



AGNES SCOTT COLLEGE

THE WORLD FOR WOMEN

To the Agnes Scott Community,

Department of Public Safety recognizes the need to educate the community on safety and security related issues. This handbook is a valuable instrument by which we endeavor to inform you of the many safety tips and preventative measures that will assist in making our community a safe place to learn and work. We hope to create an environment where the community can conduct their daily business without the threat of physical or psychological harm. This handbook will not be as effective without your commitment towards your own personal safety. Utilizing common sense and sound judgment in and around campus will prove to be very conducive to enhancing our standard of living and reducing victimization. Our goal is to manage and coordinate departmental resources so that the best police and safety services possible are available and delivered to you. Please take the opportunity to peruse this manual to become better acquainted with our services and also to be better prepared for safe campus living at Agnes Scott College and in and around the Atlanta area.

We hope to promote an atmosphere of safety, peace and tranquility enabling the College community to focus on providing and attaining an education of the highest quality.

Henry C. Hope, Director
Department of Public Safety

Community Guide to Playing It Safe & Annual Security Report

Whenever a police, fire or medical emergency occurs on campus, notify the Department of Public Safety. Our Department is staffed twenty-four hours a day by police officers who are certified by the State of Georgia and have full enforcement and arrest authority. Most of them have had experience with other metro-area agencies such as Decatur, Atlanta, MARTA and Marietta police departments. When a complaint of any criminal activity is made to the Department of Public Safety, it will be handled using standard police procedures. Any activity involving an ASC student or a student's guest/visitor will be reported to the Dean of Students Office (DOS). The DOS will be informed of the results of any criminal investigation by the Department of Public Safety, and will then determine if additional investigation and/or action is necessary.

The jurisdiction for our Department includes all property owned or leased by Agnes Scott College and extends 500 yards beyond the boundaries of the main campus. This allows officers to establish a perimeter around the school by patrolling adjacent streets as well as the campus itself. This type of high visibility helps discourage people from coming on campus to commit crimes. It also creates an overlap between our jurisdiction and that of the Decatur Police Department. Our Department handles all calls on campus property (including rental houses) as well as handling or helping the Decatur Police Department handle calls within our jurisdiction but off college-owned property.

In an effort to provide timely notifications to the ASC community and in the event a significant emergency or dangerous situation occurs which may pose an immediate threat to the health or safety of students or employees, ASCPD will send alerts to the campus through a mass notifications system or "alert postings" in prominent locations on campus. These locations include the lobbies of all buildings and a posting on the College's cable information channel. These notifications will usually be sent for occurrences of arson, criminal homicide, sex offenses, robbery, active shooter, hostage situations, acts of terroristic threats or actions, environmental/natural emergencies, chemical spills or accidents as defined later in this publication or other exigent circumstances deemed appropriate for emergency notification.

WHEN YOU NEED POLICE HELP

The ASC Department of Public Safety has dispatchers and police officers on duty twenty-four (24) hours a day.

Non Emergencies (404) 471-6355 Emergencies (404) 471-6400.

MEDICAL EMERGENCIES

If you have a medical emergency, please call the Department of Public Safety before you dial 911, unless you believe that the situation is so serious that a few seconds could mean the difference between whether a person lives or dies. All of our officers are trained in basic CPR and First Aid as part of their state certification process. Therefore, an officer can respond and begin first aid while waiting for EMS-Emergency Medical Services to arrive.

Once notified, our Department can contact EMS if necessary and arrange for an officer to meet them and show them to the proper location on campus. This can be very important, since most EMS personnel will know where to find Agnes Scott but not specific buildings on campus. Having an officer escort EMS to the scene can save time which may be important to the injured person's health.

If a student becomes sick when the Health Center is not open, call the Department of Public Safety. An officer will come to check on the student. If the situation is serious, the officer will have EMS dispatched to the scene to transport the student. If the situation is not serious or life threatening but the student needs or wants to go to the DeKalb Medical Center Emergency Room, the officer will try to arrange transportation with available resources to the Medical Center.

The officer will transport the student to the hospital only if there is no other way for her to get to the Emergency Room. If there is only one officer on campus, he/she will not be able to leave campus to transport the student; other arrangements must be made.

RESIDENCE HALL SECURITY



Open Door Open Invitation!

Residence hall security is the responsibility of every student (and staff and faculty with authorized access) on campus. Doors providing access to the residential areas of the residence halls are locked 24 hours a day. It only takes the carelessness of one student on one occasion to jeopardize the safety of everyone in the residence hall. Ted Bundy entered a dormitory at Florida State through a door that was propped open; he killed several women. Please **remember** to follow the guidelines below.

