

MORRIS BROWN COLLEGE
Emergency Response Procedures



643 Martin Luther King Jr. Drive, N.W.
Atlanta, Georgia 30314-4140

Website Address: www.morrisbrown.edu

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Public Safety Information and Policies

Campus Emergency Response Plan

Morris Brown College has a Campus Emergency Response Plan in place to prevent and deal with crises and emergencies that happen on the campus. All administrative, staff, and instructional personnel and students are expected to follow the procedures as specified in the Plan. Annually, Morris Brown will conduct a fire drill at the administrative building. The drill will comply with the applicable safety guidelines. The College will host an in-house session no less than once a year on the Campus Emergency Response Plan. Also, the Campus Emergency Response Plan will be made available on the College web page.

Security

Morris Brown College employs security personnel that provide a secure and safe environment for students, faculty, staff, and others who are present on the campus. These personnel are courteous, friendly, tactful, diplomatic, and use good judgement when dealing with members of the campus community, visitors and/or guests. The services are provided on a twenty-four-hour, seven-day basis. Moreover, Morris Brown College is locked at all times and only authorized users have access to enter the building. Security will escort visitors who enter. Moreover, the building/campus has security cameras throughout for additional monitoring and safety. Services also include the maintenance of a schedule of the number of times in a given shift an officer will patrol the campus. The campus is nestled within a quiet community. Institutional personnel, area residents and city police are watchful and protective of the campus operations. The Atlanta Police Department officers also patrol the campus and nearby residential area regularly and on a normal basis. Public Safety also maintains an "Incident Report" binder in the public safety area, located in the Dr. Gloria L. Anderson Multi-Purpose Complex. The parking lots and facilities are well lighted and safe. The Campus Security personnel also patrol the buildings and campus during the day as well as at night. The public safety phone number is 404-713-9684.

Federal Campus Safety Disclosure Policies

Campus Crime Reporting (Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092 (1) as part of the Higher Education Act of 1965 (HEA), requires that colleges and universities disclose policy information and crime statistics as part of a campus security report published annually by each institution. Institutions must also issue timely warning notices of crime and maintain a daily crime log.

The Clery Act seeks to ensure that parents, students, and other members of the campus community are adequately informed about crimes on or near campuses, campus security policies and procedures, and what institutions are doing to keep concerned individuals informed. The law covers public and independent institutions of post-secondary education participating in federal student aid programs authorized under Title IV of HEA. Failure to comply can result in fines or loss of Title IV eligibility.

The Morris Brown College Campus Crime Report can be obtained by contacting the Human Resources Office/the Office of Public Safety or the Morris Brown College website at www.morrisbrown.edu.

Campus Fire Safety Reporting

In accordance with the Campus Fire Safety Right-to-Know Act, a publication is distributed to all students and staff containing the College's fire safety practices, statistics, and all fire-related events to students and their families. The College's fire statistics and fire safety practices are also published on the Morris Brown College website.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. In compliance with the Act, please note that law enforcement agency information provided by the State of Georgia concerning registered sex offenders may be obtained by accessing the Georgia Sex Offender Registry, located at the following website: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

Campus Security Policies

Access to Campus Buildings and Unauthorized Entry

Access to the College campus is limited only to members of the College community (i.e., faculty, students, administrators, staff), authorized guests of the College, and those having legitimate business with the College. Morris Brown College Public Security Officers are authorized to challenge visitors on campus grounds or in campus buildings in circumstances when it appears to be appropriate. Members of the College are expected to possess College ID at all times while on campus and should be prepared to cooperate in providing the identification, if requested.

Unauthorized entry into Morris Brown College property, including but not limited to, entry into College-owned facilities and buildings and the unauthorized use of keys or access cards for access to College buildings or rooms, is strictly prohibited. Individuals violating this policy will be subject to appropriate discipline and, if applicable, criminal prosecution.

Campus Alerts

The Morris Brown College Public Safety Office will post timely warning notices to notify members of the community about serious crimes against people that occur on campus, in compliance with the Clery Act. The decision to issue a timely warning shall be decided on a case-by-case basis after considering all available facts, including whether the crime is considered a serious or continuing threat to the Morris Brown College community and the possible risk of compromising law enforcement efforts. Timely warnings are usually issued for arson, burglary, robbery, aggravated assault, criminal homicide, motor vehicle theft, sex offenses, and any other crimes as deemed necessary. These warnings will be posted if the incident is reported to the Public Safety Office or the Fulton County Sheriff's department, if they notify the college about a serious crime or emergency situation that has occurred on or near campus.

The Public Safety Office issues Campus Alerts via the College's website, blast e-mails to the college community and group page. Campus Alerts may also be posted in campus buildings, when deemed necessary. The Security Department will send a copy of the Crime Alert to the President of the College for review and possible distribution to the members of the Board of Trustees, as deemed necessary and appropriate. Appropriate follow-up notices will be issued, as necessary.

