

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

2011 South University-Savannah

INTRODUCTION

South University is providing the following information to all of its employees and students as part of the South University's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Director of Facilities and Security, Jimmy Holmes, 709 Mall Boulevard, Savannah, GA 31406 (912-201-8104).

CAMPUS SECURITY AND CRIME PREVENTION POLICY

All students, faculty, and staff are notified that the Crime Report is now available at the following web site: Inside.SouthUniversity.edu at [Campuses \ Savannah \ Useful Links Menu](#)

All student, faculty and staff are notified that a hard copy of the crime report may be obtained from the Director of Facilities and Security or the Dean of Student Affairs.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting Jimmy Holmes, Director of Facilities and Security. Reports are kept in a secure location in the office of the Director of Facilities and Security. Names of victims or witnesses are not disclosed in the crime report. It is the policy of South University that all criminal acts or other emergencies be properly documented and reported to local police authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around South University facilities to Jimmy Holmes, Director of Facilities and Security, either in person or by calling 201-8104. If the Director of Facilities and Security is not available, you may contact Kari Pahno, Dean of Student Affairs by calling (912) 201-8079; the Campus Security officer at (912) 201-8093; the campus receptionist at (912) 201-8000 or the Savannah-Chatham Metropolitan Police Department by dialing 911 or (912) 652-6500.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the President of South University, Todd Cellini. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Savannah Fire Department by dialing 911 and then notify the Director of Facilities and Security or the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report. Reports are kept in a secure location in the office of the Director of Facilities and Security. The annual crime report is prepared by gathering campus crime statistics and data from the Savannah-Chatham Metropolitan Police Department and other relevant information by Jimmy Holmes, Director of Facilities and Security.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of South University that access to all campus facilities to be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to South University policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty may be required to show valid identification card and/or be escorted to have access to the campus

ACCESS TO ACADEMIC BUILDINGS

Proximity access cards are issued to all faculty, staff and students to allow entry to most doors to buildings on campus. A security officer is on duty on campus at all times when students are present. Unauthorized individuals are questioned and asked to leave the campus. The security officer periodically monitors the security cameras and makes an hourly tour of the campus. Vehicles of students, staff and faculty are required to have decals. All students have been issued student identification cards. The security officer tickets cars that do not have decals or are improperly parked. After hours, the buildings are protected with electronically locked security doors and devices including security cameras and burglary and fire alarm systems. Exterior lighting is provided around the buildings and parking lots. Shrubs and hedges are kept low for safety reasons.

CAMPUS LAW ENFORCEMENT

Campus security is provided by security officers furnished by Sizemore Security. All officers are unarmed and have no police powers. They only have the authority to evict unauthorized persons from the campus. Security officers also notify the Savannah-Chatham Metropolitan Police Department of all actual or suspected criminal conduct.

Individuals employed as security personnel on campus are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that all security needs are being met. Security personnel on campus report directly to Jimmy Holmes (912) 201-8104.

Security officers are on duty on the campus during all hours that students are on campus. They are responsible for ensuring that individuals on campus are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals upon request. They have the authority to evict unauthorized persons from the campus. Students are advised to carry their Student ID card at all times and to present them upon request. Security personnel are instructed to contact Jimmy Holmes or other designated university officials if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Savannah campus of South University is located in Savannah (Chatham County). South University maintains a close working relationship with the Savannah-Chatham Metropolitan Police Department with periodic contact initiated by the Director of Security to ensure that South University is aware of criminal offenses and arrests occurring on or near campus so that they can be properly reported, and if necessary, provide for timely warning reports of crimes that represent a continuing threat. Timely warning reports are provided via email, letters, flyers, and notices

placed in faculty and staff mailboxes. Students, faculty and staff are notified by Send Word Now, email, announcements read in class, flyers and notices on classroom bulletin boards. **The institution does not have any agreements or memoranda of understanding with SCMPD.**