1. **WHENEVER YOU ENTER OR LEAVE A RESIDENCE HALL, CHECK THE DOOR BEHIND YOU** to be sure it locked properly. This only takes a second and is well worth the effort. The wooden doors in the residence halls are beautiful but, because of their weight and a tendency to swell when the weather changes, they frequently will not lock properly when allowed to close on their own. You may need to pull the panic bar up and then close the door to be sure the lock catches completely.
2. **NEVER PROP A DOOR OPEN UNLESS SOMEONE WILL BE MONITORING IT AT ALL TIMES** to be sure no unauthorized person enters the building (this means the person "on watch" has to be able to see the door at all times). It only takes seconds for someone to slip in a door and get out of sight so they can cause problems later.
3. **ALWAYS HAVE YOUR RESIDENCE HALL KEY WITH YOU.** You are given a key by the college because you are assumed to be mature enough to use it properly. This includes keeping it with you at all times, just as you would with an apartment key, so that you can come and go from your residence hall any time you want to. Keep your key with you at all times! If by accident you are locked out of your residence hall, call your RA, roommate or a friend to let you in. Do not call the Department of Public Safety until you have tried these other alternatives.

4. CLOSE THE BLINDS OR SHADES IN YOUR ROOM WHEN IT GETS DARK. Even if you do not live on the ground floor, most upper level rooms in the residence halls are visible to people on the streets in and around the campus.
5. CONSIDER KEEPING YOUR ROOM LOCKED AT ALL TIMES. Although Agnes Scott has an honor system that most members of the community take seriously, there are always some people who do not. And of course, the thief off the street will not be at all concerned with the honor system when he or she steals your jewelry or other valuables. If you lived in an apartment you would not leave your door unlocked and a residence hall is not much different. If you want to leave your room unlocked, at least consider locking all valuables in your closet.

SECURITY OF OTHER BUILDINGS

Your safety and security are of concern not only in the residence hall but in other buildings as well. This is particularly true of academic buildings late in the evening, particularly after closing hours. Building hours for each ASC facility are listed in the Student Handbook.

1. BUILDING MONITORS will be on duty Monday through Thursday from 5:00 p.m. until 10:00 p.m. in Dana and in Woodruff gym. During these hours you must enter the building by the door at the building monitor's station and sign in. When you leave you must sign out and leave through the same door. Do not exit the building from any other door since some of them will not lock properly behind you, thus jeopardizing everyone's safety.
2. FACILITY USE PERMITS are required if you want to be in an academic building after hours. These permits must be signed by a professor and can be for an evening, a week, a semester or whatever period of time you will need access to the building. **You must have a facility use permit to remain in a building after hours.** Verbal permission from a professor is not enough; you must have a written permit.

FIRE SAFETY



Once a semester each residence hall will have an unannounced fire drill. Whenever possible, the Decatur Fire Department will participate. During these drills (and any time a fire alarm goes off in your residence hall) you should evacuate the building as rapidly as possible using the following procedures which the Residence Hall staff will discuss with you. The Decatur Fire Department also conducts proper use of “fire extinguisher” demonstrations for Residence Life staff leaders.

Fire Safety tips:

1. Shades up.
2. Lights on.
3. Windows closed.
4. Exit the building immediately, particular if smoke is visible. Do not worry about trying to get to the bathroom to wet a washcloth to take with you.
5. Leave the building immediately. If you can locate them in a second or two, get a robe and some shoes to take with you. Do not spend time looking for particular items of clothing.
6. Unlock and close door.
7. Get with your fire buddy for roll call once you have evacuated the building. Do not go into the hallway from the exits to look for your fire buddy.

Your worst enemy in a fire is time. You may have only seconds (not minutes) to evacuate a building once the alarm has sounded. Leave the building immediately once the alarm activates.

Emergency Notifications and Procedures

The Agnes Scott College Emergency Notification System is a method to effectively communicate emergency information to a large number of people at virtually the same time. It allows the College to contact the community in the event of an emergency by sending messages via:

- Text message
- Voice message (mobile or land-line)
- Email

When an emergency occurs that requires Agnes Scott College community attention or action, the emergency notification system will be activated and you will be notified by the methods noted above using the personal information you have provided. The system will never be used to send non-emergency, routine or spam messages. It is imperative that your contact information is accurate and up to date in order for you to receive emergency notifications.

- Students can update their information through the Registrar's Office.
- Faculty and Staff members can update their information through Human Resources.

If there is an immediate and ongoing threat to the health or safety of students or employees occurring on campus, the College will issue timely warnings through the emergency notification system. Situations for which the Agnes Scott College emergency notification system will be used may include but are not limited to:

- Facility Emergencies
 - Fire or Explosions
 - Power Outages
- Campus Evacuations
- Dangerous Weather Conditions
 - Tornado
 - Flooding
- Violent Criminal Behavior
 - Murder

- Robbery
- Active Shooter
- Off campus incidents that may have an immediate threat to the health or safety of students or employees.
 - Chemical or Hazardous Material Spills or Accidents
 - Violent Criminal Behavior

The following are conditions that will prevent emergency notification messages from being received.

- If you are not a registered student or an active employee at the time of notification
- If the information provided to the College is not up-to-date
- Issues with your mobile device service provider
- Spam filter may have blocked an e-mail from being delivered

Not every emergency can be anticipated, however, the College has developed some emergency messages that can be modified easily for use in a number of situations. This will allow notifications to be sent quickly. The messages are deliberately short (140 characters or less).

Privacy

Contact information collected by the College is for use in the emergency notification system only. The College will not use this Information for any other purpose than emergency notification.

Testing

The emergency notification system will be tested once a semester and over each summer. Additional testing may be conducted as part of drills and exercises, or as necessary.