College Closings and Cancellations

The College will provide time and updates on any campus closings or delays due to inclement weather through the following outlets, among others:

Radio/Television – WSB and other local stations Telephone – College System

Homepage – www.morrisbrown.edu

Emergency Plan

General

This plan presents a proactive response designed to protect students, staff and faculty, as well as the community and our environment in case of a major emergency or disaster. It facilitates compliance with certain regulatory requirements of Federal, State and Local agencies and enhances the College's ability to quickly return to normal operations following an emergency or disaster.

The plan will not, nor can it be expected to, address every possible emergency situation that could face College. Therefore, each unit of the College must become familiar with this plan, particularly the notification process, to ensure an adequate response to any and all possible emergencies. This plan outlines and assigns responsibilities for coping with emergencies affecting the safety and wellbeing of people and/or facilities on campus. The plan is a guide for managing an unusual occurrence on campus. "Unusual occurrences" connote situations, generally of an emergency nature that may result from a single violent act, a terrorist incident, civil disturbances and disasters both natural and technology based. Civil disturbances include riots, disorders and violence arising from dissident gatherings and marches. Disasters include flood, hurricanes, earthquakes, explosions, tornados, major fires, chemical spills and any event that has the potential for mass casualties.

Policy

The priorities for emergency response are life safety, property protection, and preservation of academic programs and college life.

Each department is responsible for educating and training employees on the plan and for developing their own supplement to the plan. Department plans should address at a minimum: Evacuation; Sheltering in place; Actions to be taken to ensure operational continuity of key systems and services. This plan will be reviewed, updated, and exercised annually by the Morris Brown College Security Office and the Facilities Committee, under the direction of the Director of Facilities.

Incident Reporting and Notification

In the event of any emergency or disaster, immediate notification to the Morris Brown College Security Office 404-713-9684 is essential to ensure the timely response of emergency personnel. Any member of the College community who provides false emergency information (fire, physical threat, bomb scare, etc.) will be subject to appropriate sanctions consistent with the College's disciplinary policies. The Security Office will ensure that the appropriate person(s) listed on the Emergency Notification Roster is contacted when an emergency affects their department.

In the event the President determines that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the Security Office will immediately notify the campus community, unless the notification will, in the professional judgment of responsible college, law enforcement authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Director of Facilities, appropriate Vice President, or President will notify the campus community via the College's website and blast e-mails to the college community.

Terrorist Threat Level Advisory System

This is the system that the Department of Homeland Security uses to decide on the terrorist threat level for the nation. The measures listed below are recommended actions for departments to follow at Morris Brown College. Should a specific threat targeting the college, or our surrounding area be identified, the Morris Brown College Security Office will notify the appropriate senior leadership and provide recommendations for stricter security measures. Morris Brown College Security Office will advise departments of additional security measures to be implemented via e-mail once they have been approved.

The measures listed below are recommended actions for departments to follow. Should a specific threat targeting the College, or our surrounding area be identified, the Morris Brown College Security Office will notify the appropriate senior leader and provide recommendations for stricter security measures. Departments will be notified via e-mail of any additional security measures to be implemented once they have been approved.

Level # 1: Green, low condition (low risk of terrorist attack):

- a. Normal operations remain in effect.
- b. Routine security measures remain in effect.

Level # 2: Blue, guarded condition (general risk of terrorist attack):

- a. Departments should assess their vulnerabilities on a regular basis.
- b. Initiate proper responses to changed or new vulnerabilities identified.
- c. Conduct staff refresher training on internal security measures.

Level # 3: Yellow, elevated condition (significant risk of terrorist attack):

- a. Raise the security awareness level of your staff.
- b. Review & update your emergency response plans.
- c. Coordinate changes to your plans with supporting activities and agencies.
- d. Test internal and external communications procedures.
- e. Consider increasing security measures at special events and at key facilities.

Level # 4: Orange, high condition (high risk of terrorist attack):

- a. Heighten security awareness levels of your staff.
- b. Enhance mail & package screening procedures.
- c. Take additional precautions at special events and key facilities.
- d. Increase security patrols and checks of key facilities.
- e. Level # 5, Red, severe condition (severe risk of terrorist attack):
- f. Call an initial meeting of Operations Group members.
- g. Consider implementing parking restrictions, especially near key buildings.
- h. Consider closing or restricting access to key facilities.
- i. Consider canceling non-essential activities

Organization

When an emergency affecting the College reaches proportions that cannot be handled by routine measures, the following groups will be called into service to direct, control, and support the emergency operations of the College.

The Operations Group is responsible for assessing the emergency and organizing personnel, equipment and supplies to respond immediately to the problem. Led by the Morris Brown Director of Facilities and Security, this group will also be responsible for staffing the Emergency Operations Center once it has been activated.

The Executive Group is responsible for planning and prioritizing the long-term recovery of the College following a disaster or major emergency. This group is headed by senior administrator(s) and reports directly to the President.

The President will make the decision whether or not the Operations Group should be activated. He/she will notify the team and activate the Executive Group when required.

When the President decides not to activate the Operations Group, the parties affected will respond to the emergency using existing policies and procedures.

