus residence facilities (excluding Phi Mu) sign a waiver stating they are aware that the buildings do not contain

fire suppression systems. Students are required to sign a waiver each year during the residence hall move-in process.

Fire Extinguishers and Fire Alarms

Students caught tampering with fire safety equipment or activating the fire systems will be subject to the College's disciplinary process. The Fire Department may also pursue criminal charges to the full extent of the law. It is important that everyone understand each time an alarm is activated, a report is given to the State Fire Marshal, and they may wish to pursue criminal charges themselves. Our intent is not to charge anyone; however, we must work to keep each and every person on campus as safe as possible and if charging someone is required, then we must do what is necessary to continue to keep all persons safe.

Criminal Violations (Misdemeanor or Felony charges)

Violations of the fire code in the residence halls include:

1. Covering or removing smoke detectors that prevents activation
2. Pulling a fire alarm in a false and malicious manner or falsely reporting an incident
3. Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector
4. Playing with or discharging a fire extinguisher in a non-emergency situation

First violation:

- a. \$100 fine
- b. warning or suspension from one semester of housing
- c. incident reported to local and state fire department

Second violation:

- a. \$300 fine
- b. removed from housing for one semester
- c. letter to parents
- d. incident reported to local and state fire department

Third violation:

- a. \$500 fine
- b. one semester suspension from school
- c. incident reported to local and state fire department

Code Violations

1. Appliances with exposed heating elements: (i.e. hot plates/George Forman grilles/toasters/toaster ovens/coffee makers, etc.)
2. Extension cords – (power strips with surge protectors are approved)
3. Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
4. Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
5. Propped stairwell doors

6. Items left in the hallways and stairwells
7. Approved electrical appliances/devices placed beneath a bed
8. Tampering or penetration of the surface of the ceiling
9. Beds less than 36 inches from the ceiling
10. Smoking in residence halls
11. Candles in college buildings

College Policy Violations

1. Halogen lights and portable heaters
2. Use of non-college approved beds. Lofts and loft-like structures are not approved
3. Candles, incense, lanterns or similar “open flame” receptacles

Safety Inspections are completed monthly in the Residence Halls by Residence Life staff. Georgetown College or the appropriate authorities reserve the right to remove all potential fire hazards in any residence halls. It is our hope that the College and community will work together to ensure that all of these regulations are enforced.

Fire Report

The following statistics were compiled from 2012 data regarding fires that occurred on Georgetown College's campus.

Fire Safety 2012					
Residence Hall	Number of Fires	Deaths	Injuries	Fire-Related Property Damage	Fire Detection System
Allen	0	0	0	0	Smoke Detector/Pull Stations
Alpha Gamma Delta	0	0	0	0	Smoke Detector/Pull Stations
Anderson Hall	1	0	0	0	Smoke Detector/Pull Stations
Collier Hall	0	0	0	0	Smoke Detector/Pull Stations
East Apartment 1	0	0	0	0	Smoke Detector/Pull Stations
East Apartment 2	0	0	0	0	Smoke Detector/Pull Stations
East Apartment 3	0	0	0	0	Smoke Detector/Pull Stations
East Apartment 4	0	0	0	0	Smoke Detector/Pull Stations
Flowers Hall	0	0	0	0	Smoke Detector/Pull Stations
Hambrick	0	0	0	0	Smoke Detector/Pull Stations
Kappa Alpha	0	0	0	0	Smoke Detector/Pull Stations
Kappa Delta	0	0	0	0	Smoke Detector/Pull Stations

Knight Hall	0	0	0	0	Smoke Detector/Pull Stations
Lambda Chi Alpha	1	0	0	\$0	Smoke Detector/Pull Stations
Phi Kappa Tau	0	0	0	0	Smoke Detector/Pull Stations
Phi Mu	0	0	0	0	Smoke Detector/Pull Stations
Pi Kappa Alpha	0	0	0	0	Smoke Detector/Pull Stations
Pierce Hall	0	0	0	0	Smoke Detector/Pull Stations
President's House Assn.	0	0	0	0	Smoke Detector/Pull Stations
Rucker Village	0	0	0	0	Smoke Detector/Pull Stations
Sigma Kappa	0	0	0	0	Smoke Detector/Pull Stations
Townhouse 1	0	0	0	0	Smoke Detector/Pull Stations
Townhouse 2	0	0	0	0	Smoke Detector/Pull Stations
Townhouse 3	0	0	0	0	Smoke Detector/Pull Stations
Townhouse 4	0	0	0	0	Smoke Detector/Pull Stations

*Fire drills (planned or otherwise) were conducted regularly