CRISIS PREPAREDNESS

Every campus crisis is unique and requires campus leaders and others to respond as quickly and thoughtfully as possible. But the effectiveness of crisis response can be improved enormously through community education and especially through regular efforts to practice crisis response through “tabletop exercises” and full-scale crisis simulations.

It is also important to review and update crisis management procedures regularly in order to incorporate changes in personnel, emerging security threats (such as the threat of an avian flu pandemic) and new technologies for crisis notification and response. Beginning in the fall of 2008, Agnes Scott College will adopt the following cycle of crisis education, simulation and review:

- Testing of emergency notification system: One time each semester
- Testing of emergency siren: Once each month perform by the City of Decatur 911
- Tabletop exercise: One time each year – fall semester
- Full-scale simulation: One time each year – spring semester
- Review and updating of plan: One time each year, prior to the start of the fall semester



SECURITY IS AN ATTITUDE

1. Security is an individual responsibility - yet it affects us all! Propping a door open in a residence hall may assist your friends and foes alike, resulting in theft, vandalism or even sexual assault.
2. Security does not compromise - it must be consistent to be effective. Security may also create inconvenience for you but remember what is at stake - your life, safety and that of your friends. Tactics such as propping doors defeat the conscientious efforts of others and compromise everyone's safety.
3. Security is maturity - any system is only as effective as the people who employ it. Because officers cannot be everywhere at once, we **need your eyes and ears to help "stop crime"**. If you notice any kind of "suspicious activity", report it immediately to the Department of Public Safety on the **emergency line at (404) 471-6400**.

We would much rather investigate something which turns out to be a false alarm than have a crime occur because someone was hesitant to report something they saw or heard.

REPORTING SUSPICIOUS PERSONS OR ACTIVITY

High on the list of standard citizen complaints is the charge that you cannot find a police officer when you need one. Yet, studies show that people often debate whether or not to call the police even after a serious crime has happened. If a victim or witness of a crime makes a report immediately after the incident occurs; the chances of catching the perpetrator will be much greater than if he/she waits even just a few minutes. Because officers cannot be everywhere at once, **we need your help.** As a member of the Agnes Scott community you have an opportunity and an obligation to report any suspicious activity or persons that you see on campus. Your special efforts regarding prompt and accurate reporting of these incidents can help keep our campus safer for everyone.

Below is a set of guidelines on reporting suspicious persons or activity. Keep them in mind when you call our office to make a report.

1. On seeing suspicious persons or activity, remember the four **W's** - Who, What, When and Where.
 - a) Who is the suspicious person?
 - b) What is the suspicious activity?
 - c) When did the incident occur or is it still taking place?
 - d) Where is the suspicious person/activity?

Study the suspect identity chart on page six to familiarize yourself with what to look for when you want to report a suspicious person or criminal activity. It is very difficult for an officer to properly handle a call when there is little or no specific information on what he/she is looking for at the scene. Take the few extra seconds necessary to gather the information the officer will need.

2. Remember - **a crime is never solved unless someone reports it!**
 - a) Call the Department of Public Safety as soon as possible.
 - b) Tell the dispatcher your name, where you are calling from and if

possible the number from which you are calling.

- c) Give all the information you have on the incident and/or person to the dispatcher.
- d) Do not hang up until the dispatcher is finished with his/her questions. Officers may need more information from you to enable them to properly handle the call.

3. There are some things to remember when you see a crime or suspicious person.

- a) **Do not try to handle the problem yourself.** That is what police officers are trained and paid to do.
- b) **Do not delay reporting the incident.**
- c) **Do not leave the location from which you are reporting the incident unless you are in danger.**

3. **What is a suspicious person or activity?** Obviously, not everything you see is suspicious. You must learn what is normal for the campus before you can report anything abnormal. For example, a lone male walking across campus is not really suspicious - he may be a student's date or relative. **A lone male in a parking lot, going from car to car and looking in the windows while pulling on the door handle IS suspicious.**