Concept of Operations

The likelihood that a disaster or emergency situation may occur on a holiday, weekend, or after normal College office hours when staffing levels are minimal is very high. Since the College Security is staffed 24 hours per day, the staff in charge at the time of an emergency is responsible for initiating this plan. He/she will direct all available College resources to provide priority protection for life safety and preservation of property until relieved by a higher authority. Initial control of the emergency and all available resources belong under the Security Office. Command and control will be transferred to the appropriate Vice President or President upon the activation of the Operations Group.

The responding Security officer will perform the initial assessment in conjunction with the other responding agencies to determine the nature of the incident and additional resource needs.

The Officer in charge will notify the appropriate Vice President or President of all events requiring additional resources, who will make the decision whether to activate the Operations Group. When notified, members of the Operations Group will immediately report to the Emergency Operations Center (EOC) located in the Morris Brown College Security Office. Departments involved in the emergency will be required to keep documentation of all expenditures, nature of expenditures, as well as financial cost and will be required to submit a report at the end of the disaster or emergency to the Emergency Operations Center (EOC).

Emergency Operations Center

The Emergency Operations Center (“EOC”) serves as the central management center for the Operations Group. The primary EOC location is the Public Safety Office, and the alternate location is the President Conference Room.

Once an emergency has been declared and the EOC is opened, it will be staffed on a 24-hour basis by key members of the Operations Group, as directed by the Vice President. Based on the type of emergency and at the direction of appropriate senior leader, the divisions of Student Affairs and Academic Affairs may also be required to provide staff for EOC.

The EOC staff will be organized to ensure the following management activities or actions are performed:

- a. Commander - the person in charge who is responsible for setting objectives and priorities and has overall responsibility of the incident.
- b. Operations section - conducts operations to carry out the plan, develops tactical objectives, organizes, and directs all resources.
- c. Planning section - develops the action plan to accomplish the objectives, collects and evaluates information and maintains resource status.
- d. Logistics section - provides support to meet the incident needs, provides resources and all other services needed to support the action plan.

Emergency Information and Response Procedures

The following procedures have been created to assist members of the campus community report and respond to emergencies. In your judgment, if a situation requires the response of Public Safety, medical personnel, fire department, or other emergency personnel, follow the guidelines outlined in these procedures. During an emergency, dialing (404) 713-9684 from any phone reaches the Security Office, which is staffed 24-hours a day, year-round.

Media Inquiries: Refer all inquiries from the media and non-college personnel to the Office of the President.

Active Shooter Response

College and University campuses are no longer immune to serious or violent crime. It is imperative that we provide students, staff, and faculty with protocols on how to respond during potentially violent criminal attacks on campus.

1. Response to Potentially Violent Criminal: If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first and move to a safe location.
 - a. Tell the dispatcher your name, location, phone number and describe the situation you are reporting who, what, when, where, how and why (if known). Is anyone hurt or injured?
 - b. If possible, alert others in the immediate area about the current situation.
2. Active Shooter Incident: An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.
3. Active Shooter Response: Officers from Morris Brown, Atlanta Police and Fulton County Sheriff's Office will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.
 - a. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
 - b. To assist the police, please stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is, and/or have the shooter's description, tell the police.
 - c. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

- d. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.
4. If the shooter is outside your building:
 - a. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
 - b. If you can do so safely, get all occupants on the floor and out of the line of fire.
 - c. If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.
 5. If the shooter is inside your building:
 - a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
 - b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
 - c. If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or (404) 713-9684 from any phone. Tell the officer your name and location and follow their instructions.
 - d. If you are unable to escape the building move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.
 6. If the shooter enters your office or classroom:
 - a. There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
 - b. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
 - c. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
 - d. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers, who may mistake you as the shooter.
 - e. While escaping as soon as you see a police officer put your hands over your head and immediately comply with the officers' instructions.
 7. What else can you do? Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.

Bomb Threats

All bomb threats will be treated as a serious matter. Statistics show most bomb threats are meant to disrupt normal activities. However, this does not mean a bomb threat should not be considered "real." The decision to evacuate a building will be made by the proper authorities after evaluating the situation.

Emergency Actions - when a bomb threat is received by phone:

- a. Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- b. Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information.
- c. Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call Security.
- d. After the caller hangs up, immediately call (404) 713-9684 and notify Security.
- e. If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to Security.

Emergency Actions - when a suspicious object or potential bomb is discovered:

- a. Do not touch, move or disturb any suspicious object you feel might be a bomb.
- b. Keep people away from the area where the suspicious object is and call the Public Safety at (404) 713-9684.
- c. Be sure to include a description of the object and its location when reporting.

Emergency Actions - when an evacuation is ordered:

1. Collect your personal belongings (i.e. purse, briefcase, etc.) and take them with you as you exit the building.
2. Look around your desk and/or office for any suspicious items. Do not touch anything suspicious; instead report it to Security after you exit the building.
3. After evacuation, report to an Emergency Assembly Area.
4. Do not reenter the building until instructed to do so by appropriate personnel (Security, Fulton Sherriff Department or Atlanta Fire Department).