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new South university employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans on campus and procedures for reporting any criminal activity or emergency. Students and employees are also given a safety brochure which gives safety tips for the home, while driving a car, while walking and while on campus. The safety brochure also includes a list of emergency telephone numbers. The university has a policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis to the Dean of Students for inclusion in the annual disclosure of crime statistics. Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

Emergency Notification Plan

In case of a crisis situation, the telephone alert will be activated to include the president, the Dean of Students, the Dean of Academic Affairs, the Director of Communications, the Director of Career Services and the Director of Communications and Security. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff or faculty, Send Word Now is activated. Send Word Now is a system that provides for the automatic notification of all students, staff and faculty of situations described above. The notification procedures implemented in Send Word Now are publicized at student orientations, via emails and various web sites of the university. Send Word Now is tested at least twice annually.

Evacuation Policy

The Crisis Response Plan is very detailed and Annex B provides for the evacuation of all buildings in the event of a fire or other incident requiring evacuation. This annex also assigns assembly areas and responsibilities of area marshals and other individuals during an evacuation.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

South University also provides educational safety programs to the student body. These programs are designed to heighten awareness of crime and its prevention. These educational safety programs are conducted by local law enforcement officials at least two times per year. Topics included in these informational programs are personal safety, safety while walking, safety while driving, safety at home, and safety on campus. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event South University, working with local police and/or campus security personnel, determines that a particular criminal offense becomes a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review South University's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety may be found.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a

“Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all students, faculty and staff of South University annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. South university prohibits underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by educational safety programs twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the office of the Director of Security. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s request, security, the Dean of Student Affairs, the Director of Security or other designated university official will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- (A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (912) 233-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim makes a request, South University will assist in identifying off-campus counseling or mental health services. After any campus sexual assault is reported, the victim of such crimes has the right to request that South University personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with an alleged assailant to include transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Safe shelter-(912) 629-8888; Victim Witness Assistance-(912) 652-7329.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the South University published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the South University final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Savannah-Chatham Metropolitan Police Department, located at:

201 Habersham Street
Savannah, GA 31401

Additional information can be obtained by calling the police department at 912-652-6500.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: www.ganet.org/gbi

On-campus computers with internet access are available for you to view the above website at the campus library: Monday - Thursdays 8:30 am to 12:00 am, Fridays 8:30 am to 5:00 pm, Saturdays 9:00 am to 5:00 pm, and Sundays 1:00 pm to 6:00 pm.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. South University prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Director of Security at least annually to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics concerning the occurrence on the campus which was reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the campus' non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

South University – Savannah

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or the local police department.

<i>Criminal Offenses</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

<i>Hate Crimes</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0		0	0	0	0	0	0
Agravated Assault	0	0		0	0	0	0	0	0
Burglary	0	0		0	0	0	0	0	0
Motor Vehicle Theft	0	0		0	0	0	0	0	0
Arson	0	0		0	0	0	0	0	0
Simple Assault	0	0		0	0	0	0	0	0
Larceny-Theft	0	0		0	0	0	0	0	0
Intimidation	0	0		0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property		0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

* Includes school-sponsored housing

All crimes reported herein occurred on the Savannah, Georgia campus at 709 Mall Boulevard. South University- Savannah leases apartments from a landlord (off campus) and enters into a lease agreement with students who elect to live there. None of the reported crimes took place on public property which includes sidewalks adjacent to the campus, parking facilities across the street from the campus and the thoroughfare between the campus and parking facility. The public property numbers include only offenses that took place on university property located at 709 Mall Blvd.

DRUG FREE SCHOOLS AND CAMPUSES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all South University students, faculty and staff annually along with the Campus Security report.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. South University also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

Alcohol and Drug Information

Do you or does someone you know...