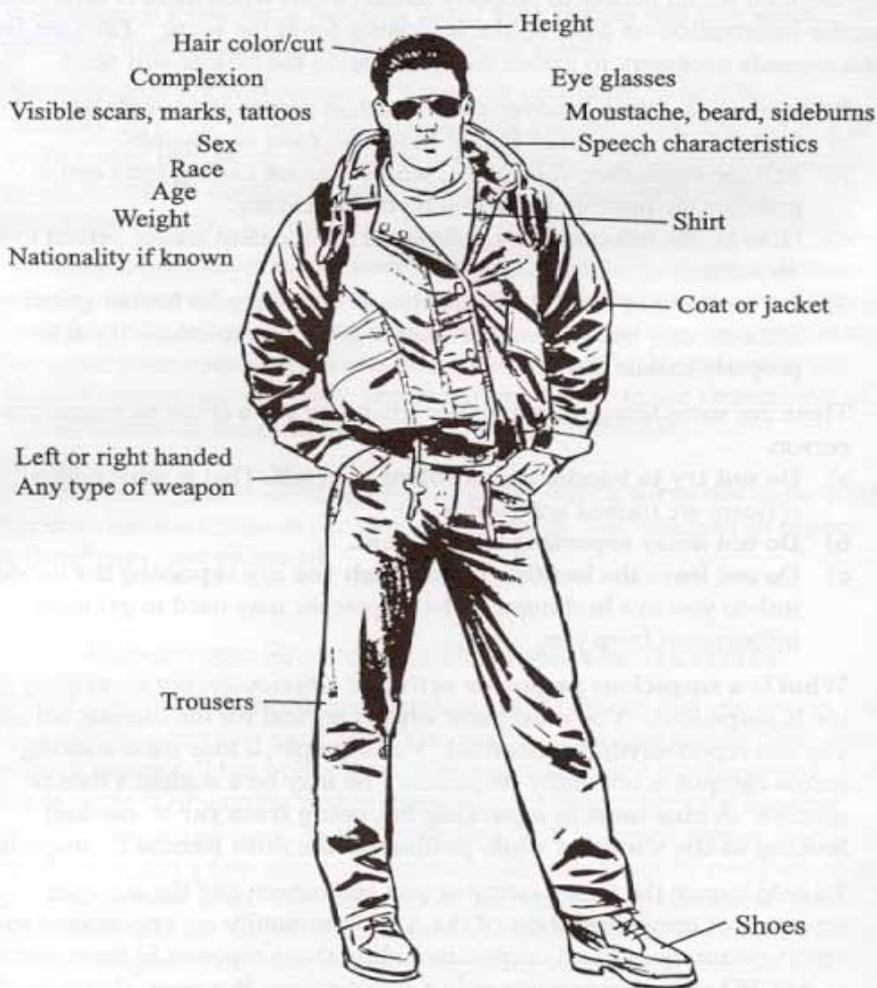
4. To help ensure the future safety of you and others, and the accurate reporting of crime, members of the ASC community are encouraged to report occurrences of all crimes, including those reported in these statistics, to ASCPD or the appropriate police jurisdiction. However, if you are the victim of a crime and do not wish to pursue further action, either through the criminal justice or the ASC judicial system, you may make a confidential report to the Dean of Students Office or Counseling Office. At your request, the DOS or counselor will record the information necessary to record to occurrence of the crime and its location, but your information will remain confidential. The purpose of this confidential reporting is to ensure the College can keep an accurate record of the number of incidents, determine crime patterns and alert the campus community to potential danger.

CONTRACTORS AND VENDORS ON CAMPUS

The ASC campus is private property; however, there are no physical barriers to keep members of the general public from being on campus at any given time. Student guests are governed by the regulations in the Student Handbook. Access to residence halls or other buildings by contractors and vendors is regulated through Public Safety. They sign in before beginning their work and are issued a badge that they are required to wear while on campus. Once they finish their job, they must sign out at Public Safety and return the badge.

If you see a contractor or vendor who is not wearing a badge in your residence hall or another building, please contact our Public Safety immediately.

SUSPECT IDENTITY CHART



Method of Escape

Direction of Escape

Vehicle Description:

Tag # _____

Make _____

Model _____

Year _____

Color _____

HELP US PROTECT YOU

Notify Public Safety regarding any safety hazards, to include burned out lights in hallways or stairwells, inoperative doors, broken windows, malfunctioning elevators, or unsafe landscaping, you encounter on campus.

CRIME PREVENTION / SAFETY PROGRAMS

We offer prevention informational tables at the campus dining hall / student center. We work closely with Health Services Counselors to provide Rape Awareness / Sexual Assault Acquaintance Rape programs which are usually mandatory for first year students, and optional for others. Personal-defense and empowerment training for women is offered each semester if enough women respond to requests to participate. Crime Prevention tips combined with Pizza and a Movie is sponsored twice per semester. CPR and First Aid Training are provided to all student leaders and a community CPR class is offered each semester. Crime prevention tips and guidelines are made available to all persons within our community through the electronic mail and through the intranet/internet sites as well as the student newspaper, the Profile.



The Crime Prevention Officer and other Officers make safety / security presentations to respective residence halls, various staff and academic disciplines on a specific need basis or on a request basis.

GENERAL CRIME PREVENTION TIPS

One of the most important things you can do to protect yourself and your belongings is to be aware of what is going on around you at all times. Wherever you are and whatever you are doing be aware of who is around you and what they are doing. Beyond that, we are providing some other “tips” for consideration.

Be aware while walking:

1. Walk with confidence and be aware of your surroundings. After dark, walk with others.
2. Avoid alleys, short cuts (like the tunnel under the railroad tracks) and vacant lots, particularly at night.
3. Vary your route if you routinely travel between the same destinations (i.e., home to work, work to Agnes Scott, or Agnes Scott to home, etc.).
4. Pay attention to cars that pull up beside you or pass you more than once. Listen for footsteps or voices. Do not wear a walk-man when walking or jogging.
5. If you are being followed, stay in a lighted area and seek safety in a public place. Always notify the police.
6. Keep your purse close to your body and do not use an opened one. Use one with a zipper or a flap that fastens.
7. Divide your money up and put it in different places in your purse, pockets, etc.