Fire and Explosion

Quick Response: Protect Yourself

1. Fire: Everyone must evacuate to assembly area (See posted Evacuation Plan).
2. Explosion:
 - a. Take cover;
 - b. Assist the injured;
 - c. Everyone should evacuate to assembly area (See posted Evacuation Plan).
 - d. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

Small Fire Procedures:

- a. Avoid personal injuries and excessive risks.
- b. Alert people in the immediate area and activate the alarm.
- c. Call (404) 713-9684 and give details of the fire location.
- d. Smother fire or use the nearest fire extinguisher.
- e. Always maintain a way to exit the room.
- f. Avoid smoke and fumes. Stay low.
- g. Public Safety will respond to the scene to assist in building evacuation and to meet and assist Atlanta Fire Department.
- h. Once Atlanta Fire Department has arrived, the responding incident commander will take charge of all rescue and suppression activities.
- i. Do not re-enter the building until advised by the Fire Department or the Police Department.

Operating a Fire Extinguisher:

- a. Pull the pin.
- b. Aim extinguisher hose at the base of fire.
- c. Squeeze the lever.
- d. Sweep from side to side.

If You Are Trapped in A Building:

- a. If a window is available, place an article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews.
- b. If there is no window stay near the floor where the air will be less toxic.
- c. Shout at regular intervals to alert emergency crews of your location. Do not panic.
- d. If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.
- e. For information concerning evacuation drills, fire alarms, and other emergency systems, please contact the Security Office at (404) 713-9684.

Hazardous Materials

The range and quantity of hazardous substances used in laboratories require proper pre-planning in order to respond to chemical spills.

Chemical Spills Procedures:

For Major Spills:

- a. Dial (404) 713-9684;
- b. Do not enter the contaminated area;
- c. Alert people in the area to evacuate;
- d. If spilled material is flammable, turn off ignition and heat sources;
- e. Close doors to affected area;
- f. Locate appropriate material safety data sheets;
- g. Have persons knowledgeable of area assist emergency personnel.

For Minor Spills:

- a. Alert people in the immediate area of the spill, and avoid breathing vapors from the spill;
- b. Begin clean up immediately;
- c. If further assistance is needed, call Security office at (404) 713-9684.

Biological (Blood) Spills Procedures:

Health care or housekeeping personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on outside surfaces, contact housekeeping in area. If unavailable contact.

Procedures:

- a. Wear disposable gloves and absorb fluids with disposable towels;
- b. Clean area of all visible fluids with detergent (soap/water);
- c. Decontaminate area with an appropriate disinfectant;
- d. Place all disposable materials into plastic leak-proof bag. DO NOT throw bag in trash;
- e. If further assistance is needed, call the Physical Plant at (insert number).

Radiological Spills Procedures:

A major radiological spill is one which the laboratory staff is not capable of handling safely without assistance of safety and emergency personnel.

Procedures:

- a. Protect yourself first and call (404) 713-9684 as soon as possible.
- b. Attend to injured or contaminated persons and remove them from the spill area.
- c. Alert people in the area to evacuate.
- d. Have potentially contaminated personnel stay in one area until they have been monitored and are free of contamination.
- e. Close doors and prevent entrance into affected area.
- f. Have a person knowledgeable of the incident and area assist emergency personnel.
- g. Document names of persons potentially contaminated.
- h. For information concerning evacuation drills, fire alarms, and other emergency systems, please contact the Security office at (404) 713-9684.

Major Power Outage

Electrical power is provided to Morris Brown College by Georgia Power. Electrical distribution within the individual campus buildings is managed by the Physical Plant Department.

All buildings are equipped with emergency exit lights to identify safe emergency exits in the event of a power failure. Most buildings have emergency backup lighting, which is battery powered. However, you want to have flashlights, a battery-operated radio and fresh batteries available as well.

If your area or floor is without power, try to determine if the rest of the building is affected. Then notify Public Safety at (404) 713-9684.

Medical Emergency - Personal Injury

All medical emergencies occurring on campus should be reported immediately by calling the Security office at (404) 713-9684. Medical emergencies include:

- a. Any life-threatening situation;
- b. Loss of consciousness;
- c. Chest pain;
- d. Excessive bleeding;
- e. Seizures;
- f. Head injury;
- g. Compound fractures;
- h. Allergic reactions with shortness of breath, excessive swelling;
- i. Ingestion or inhalation of a toxic substance;
- j. Lacerations of the eyeball.

In most cases, emergency response personnel are only minutes away, and unless an injury is life threatening, applying first aid may not be necessary. However, in the event of a disaster that extends beyond your location, response may be delayed, making it necessary for you to take appropriate action.