1. Drink or use drugs to forget about problems?
2. Drink or use drugs to feel relaxed or comfortable around other people?
3. Have family members with drug or alcohol problems?
4. Ever feel guilty about drinking, drug use or your behavior under the influence of alcohol or other drugs?
5. Have conflicts with friends after drinking or using other drugs?
6. Ever have trouble remembering what was done or said while drinking or using other drugs?
7. Ever get drunk or high after making a conscious decision to stay sober/straight?
8. Drink until there is nothing left to drink, or use other drugs until the supply is exhausted?
9. Ever miss class or work because of a hangover?

An answer of yes to two or three of these questions may indicate that you, or someone you know, could be at risk for an alcohol or other drug problem. Community resources are listed below. If you would like more information, please see the Dean of Students.

Alcohol and Drug Abuse Referral Information

Assisted Recovery Center of Georgia, Inc.
7722 Waters Avenue

(912) 352-2425

Savannah Counseling Services (912) 344-9403
515 #. 63d Street

Recovery Place of Savannah (912) 355-1440
835 E. 65th Street

Alcoholics Anonymous Help Line (912) 354-0993
1501 Eisenhower

24 Hour Alcohol Abuse Action Helpline and Treatment 1-800-821-4357

HEALTH RISKS ASSOCIATED WITH ALCOHOL USE

Ethyl alcohol, the form of alcohol found in beer, wine, and liquor, is a psychoactive drug as powerful as even the most notorious drugs. It is classified as a depressant and is capable of producing a general reversible depression of the central nervous system.

Approximately one in ten people will find it difficult to control consumption, will have continuing problems associated with its use, and will develop the disease alcoholism. Even those who do not eventually develop alcoholism can experience and/or cause considerable harm to themselves, others, and the community. Those individuals with a family history of chemical dependency face a significantly higher chance of developing alcoholism or other forms of drug addiction.

Low doses of alcohol significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses cause marked impairments in higher mental functions and alter a person's ability to learn and remember information. Very high doses cause respiratory depressions and death.

Women that drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, alcohol use has been found to be significantly related to the transmission of HIV, the virus that causes AIDS, sexually transmitted diseases, unplanned pregnancy, fighting, assaults, vandalism, and the occurrence of acquaintance rape and other crimes.

HEALTH RISKS ASSOCIATED WITH DRUG USE

Cannibis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack. Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines. Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin. Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma, or death due to a reduction in heart rate.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance (As of January 1, 1996)

Controlled Substances Act Schedule	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	*Not less than 5 years. Not more than 40 years	*Not less than 10 years. Not more than life	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture	*Not less than 10 years. Not more than life.	*Not less than 20 years. Not more than life
			100-999 gm mixture	Heroin	1 kg or more mixture		

	*If death or serious injury, not less than 20 years or more than life *Fine of not more than \$2 million individual, \$5 million other than individual	*If death or serious injury, not less than life *Fine of not more than \$4 million individual \$10 million other than individual	500-4,999 gm mixture	Cocaine	5 kg or more mixture	*If death or serious injury, not less than 20 years or more than life. *Fine of not more than \$4 million individual, \$10 million other than individual	*If death or serious injury, not less than life *Fine of not more than \$8 million individual, \$20 million other than individual.
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		

Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual	*Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)	Any	*Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	*Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	*Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual	*Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	*Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	*Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture 50 to 99 plants	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual	*Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture		
Hashish	10 kg or more	*Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual	*Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual

**Federal Penalties and Sanctions for Illegal Possession of a
Controlled Substance**

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. *Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

STATE OF GEORGIA DRUG AND ALCOHOL LAW SUMMARY

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one’s driver’s license.