Be aware while driving your car:

1. Always keep your doors locked when you drive. Make locking the doors the first thing you do when you get into your car.
2. If possible, keep your windows up when driving, at least enough to keep someone from reaching in and unlocking your door when you stop.
3. Have your keys in your hand when you approach your car. Practice opening your car door by feel so you can continue to observe the area around you.
4. Check the back seat and floor of your car before getting inside. Also, check under your car as you approach it.
5. Park in a well-lit, crowded area or in a lot with an attendant. Park your car as close to the door of the building you will be entering as possible.
6. If possible, do not go to your car alone at night.
7. Never pick up hitchhikers. You simply cannot tell by looking at people who is "safe" and who is not.
8. If you suspect you are being followed, drive into a well-lit business establishment and call the police.
9. Leave only your ignition key with service repair persons at stations or parking lot attendants.



10. If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door handle or antenna if you feel it is safe to get out of the car. Or even better, buy and use one of the windshield screens with a “**Help Needed**” message on it. If anyone offers to help, ask if they will call the police. Do not get out of your car.
11. To help the driver of a disabled vehicle, do not stop and get out of your car. Report it to the police and send for help.
12. Make sure you have enough gas to reach your destination. Do not let it fall below $\frac{1}{2}$ to $\frac{1}{4}$ tank; it may take you a while to find a gas station once you start looking.
13. Do not park near a van. If a van has pulled in beside you when you return to your car, get into the car from the side farthest from the van.
14. If your car has an automatic lock that opens all the doors at once, have it adjusted so it will only unlock the driver’s door.
15. Keep cellular phones charged or charger in your car.
16. When taking trips, do not stop at empty rest areas. Use rest areas only when necessary.
17. Keep your purse and other valuables on the floor rather than on the seat beside you.

Be aware at home or in your residence hall:



1. Have your keys in your hand when you leave your car or another building to enter your residence.
2. When you enter or leave your residence hall close the door immediately and be sure it locks behind you.
3. Do not leave doors open.
4. Do not leave keys lying around or lend them to anyone. Do not attach anything with your name and address or phone number to your key chain.
5. Keep your room door locked when you are asleep or not in your room. This is good advice even at Agnes Scott.
6. Know who is at the door before you open it.
7. Do not let strangers into your home. If someone wants to use your phone, you make the call for him or her.
8. Ask for I. D. from any “official looking” people who want to come into your home. This includes the police.

9. If you live alone or with other women, use only your initials on post office boxes and in the phone book.
10. Do not use your name or phone number on your answering machine message. If you live alone or with other women have a male friend make your message if possible.
11. Never reveal your number to a wrong number caller. Ask what number they dialed and advise them to try again.
12. Do not reveal to a caller that you are alone.
13. Hang up on obscene callers.
14. Do not reveal personal information (name, age, etc.) to a stranger on the phone.
15. If someone is prowling outside, call the police.
16. If someone enters your bedroom while you are in bed, do not call attention to yourself. Memorize a description of the intruder. Start with the hair color and style and work your way down to a description of the clothes and shoes.
17. Warn roommates not to give out information on the phone such as who is in, who is out and what time they are expected back.
18. Be cautious in isolated laundry-rooms or other isolated areas.
19. Report unauthorized persons or suspicious behavior to the police immediately. At Agnes Scott, call on **emergency line** 6400.
20. You may want to consider using a post office box or voice mail phone number on your checks rather than your home phone number.

SAFEGUARDS AGAINST SEXUAL ASSUALT

Although adhering to the previously mentioned general crime prevention tips will be **your best safeguard against rape** by a stranger; most rapes are committed by someone who you know. You might want to consider some of the following “tips”. This is particularly true when you are considering going out with someone you have just met.



1. On the first date, choose cozy but public places as opposed to dark parking lots, “country drives” or his apartment to share intimate moments.
2. When you blind date, try to double with a friend.
3. Do not be compromised into submission by engaging in illegal acts or the use of narcotics; this may discourage you from later reporting an assault.

4. Do not judge anyone by the clothes they wear or their occupation. Designer clothes and an illustrious career will not guarantee your safety on a first (or even later) date.
5. Realize your body is yours and no one has the right to touch you unless you give permission for him / her to do so.

Public Safety works with the Health Services Center to provide informational materials and/or speakers to improve awareness of date / acquaintance rape, and other non-forcible and forcible sex offenses.

HELP AFTER AN ASSAULT

Agnes Scott has professionally trained counselors on staff.

Counselors can be reached by calling ext. **6117**. Also, the Agnes Scott Wellness Center staff is available to provide medical services and or appropriate referrals at ext. **6346**.

Victims of Rape or Assault are encouraged to report the crime to Agnes Scott Department of Public Safety on the **emergency line** at (404) 471-**6400**.



Counselors available 24 hours a day through the DeKalb Rape Crisis Center and the Rape Crisis Center at Grady Memorial Hospital in Atlanta. Both provide a variety of medical and counseling services for rape victims.

DeKalb Rape Crisis Center **(404) 377-1428**

Grady Rape Crisis Center **(404) 616-4861**

Persons who commit these crimes are known to repeat the acts and cannot be caught or stopped without the victim's assistance. The welfare of the victim is the Public Safety Department's primary concern. Crimes of such a sensitive nature are handled with the utmost discretion. Please remember that the victim of sexual assault is a primary component of the evidence in a crime scene. Therefore, we caution the victim to avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way to preserve critical evidence used in the prosecution.