Quick Response:

- a. Dial 911;
- b. Do not move victim unless safety dictates;
- c. If trained, use pressure to stop bleeding;
- d. Use CPR if no pulse and not breathing;
- e. State that medical aid is needed and provide the following information:
 - Location of injured person (e.g., which building, room, number, etc.);
 - Type of injury or problem;
 - The individual's present condition;
 - The sequence of events leading to the emergency;
 - Medical history and name of injured person's doctor, if known;
 - The phone number where you are;
 - Stay on the phone with the dispatcher.

Illness or Injury to Faculty or Staff:

Emergency treatment for job-related work injuries or medical illness is provided by the Health Services during hours of operation. When the Health Service is closed, referral is made to the Fulton Medical Center Emergency Room. The Health Service does not treat faculty or staff for non-work-related illness or injury.

Illness or Injury to Students:

During the regular academic sessions, students with illness or injury should be referred to the Student Health Services via Mercy Care. Serious illness or injury to students on campus should be reported to the Security office at (404) 713-9684). An officer will respond to evaluate the situation and arrange for the student to be transported for medical treatment.

Illness or Injury to Visitors or Guests:

Request emergency medical assistance by calling 911.

Personal Injury Procedures:

1. Clothing on Fire:
 - a. Roll around on floor to smother flame or drench with water;
 - b. Obtain medical attention; if necessary, call 911;
 - c. Report incident to supervisor and/or the Public Safety at (insert phone number).
2. Hazardous Material Splashed in Eye:
 - a. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes;
 - b. Forcibly hold eye open to ensure wash behind eyelids;
 - c. Obtain medical attention. Make sure to take Material Safety Data Sheets of the chemical with you;
 - d. Report incident to supervisor and/or the Public Safety at (insert phone number).
3. Minor Cuts and Puncture Wounds:
 - a. Vigorously wash injury with soap and water for several minutes;
 - b. Obtain medical attention;
 - c. Report incident to supervisor and/or the Public Safety at (404) 713-9684).
4. Radiation Spill on Body:
 - a. Remove contaminated clothing;
 - b. Rinse exposed area thoroughly with water;
 - c. Obtain medical attention;
 - d. Report incident to supervisor and/or the Public Safety at (insert phone number).
5. Biological Spill on Body:
 - a. Remove contaminated clothing;
 - b. Vigorously wash exposed area with soap and water for one minute;
 - c. Obtain medical attention.

Psychological Crisis

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

During the regular academic sessions, students wishing to speak to a counselor should be referred to the college medical partner.

General Incident Reporting: A college campus is a community of diverse people who come from a variety of places to live, work, and attend school. A crisis or disaster can have direct and indirect traumatizing effects on a wide range of campus community members.

For an unusual or potentially dangerous situation:

- a. Never try to handle a dangerous situation by yourself.
- b. Call the Security office at (404) 713-9684 and they will notify the on-call counselor.
- c. Clearly state that you need immediate assistance; give your name, your location, and state the nature of the problem.
- d. All suicide attempts must be reported to the Security office so that, proper procedures might be followed to ensure the safety of those involved.

Severe Weather - Natural Disaster

Violent weather is very unpredictable, but with the aid of modern technology the approach of such weather is often known in advance. Every reasonable effort will be made to warn the Morris Brown College community when severe weather is imminent (via e-mail, voice mail, building announcements, etc.).

For Tornado/Hurricane/High Winds:

- a. Stay indoors;
- b. Move away from windows and open doors (preferably into an interior hallway);
- c. If possible, move to the lowest level of the building;
- d. Do not use elevators, electrical equipment, or telephone;
- e. Sit on the floor and cover your head with your arms to protect from flying debris;
- f. Await instructions from emergency management officials.

Earthquake:

- a. Stay indoors;
- b. Crawl under a table or desk or brace yourself by standing in an interior doorway;
- c. Do not use elevators, electrical equipment, or telephone;
- d. Do not use open flame;
- e. Be prepared for aftershocks;
- f. Await instruction from emergency management officials.

Floods:

- a. Stay indoors;
- b. Never attempt to walk or drive through flood waters;
- c. Await instructions from emergency management officials.

Winter Storms:

- a. Stay indoors;
- b. Do not walk or drive during the storm and risk becoming stranded;
- c. Await instructions from emergency management officials.

Water Contamination

Morris Brown College's water supply is provided by a water treatment plant owned by City of Atlanta. Safety procedures and regulatory requirements are in place to assure a safe water supply. Water quality is monitored on a daily basis at several points throughout the distribution system to assure no contamination. However, if you have reason believe there is a problem with the water in your building, notify the Director of Facilities immediately and do not use the water until you have been assured that no problems exist. Also instruct other building occupants not to use the water supply until notified.

Incident Reporting

All incidents of actual or attempted criminal behavior, violence, vandalism, threatening or suspicious circumstances, or emergency situations that requires the response of security, medical personnel, fire department, or other emergency personnel shall be immediately reported by dialing (404) 713-9684 from any phone. Any member of the College community who provides false emergency information (fire, physical threat, bomb scare, etc.) will be subject to appropriate sanctions consistent with the College's disciplinary policies.