Drug	Conditions/Quantity	Jail Term (years)	Fine
Marijuana	Possess: 1 oz. or less	up to 1	up to \$1,000
	Possess, manufacture, distribute, or purchase greater than 1 oz. but less than 50 lbs.	1-10	
	Trafficking: 50-1,999 lbs.	5	\$100,000
	2,000-9,999 lbs	7	\$250,000
	10,000 lbs. or more	15	\$1,000,000
Schedule I Controlled Substances	Purchase or possess: first offense	2-15	
	Second or subsequent offense	5-30	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30	
	Second or subsequent offense	10-40 or life	
Methaqualone	Trafficking: 200-399 g.	5	\$50,000
	400 g. or more	15	\$250,000
Schedule II Controlled Substances	Purchase or possess: first offense	2-15	
	Second or subsequent offense	5-30	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30	
	Second or subsequent offense	10-40 or life	

Cocaine	Trafficking: 28-199 g.	10	\$200,000
	200-399 g.	15	\$300,000
	400 g. or more	25	\$1,000,000
Morphine, Opium and Heroin	Trafficking: 4-13 g.	5	\$50,000
	14-27 g.	10	\$100,000
	28 g. or more	25	\$500,000
Methamphetamine	Trafficking: 28-199 g.	10	\$200,000
	200-399 g.	15	\$300,000
	400 g. or more	25	\$1,000,000
Schedule III, IV and V Controlled Substances	Possess: first offense	1-5	
	Second or subsequent offense	1-10	
	Manufacture, distribute, or possess with intent to distribute	1-10	
Any	Manufacture, distribute, or possess with intent to distribute within 1,000 feet of elementary or secondary school, park, playground, recreation center, housing project, or drug-free commercial zone: first offense	up to 20	up to \$20,000
	Second or subsequent offense	5-40	up to \$40,000

Other Federal Reports

Information on graduation/completion rates for first- time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the “Student-Right-to- Know” Act.

Fire Safety Report: 2010 Calendar year
South University - Savannah

Fire Safety Systems

Colonial Village at Huntington and Colonial Grand at the Hammocks:

Each apartment is equipped with two smoke detectors (one above each bedroom door) as well as a fire extinguisher (located under the kitchen sink). Smoke detectors and fire extinguishers are checked on a bi-weekly basis.

8000 Waters:

Each apartment is equipped with two smoke detectors. Each apartment building is supplied with one fire extinguisher that is located in the main breezeway of each apartment entrance. Smoke detectors and fire extinguishers are checked on a bi-weekly basis.

Fire Drills

Fire drills are held within each apartment. Students are required to evacuate their apartment and are timed while doing so. A fire drill is completed twice a year with housing students along with an informational meeting about fire safety.

Rules and Regulations Regarding Fire Safety

H. Fire Hazards: Candles and incense are not allowed in school sponsored housing.

I. Fire Safety Equipment/Security Systems: Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each sponsored housing facility. Tampering with fire extinguishers and fire alarms is prohibited and will result in a fine levied against the Student of \$250.00 and is cause for immediate termination of the Housing License. Disengaging smoke detectors is prohibited. Residents may not install additional locks in the Unit. Residents may not prop open any exterior doors.

Z. Smoking: Smoking is NOT permitted within the Units, the Back Porch, the Common Areas, or anywhere else in the Complex.

Prohibited Items in School Sponsored Housing:

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

Evacuation Procedure

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.

Exit the building immediately; notify those in the immediate area of the danger.

Never use the elevator; use the stairways.

Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.

Assemble outside your building at the predetermined location.

Follow the instructions given by the Student Affairs Officials.

Call the Resident Assistant and/or the Director of Housing

Reporting a Fire

If a fire occurs it is necessary to contact the following individuals:

Resident Assistant: 912.655.7645

Jessica Baumgardner- Director of Housing: 912.201.8049

Once reported to these individuals the Dean of Students will be contacted by the Director of Housing.

Community Responsibilities

Additionally, all members of the school sponsored housing community are required to:

Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Housing Department or fire officials during a drill or an actual alarm. In 2009, there were two fire drills performed

Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Housing Department.

Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.

Know the location of the fire alarms and how to activate them.

Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.

Know the location of the fire stairwells.

Never use an elevator to evacuate a building.

If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

Fired Drills and Reported Fires

One fire drill took place last calendar year 2009.

One fire safety session took place last calendar year 2009.

No fires were reported last calendar year 2009.