In the event a student becomes a victim of rape or sexual assault, Agnes Scott College will change the student's living and / or academic situation if changes are requested and are reasonably available. Please see the *Student Handbook* for

information of the College's sexual harassment policy and guidelines on adjudication of these incidents through on-campus procedures. These procedures include: “. . . neither the college nor the participants will have attorneys or legal representation during the complaint process. . . . recommendations for resolution “must be presented to both parties within ten (10) working days of the complaint”. . . Informal complaint recommendations “are negotiated recommendations that both parties must agree to and do not include any suspension or dismissal”, however, formal complaint recommendations may affirm the recommendations of the informal complaint or make further recommendations, to include suspension and dismissal from the College (pp. 204-205).

Harassing Phone Calls



Harassing phone calls are not just a nuisance; they are a crime. If you get only an occasional or isolated harassing phone call; simply hang up when you realize what kind of call it is. However, if you get several calls in a short period of time, especially if it sounds like the same person each time or there seems to be a pattern to the calls (the time of the calls, what is said, etc.) report it to the Department of Public Safety.

If you get several calls keep a record of the time, date and what is said during the calls. Also, try to determine anything you can from the person's voice such as sex, race, age or whether the person has an accent or speech impediment. Also try to recognize any background noise you hear during the call to help locate the caller. If the person leaves a message on your answering machine, do not erase it, give it to an officer so it can be used as evidence in the event the offender is identified, apprehended and prosecuted.



PARKING AT AGNES SCOTT

Besides the parking regulations you will get when you register your car, get your parking permit and pay your registration fee, there are several things you need to keep in mind about parking on campus.

1. Spaces on the Main Loop and other areas of the campus are reserved as marked from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If students do not adhere to this restriction, officers will issue either a parking citation or orange warning stickers on driver's side window of offending vehicle. Reserved spaces are reserved 24 hours a day / 7 days a week.
2. Remember that parking in fire lanes, in front of fire hydrants, in handicapped spaces or in front of handicapped ramps are all violations of the law for a reason. The safety of other members of our campus community as well as your own is jeopardized when you park in these areas. Blocking access to handicapped spaces and ramps causes undue hardship on some members of our community. Please be considerate!
3. The College reserves the right to close any parking area for College purposes (see Student Handbook). WHEN YOU SEE POLICE BARRICADES OR CONES IN DRIVEWAYS OR IN CERTAIN PARKING SPACES, DO NOT MOVE THEM AND DRIVE ON OR PARK ANYWAY. This will prevent you from having to move your car at a later and possibly inconvenient time or even having it towed if you cannot be reached. Also, this is in violation of Georgia traffic law (O.C.G.A. 40-6-203).
4. Agnes Scott Officers can write campus or City of Decatur tickets for parking offenses on campus. We can also write citations for moving violations within our jurisdiction.

YOU MAY NOT GET A SPACE AS CLOSE TO YOUR DESTINATION AS YOU WANT EVERY TIME. BUT PLEASE BE CONSIDERATE AND SAFETY CONSCIOUS, AND DO NOT PARK ILLEGALLY.

AUTO THEFT/VANDALISM PREVENTION

Vehicles are often the target of thieves - either the car itself or items inside the car. Although stopping a determined auto thief is almost impossible, there are some things you can do to protect your car.

1. Park your car in well-lit or well-traveled areas.
2. Always close your windows and lock your car when you will be away from it, even if it is only for a few minutes. Never leave your keys in your car.
3. Do not hide a spare key on the outside of your car; most thieves know where to look. Instead, carry your spare key with you.
4. When you leave your car, take all loose valuables with you or lock them in the trunk. A thief often picks a car because there are easy-to-take items inside it.
5. Record the serial numbers and model numbers of valuables stored or installed in your car. Record your tag number and VIN (the number found on the dash of the car by the windshield or on the side of the driver's door). Keep this information in your purse or wallet if possible.
6. Keep a copy of your registration in your car and the original in a safe place.
7. If your car is stolen or broken into notify the police department in whose jurisdiction the incident occurred (i.e., Agnes Scott, Atlanta, DeKalb, etc.). If the car was only broken into, do not touch or move it until after the police have finished their investigation. This will alert the police to the problem but you will also need a copy of a police incident report for your insurance company.
8. Automobile alarms or other anti-theft devices are available if you decide they are worth the money.

Escort Service/Taxi Fund/Motorist Assist

The Department of Public Safety considers student escorts to be an important service. However, **ESCORTS ARE PROVIDED FOR STUDENT SAFETY NOT STUDENT CONVENIENCE** (i.e., inclement weather/taxi service). Students, faculty and staff are entitled to such service on a need/availability basis. This simply means that an officer or vehicle may not be available at the very instant an escort call arises. An

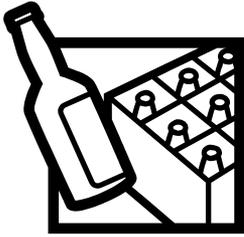
escort, particularly from MARTA, is normally considered a high priority call. However, emergencies may arise without warning and an officer may not be able to respond to a request for an escort immediately.