In addition, all injuries or accidents involving an employee at work or on official College business, and/or damages to a person/property must be reported promptly to the immediate supervisor and to the Director of Human Resources. This written report is mandatory, even for minor injuries, to ensure the right to compensation and insurance payments.

Pandemic Crisis Plan

Morris Brown College has developed a Pandemic Crisis Plan to address cases of pandemic illness on campus. Morris Brown College's plan is consistent with the Guidelines for College and Universities found within the National Strategy for Pandemic Influenza. For more information, please refer to the plan, which is published on the Morris Brown College website.

Missing Student Policy

This policy establishes a framework for cooperation among members of the Morris Brown College community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from the College for more than 24 hours without any known reason. All reports of missing students shall be directed to Public Safety, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the College in case a student is determined to be missing. If a missing student is under 18 years of age Public Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Public Safety that the student is missing. Public Safety will also notify the Fulton Sherriff Department not later than 24 hours after it determines that the student is missing. The Chief Operating Officer shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students.

Procedure:

Any report of a missing student, from whatever source, shall immediately be directed to Public Safety. When a student is reported missing, Public Safety shall:

- a. Initiate an investigation to determine the validity of the missing person report.
- b. Contact the Vice President for Student Affairs.
- c. Make a determination as to the status of the missing student.
- d. If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.
- e. Notify the Fulton Sherriff Department within 24 hours after determining that the student is missing.
- f. Student Contact Information: Students shall ensure that there is up-to-date emergency contact information on file at the Registrar's Office, Chief Operating Officer.
- g. Any incidents of missing persons shall be documented in the annual Public Safety Reports as well as the annual Clery Act statics.

Parking and Traffic

Cars must be registered with the Public Safety Office. Each operator must possess a valid driver's license, show proof of liability insurance, and purchase a decal.

Traffic and Parking Regulations

The motor vehicle regulations are applicable to everyone operating or parking a motor vehicle on properties of Morris Brown College. All traffic rules shall be enforced on all college premises at all times of the day and night throughout the calendar year. The Morris Brown College Public Safety Department is authorized and empowered to enforce these motor vehicle regulations.

Regulations

1. The motor vehicle laws of the State of Georgia are in effect on College property.
2. Traffic regulations on the campus are established for the safety and convenience of all employees, students, and visitors. Persons operating a motor vehicle on campus are expected to park in designated parking areas and observe the 15 M.P.H. speed limit. Drivers should be aware that campus pedestrians always have the right-of-way.
3. Morris Brown College assumes no responsibility for damages to vehicles or loss by theft of items in a vehicle parked on campus and assume no responsibility for towing vehicles or for damages to vehicles or loss by theft during the process of towing a vehicle or during storage of said towed vehicle.
4. All motor vehicles using college parking facilities must have a permanent decal or temporary permit valid for the time period indicated. Decals must be affixed to the front windshield of the vehicle.
5. Visitors must obtain a parking permit from the Public Safety Office.
6. Registration of vehicles is to be completed at the beginning of each semester or summer session and within five (5) days after the date of employment for new faculty or staff.
7. Any student, faculty, or staff member with a physical disability may apply to the Office of Student Affairs or the Public Safety Office for consideration in obtaining special parking privileges.
8. Double-parking is prohibited at all times.
9. Vehicles shall not be parked in such a manner as to obstruct vehicular or pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard. Vehicles so parked will be towed at the owner's expense.
10. Parking on grass, sidewalks, loading zones, or on roadways (except where specifically marked for parking) is prohibited. The fact that a person parks in an unauthorized space or area and does not receive a citation does not mean that the regulation is no longer in effect.
11. Any vehicle parked on campus is parked at the risk of the owner.
12. Overnight parking of any vehicle is prohibited unless special permission is granted by the Public Safety Department.
13. Disabled or abandoned vehicles which constitute a traffic or safety hazard are subjected to be towed away at the owner's expense. This also applies to vehicles abandoned on campus for more than 48-hours. Locating a legal parking space is the responsibility of the vehicle's operator. Lack of a parking space will not be considered a valid excuse for violation of any parking regulation.
14. Unauthorized persons parking vehicles in "handicapped" spaces are subject to a fine and having the vehicle towed at the owner's expense. Temporary "handicapped" parking permission may be obtained by contacting the Security office.
15. Regulations concerning loading zones will be enforced at all times. All vehicles or operators involved in traffic, parking/non-moving, and decal violations may be ticketed by College Safety and Security Officers. The citation shall show the nature of the violation and the number of the issuing officer. The person to whom the decal