**Missing Persons Report: 2010 Calendar Year
South University - Savannah**

Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Director of Housing, Ellen Hartman. It is the policy of South University-Savannah that the housing department will investigate any report of a missing person that is filed by someone concerned about a student being missing or otherwise not where she or he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The housing department will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is in potential danger. The Director of Housing will report the missing student to Campus Security immediately.

Actions taken by Director of Housing

The department of housing will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure that she or he is safe.

Actions taken by University Officials

If the student has designated a contact person, notification to the contact person will occur within 24 hours indicating that the student is missing (if Director of Housing has not done so already)
If the student is under 18 years of age and is not emancipated, notification to the student's custodial parent or guardian and any other designated contact person will occur within 24 hours that the student is missing (if the Director of Housing has not done so already); and
Regardless of whether the student has identified a contact person, is above age 18 or is an emancipated minor, local law enforcement agencies will be notified within 24 hours that the student is missing.

Emergency Contact Information from Housing Students:

Each student in housing at South University- Savannah will identify, during housing orientation, a person or persons that the University can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the housing department. Note that this contact information is confidential and is shared only with University administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Locating Missing Person(s) After 24hrs

Should the housing department not be able to locate a person reported missing within twenty-four (24) hours of the report, the department of housing would then notify the designated emergency contact person.

In the event that no separate emergency contact is identified, a parent or guardian as listed in university records will be contacted.

Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.

This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Whether or not the student has identified a contact person, is above the age of 18, or is an emancipated minor, the housing department will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Reporting a Missing Person

Jessica Baumgardner - Director of Housing: 912.201.8049

Resident Assistant: 912.655.7645

Kari Pahno - Dean of Student Affairs: 912.201.8079

Once reported to these individuals the Dean of Students will be contacted by the Director of Housing.

SOUTH UNIVERSITY (SAVANNAH CAMPUS) CRISIS RESPONSE PLAN

JAN 29, 2010

INTRODUCTION

The South University Emergency Plan is written for use by the staff and faculty at South University to facilitate appropriate actions in the event of various emergencies.

- **Section I:** Contains a short telephone alert list to be used by university administrators in notifying key staff of emergencies that occur after regular working hours.
- **Section II:** Outlines appropriate actions that should occur in the event of emergencies such as hurricanes, severe weather, tornadoes, winter storms, floods, bomb threats, and fires.
- **Section III:** Outlines actions to be taken in the event of manmade disasters.
- **Annex B:** Evacuation Plan.
- **Annex C:** Emergency Communications System.
 - State of Emergency Declaration
 - Initial Notification System
 - Notification on Campus
 - Emergency Operations Center
 - Media Communications
 - General Emergency Procedures

It is the responsibility of members of the administrative staff that play roles in each of these plans to ascertain their responsibilities and stay apprised of changes that may occur in the plan. The Director of Facilities and Security will keep the plan current in accordance with the regulations of the state of Georgia and in compliance with the policies of the Chatham County Emergency Management Director.

The plan will be reviewed annually for correctness and amended as needed. Please address questions to the Director of Facilities and Security.

Siren Program

There are two different types of siren warnings:

- The 3- minute continuous sounding siren is a **tornado warning** activated by CEMA and indicates that all students, faculty and staff should seek shelter immediately and implement the tornado plan.
- The 3- minute **fast high-low tone** siren is a **warning for potential or actual emergency other than a tornado**, such as hazardous material, fire, etc. University staff personnel should access other mediums regarding the threat and monitor local TV or radio stations for more information and guidance.

Monthly Siren Test. The Chatham County Emergency Management Agency conducts monthly tests of County warning systems. On the first Wednesday of each month, the outdoor warning sirens are briefly activated at 12:00 noon. This program is designed to maintain a reliable warning system and to meet State and Federal testing guidelines. In the event of bad weather, the test will be canceled to avoid confusion.