No one should feel hesitant to ask for an escort around campus, to and from parking lots, Avery Glen Apartments or to and from the Decatur MARTA station from dusk to dawn. Escorts to and from the MARTA station are provided for students, faculty and staff.

We cannot provide escorts because the weather is bad, or because you have a lot of books or luggage to carry. You can call a taxi or ask a friend for a ride under these circumstances. Also, if your date is with you, we cannot give both of you an escort to or from MARTA. Escorts of the last type are a matter of student convenience, not safety, and may tie officers up unnecessarily. Remember that officers are employed by the College to perform a wide range of safety, security and law enforcement duties - not to serve as a taxi service.

Our officers are unable to leave our department's enforcement jurisdiction to provide escort services; therefore, the Department of Public Safety has a taxi fund that you can borrow from if your car breaks down or for some other reason you are stranded off campus (i.e. the date's gone bad, or too much to drink). Money from this fund will be used to help pay your cab fare if you do not have enough cash to pay the bill yourself. It is imperative that you reimburse our Department for the money borrowed for your cab fare! Otherwise, the funds will be depleted and unavailable to someone who needs help later.

Although our officers are not mechanics, we do provide jumpstarts for cars on campus and we will try to unlock your car if you lock your keys inside it. You must sign a release to have your car unlocked since this can occasionally damage the door locks. But remember, because of personnel restraints and other responsibilities, officers cannot leave campus to perform these services.



ALCOHOL POLICY

Alcoholic beverages are permitted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

Georgia

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior in any public place, in any private residence other than one's own, or in any mode or transportation.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

Decatur

It is unlawful to drink alcoholic beverages in automobiles, parked or moving, on the streets, highways or alleys of the city. It is also unlawful to carry any type of open liquor container in public.

Agnes Scott

Alcohol is restricted to campus-wide social functions held in designated areas as coordinated, evaluated and approved by the Dean of Students, and in designated areas of the residence halls. Designated areas for alcohol are:

1. Residence hall rooms - consumption, preparation and storage.
2. Residence hall kitchens - consumption, preparation and storage.
4. TV lounges - consumption only.

When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar container, unless transporting between dorm rooms or from the kitchen to dorm rooms. Hall and lobby parties involving the consumption of alcoholic beverages are prohibited. Alcohol and alcoholic beverages must be in bags or covered containers when they are transported outside the dorms.

Agnes Scott defines drunk on campus as boisterous or vulgar behavior, which is disruptive to the campus community. Agnes Scott's alcohol policy applies to students who are drinking on campus underage or drunk on campus regardless of age, and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

STUDENTS MAY NOT DRINK ALCOHOL IN ANY PART OF THE DORMS EXCEPT IN THE DESIGNATED AREAS, OR ANY AREA OF THE GROUNDS EXCEPT DESIGNATED AREAS AT CAMPUS WIDE FUNCTIONS.

Only a student 21 years or older may serve alcoholic beverages, and non-alcoholic beverages must also be served at the function. Generally, the alcoholic beverages that can be served at campus-wide functions are beer and wine. Occasionally, campus functions that are restricted to faculty, staff, students, and invited guests may serve beer, wine and liquor. These "closed campus events" must be designated as "special events" by the Dean of Students. Other closed campus events may be designated as "Bring Your Own Beverage" (commonly known as B.Y.O.B.) by the Dean of Students.

The coordinator of Student Activities sponsors programs throughout the year to educate students on alcohol abuse. These include programs in conjunction with National Alcohol Awareness Week. Actual counseling on alcohol or drug abuse would be initiated or provided by Counselors, or someone from the Wellness Center.

At social functions where alcohol is served, student I.D.s are checked by specially trained students and or ASC Police Officers depending on the size and location on campus of the event. Students on Social Council try to stop students who may be too intoxicated to drive and provide them with alternate means of transportation.

DRUG POLICY



In accordance with Agnes Scott's commitment to academic excellence and the belief that mind altering drugs may lead to impaired judgement and reduced achievement, the possession and use of illegal drugs is prohibited on campus.

Any student engaged in the unlawful manufacturing, distribution, dispersing, possession, or use of controlled substances by any means whatsoever will be subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee. As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and who may contact police authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession or use of controlled substances may involve fines and/or imprisonment.

Agnes Scott College is in compliance with the Drug Free Schools and Communities Act Amendment of 1989. More information regarding this legislation is available in the Human Resources Office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The Human Resources Office and the Health Center have reference material about sources of treatment for substance abuse. *All inquiries will be kept strictly confidential.*

SAFETY ENHANCEMENTS

Recent, current and future technological additions which will continue to enhance safety and security at Agnes Scott College:

Emergency Procedures

Emergency Telephones on Campus

There are twenty-eight (28) emergency phones strategically placed around campus, to include one at Avery Glen Apartments. There are also emergency phones located on each level of the parking deck at each

stairwell entrance, as well as on each level in the stairwells themselves. Each provides immediate access to Agnes Scott Police Dispatch.