- is registered will be held responsible for violations. If the violator cannot be identified, then the registered owner will be held responsible.
16. A fine for use of lost or stolen permits will be applied, and parking privileges will be revoked for the remainder of the permit year at the discretion of appropriate senior leader.
 17. All persons receiving citations for non-moving violations shall pay such charges in person or by mail to the CFO Office.
 18. Unpaid Tickets will result in:
 - a. Withhold parking and driving privileges on college property.
 - b. Prevent the person from registering as a student.
 - c. Withhold delivery of transcripts or degrees.
 19. A vehicle may be towed if it:
 - a. Has three tickets or fines.
 - b. Is blocking traffic or creating a hazard.
 - c. Belongs to a person whose on-campus parking privileges have been revoked.
 - d. Is parked in a designated tow-away zone.
 - e. Is illegally parked in a handicapped space.
 - f. Is illegally parked in a fire lane or in front of a dumpster.
 - g. Is apparently abandoned.
 - h. Is involved in a crime or is potential evidence.
 - i. Is left unattended due to the arrest of the driver.
 - j. Any and all charges against the vehicle must be satisfied prior to releasing the vehicle.
 - k. Wrecker services removing vehicles from the college are entitled to payment.
 - l. The College's speed limit is posted at all main roads. All operators of vehicles are expected to operate vehicles in a responsible manner.
 - m. Pedestrians shall have the right of way at designated crosswalks at all times.
 - n. The Parking Ticket Appeals Committee will hear the appeals of employees, students, and visitors. Appeals information is printed on all parking ticket.
 - o. The College does not assume any responsibility for motor vehicles or their contents while they are operated or parked on College property. A schedule of fees for parking, decals, permits, and fines are available from the Office of Student Affairs or the Public Safety-Office.

Registration of Motor Vehicles

All motor vehicles operated on the campus by students must be registered. All vehicles must be registered with Public Safety within seven days after arriving on campus. It is the responsibility of the motorist to keep his/her vehicle registered at all times.

All motor vehicles must be registered annually, and a registration fee is charged. Parking permits are paid for in the CFO office in the Dr. Gloria L. Anderson Multi-purpose complex at which time a receipt will be issued to obtain a parking permit from security.

Fines/ Fees

A listing of current fees is published annually and is available on the morrisbrown.edu website.

Termination of On-Campus Driving Privileges

All members of the campus community are granted the privilege of operating an automobile on campus; however, students and employees are obligated to operate the vehicle within the rules established by the institution.

Termination of the privilege to drive and/or park on Morris Brown College property may be either terminated or suspended by the President under the following conditions:

- a. Failure to register vehicle with Public Safety and failure to display the vehicle sticker or hangtag on the proper place on the automobile within five days of the beginning of each semester.
- b. Failure to pay fines resulting from vehicle violations on campus. All fines must be paid within fifteen days from time of violation.
- c. Failure to comply with disciplinary action as a result of a violation of the Student Code of Conduct violation in which the vehicle was involved.
- d. The vehicle is involved in any type of illegal activity on or off campus.
- e. Habitual violations of motor vehicle rules and laws on campus.
- f. Parading or parked on campus with excessive volume on car radio.
- g. Failure to observe security check at the guard gate or at any place on the Morris Brown College campus.
- h. Driving under the influence of alcohol or drugs.
- i. Accumulation of three or more vehicle-related violations in one semester.
- j. Driving with a suspended driver's license.
- k. Reckless driving. Any person driving a motor vehicle at a speed greater than reasonable and/or through careless operation endangers the life and or property of others is guilty of reckless driving.
- l. Failure to observe security checks of the vehicle conducted by Public Safety Officers.
- m. Failure to comply with the reasonable request of College staff and/or Public Safety Officers concerning the proper operation of a motor vehicle while on the Morris Brown College campus.

Appeals

Any person cited for a violation for which a civil penalty is imposed, or a vehicle is impounded or immobilized may appeal in person or in writing within 10 calendar days of issuance to the Public Safety Office.

Failure to meet the 10-day requirement shall result in a forfeiture of all appeal privileges. The Security Office shall review all written appeals and establish limited hours to review those in-person appeals.

Written appeals must be submitted on a standard appeal form, available from the Security Office.

Submitting an appeal does not substitute for payment of the towing and storage fees for removal of the impounded vehicle. Such fees must be paid. If the hearing officer decides the appeal in favor of the appellant, the costs of towing and storage will be refunded. For more information, contact the Public Safety at (404) 713-9684.

Persona Non Grata Policy

In matter of clear and present possible physical harm by any Morris Brown College student, employee, or visitor toward another individual or property at Morris Brown College, the President (or a designee) has authority to declare an individual, or individuals, persona non grata at the College. Such individuals are immediately suspended from classes or employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

Each individual declared as persona non grata shall have such status communicated to individual by the President in writing. Such written communication shall state the reason for such actions and indicate that within five class or business days a special hearing board will be assembled to hear and review this matter. Each student, employee, or visitor shall also be informed of the right to counsel at such hearing, to present information or evidence, and to make written and/or verbal statements.

In all such cases the individual(s) will have the right to a special hearing within five class days of the persona non grata notification. A special hearing board shall be appointed consisting of three members including one administrator, one faculty member appointed by the President, and one student appointed by the President. By majority vote the special hearing board will recommend to the President that the assigned persona non grata be removed or continued. If the persona non grata is removed and the individual is allowed to return, the individual may then be charged through the regular Disciplinary Procedures for any offenses committed. A student who has been declared persona non grata has no right to a refund as a result of their being placed on that status.

Security Awareness Programs

During College orientation, all new students are informed of services offered by the Security Office at Morris Brown College. Students participate in special topic seminars via video and slide presentations on ways to maintain personal safety and residence hall security. This includes information on crime statistics, reports, and information regarding crime off campus in the surrounding neighborhood as well as on campus.

Periodically, during the academic year, the Security office (in cooperation with other college organizations and departments) present crime prevention awareness sessions on

topics such as sexual assault (rape and acquaintance rape), Rohypnol (date rape drug) abuse, theft and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security, and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles in the college newspaper.

When time is of the essence, information is released to the college community via security alerts posted prominently throughout campus, through the college's electronic mail system, and on the College website.

Security Escorts

Public Safety security officers offer a walking escort service on a 24-hour basis for Morris Brown College students, staff, administrators, and faculty. A safe escort between any two locations on Morris Brown property will be provided, as well as the area immediately surrounding campus. For a safe escort, please contact the Public Safety.

Sexual Assault Policy

Morris Brown College is committed to creating and maintaining an educational and working environment where respect for the individual and human dignity is of paramount importance. Morris Brown College does not tolerate sexual assault in any form.

Definition of Sexual Assault

Sexual Assault (Rape) is defined as any sexual act forced on a person without their consent. This includes touching, fondling, any forcible penetration vaginally, orally or anally, with a body part or an object. The victim may be unable to give consent, which may include but not limited to, the victim's use of alcohol or a substance placed in their drink by the alleged student. It does not matter if the victim has consented to sex with the alleged student before, NO! MEANS NO!

Medical Treatment and Preservation of Evidence

Because rape is everyone's concern, it is important for all Morris Brown students to know where to turn for help and what to do if she/he or a friend is raped. Whether the rapist was a stranger, acquaintance, close friend, or date, there are certain services a victim needs. All services to sexual assault survivors are confidential with the exception that physicians and hospital personnel are required by law to report rapes to the police. It is the survivor's choice, however, whether to talk to the police.

If the individual has survived a sexual assault, there are many decisions that are to be made immediately. Regardless of any physical injuries, the victim should have a physical exam. The examination will gather semen, saliva, hair fibers, etc. that may be helpful in a legal case. The exam will also check for venereal disease and pregnancy.

The victim may obtain a medical exam at the emergency room at Fulton County Hospital or Mercy Care Atlanta. The decision of where to go should be based on whether the student wishes to pursue legal actions against the assailant. The physicians at the Fulton County or Grady Hospital (or other surrounding hospitals) are the only physicians in this community who can perform a medical examination in which the physical evidence of the assault is collected and preserved for legal action. If the victim is in an unsafe area, she/he should move to a place of safety. If the victim is on campus, she/he should contact security and the police. If the student is in the residence hall, she/he should contact the Resident Director on duty, security and the police.

After the Rape a student should do as follows:

- a. Do not brush teeth or gargle.
- b. Do not shower.
- c. Do not douche.
- d. Do not change clothes.

If you have changed clothes, bring them with you to the hospital. Clothes must be placed in brown paper bags. Do not use plastic bags. The clothes may be stained with blood or semen, which will make for good evidence. Also bring a change of clothes.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report, evidence should be preserved so the victim has the opportunity to pursue a criminal investigation should the victim decide to do so in the future.

If the victim needs transportation to Fulton County or Grady Hospital, she/he should contact security at (404) 713-9684. The College has counselors and health professionals on call, who can provide counseling, advising, and referral services. The services provided are free of charge and confidentiality is assured.

Investigation of Sexual Assault

Sexual assaults violate the standards of conduct expected of every member in the Morris Brown College community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, Morris Brown College will abide by and cooperate with local, state, and federal sanctions. Morris Brown College disciplinary action may include termination, suspension or expulsion depending on the seriousness of the situation.

Unauthorized Handling of Safety Equipment

The unauthorized alteration, misuse or tampering with of any equipment or device intended for use in preserving or protecting the safety of members of the Morris Brown College community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or telephones, is prohibited. Violation of this policy is subject to appropriate corrective discipline.

Weapons on Campus

Any device that could cause harm to others is strictly prohibited from the College campus or any location where the College may participate in an event. Firearms and other weapons, although not all-inclusive, include pistols, rifles, knives, and “homemade” devices.

The College reserves the right for Public Safety Officers to inspect any person, baggage (backpacks), automobile and any other item that may appear to be suspicious by a Security Officer. Individuals are required to, immediately, report perceived suspicious or unusual behavior by anyone on campus to the Public Safety Office. Any individual exhibiting such behavior is not to be approached. Once reported, the Public Safety Office will respond as quickly as possible.

Any individual violating the College’s Weapons Policy will be subject to immediate disciplinary action or termination/suspension as applicable. Additionally, if a firearm or other weapon is discovered and the individual responsible does not hold a proper permit, the Public Safety Office will hold the individual and contact proper law enforcement officials for further action.