Video Surveillance



Video surveillance enhances the safety and security of the parking lot and parking deck by supplementing frequent vehicle, foot and bicycle patrols of the lot.

Card Access

The College has implemented electronic access control. New ID cards have been issued to all faculty, staff and students. The cards serve as meal and library cards, as well as functioning as a key for authorized access to the Alston Campus Center, McCain Library, Bullock Science Center, Evans Dining Hall, Walters and Winship Halls, Bradley Observatory, Parking Deck, Dance Studio, Dana, and three W. College Ave. houses. More electronic access control locations are planned for the future.

CAMPUS SECURITY REPORT

In response to the rising concerns of the American public about crime on college campuses, the U.S. Congress passed the Cleary Act. According to the Act, all colleges receiving federal aid are required to publish an annual report to the students, faculty and employees by October of each year. The ASC Department of Public Safety provides all of the required information (statistics, policies and procedures) to the college community through a variety of sources. The Department publishes the Annual Security Report in the fall semester and distributes the report at various crime prevention programs throughout the year. In addition, the Department includes routine updates on criminal activity in *The Profile*, and if a serious crime or criminal attempt occurs on campus or in the surrounding community, safety advisories are sent to inform the community of the situation.

The Agnes Scott College Department of Public Safety presents the following crime statistics in compliance with the Cleary Act. All crime categories in crimes reported to the Agnes Scott Department of Public Safety and crime

reported to local police or campus officials that occurred on college property. Specific location and crime definitions are as follows:

LOCATIONS:

On Campus: any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls (***NOTE: because this definition includes residence halls, any crime occurring in a residence hall will be counted both under the Residential Facilities and the On Campus columns. Therefore the total in the Total column does not count those incidents in the Residential Facilities column, because they are also reported under On Campus.***); and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.

Residential Facilities: residential facilities for students on campus.

Non-Campus Buildings & Property: any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

CRIMES:

Criminal Homicide

- Manslaughter by Negligence: The killing of another person through gross negligence.
- Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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.)

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.

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.

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.)

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.

Forcible Sex Offenses: 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.

- Forcible Rape
- Forcible Sodomy
- Sexual Assault With An Object
- Forcible Fondling

Non-forcible Sex Offenses: Unlawful, nonforcible sexual intercourse.
- Incest & Statutory Rape

Weapons 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.

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 (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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 and driving under the influence are not included in this definition.*)

Hate Crimes: Hate crimes are words or actions that are prejudice nature used to intimidate or subject a person(s) to tyranny, which occurs as the result of the victim being of a particular group. Groups that are affected by bias-motivated crimes include: ethnic, religion, gender, disability, race and sexual orientation. Hate crimes can include but are not limited to physical attacks, rapes, bombing, murders, and terrorist threats. Hate crimes include all reported crimes in the general disclosure as well as any other crime involving bodily injury and reported to local police or campus security authorities.

CRIMES REPORTED TO AGNES SCOTT AND LOCAL POLICE

Offense Type	Year	On Campus	On Campus Student Residential Facility	Non Campus Bldg/Property	Public Property
Murder & Non Neglect Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Forcible Sex Offenses	2010	0	0	0	0
	2009	1	1	0	0
	2008	0	0	0	0
Non forcible Sex Offenses	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Robbery	2010	0	0	0	1
	2009	0	0	0	0
	2008	0	0	0	1
Aggravated Assault	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Burglary	2010	5	0	0	0
	2009	3	0	0	0
	2008	5	0	0	0
Motor Vehicle Theft	2010	1	0	0	0
	2009	1	0	0	0
	2008	2	0	0	0
Arson	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

HATE CRIMES REPORTED TO ASC AND LOCAL POLICE

Hate Crimes Total	Year	On Campus	On Campus Student Residential Facility	Non Campus Bldg/Property	Public Property
Murder/ Non-neglect Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Sex offenses Forcible	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Sexual Non-forcible	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Robbery	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Aggravated Assault	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Burglary	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Arson	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Larceny-theft	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

Simple Assault	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Intimidation	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Destruction Damage/vandalism of property	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

**NUMBER OF ARRESTS FOR SELECTED OFFENSES REPORTED ASC AND
LOCAL POLICE**

Offense Type	Year	On Campus	On Campus Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Drug Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Weapons Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

DISCIPLINARY ACTIONS REPORTED TO ASC AND LOCAL POLICE

Offense Type	Year	On Campus	On Campus Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Drug Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	1	1	0	0
Weapons Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

DISCIPLINARY ACTIONS REPORTED TO NON-POLICE CAMPUS OFFICIALS

Offense Type	Year	On Campus	On Campus Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2009	4	4	0	0
	2008	8	8	0	0
	2007	0	0	0	0
Drug Violations	2010	1	0	0	0
	2009	0	0	0	0
	2008	2	2	0	0
Weapons Violations	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

We hope this brochure has given you some information to help make your years at Agnes Scott as safe and enjoyable as possible. If you have any questions about **Playing It Safe** or other safety issues, please stop by our office and we will answer them for you.

Also, stop by and help yourself to the “crime prevention tips” and other safety-oriented materials on display in our lobby.

Welcome to Agnes Scott!