NOAA Weather Alert Monitors. The NOAA weather alert monitors are the best primary weather warning system available. There are two such monitors on campus. One monitor is located in the HES copy room in the HES Building. The other monitor is located in the faculty copy room in the Business Building. These monitor are placed in these common areas because they are more accessible to the campus staff in these locations.

SECTION I
SOUTH UNIVERSITY TELEPHONE ALERT LIST

CHATHAM EMERGENCY MANAGEMENT AGENCY

Clayton Scott

124 Bull Street
912-201-4500
Fax 201-4504

Todd Cellini
President

Jimmy Holmes
Director of Facilities and Security

Heather Askew
Director of Communications

Don Holland
Director of Career Services

Kari Pahno
Dean of Students

SECTION II

RESPONSE TO NATURAL DISASTERS

A. HURRICANES

Because South University is located in close proximity to the Atlantic Ocean, the following plan is made operational in cooperation with the Chatham Emergency Management Agency (CEMA). University personnel will follow the direction of the local CEMA office in making decisions that affect the safety of students and staff. Hurricanes are tracked for long periods of time before coming ashore so the immediacy of the situation should not be as critical on campus as some other emergencies. Hurricane season is considered to be June 1 through November 30. During those months, additional care is taken to ensure that students and staff are aware of safe routes inland, know the dangers of the storm surge, and know the location of official shelters nearest to their homes.

A Hurricane WATCH is announced by the National Weather Service when they believe a hurricane will affect the area. College officials will have 36 hours or less to take precautions for the safety of students and staff and to secure the campus. Radio stations will broadcast official bulletins from the Chatham County emergency operations center. Hurricane WARNINGS give notice that a hurricane is expected in 24 hours or less. Evacuations will be announced on all major media.

When a hurricane threatens the area, the CEMA Director together with local government officials will decide if general citizen evacuation is necessary for safety. Students, faculty and staff should follow the instructions of the CEMA Director and use shelters assigned for their home addresses if the storm is a category 1 or 2 hurricane. In the event that a hurricane is classified as a level 3, 4, or 5, total citizen evacuation from the county will be required. Stay tuned to local media for instructions on evacuation routes.

Hurricane Response

When a hurricane or other disaster is imminent, the President will assemble the Crisis Response Team that includes the Dean of Student Affairs, the Associate Dean of Students, the Director of Security, Registrar, the Director of Career Services and the Director of Communication, the Re-Admissions Counselor and others as deemed appropriate will meet to review action plans and discuss dissemination of information. When the decision is made by the President to declare a **State of Emergency** and close the campus, all personnel should vacate the campus after securing equipment. See Annex C, Emergency Communications System for further details on emergency notifications and the operation of the Emergency Operations Center.

Computers and other electrical equipment should be unplugged, elevated from the floor, covered, and moved away from windows. Staff and faculty should assume responsibility for the work stations they use. Computer laboratories will be secured by the Director of Information Services or his designee. Personnel should take the precaution of backing up computer data on discs which then can be stored in the vault. Any critical records should be moved to the vault for safekeeping.

CEMA officials recommend canceling classes 4-5 hours after a hurricane watch begins. If the hurricane is classified as a category 1 or 2, the decision can be delayed somewhat. Care must be taken to consider driving conditions for students and staff from outlying areas. In the event of a voluntary evacuation, all staff should be released to secure home and property and make preparations to leave the county. Once a warning is issued, the eye of the hurricane could hit within 24 hours. Even essential personnel should be released before a hurricane warning begins.

In the event the school is closed and a hurricane hits the area, students should tune to local radio channels to determine when classes will resume. In case an actual hurricane strikes, staff should call the campus at 201-8100 to receive information on when they should report back to the college.

B. SEVERE WEATHER/TORNADOES

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. These storms are the most violent of all atmospheric phenomena. Often severe summer thunderstorms also bring high winds and extensive damage. The time of year for peak tornado occurrence in Georgia is from March through May, but tornadoes can occur at any time.

The National Weather Service issues two types of tornado alerts:

1. Tornado Watch - Weather conditions are conducive for a tornado to develop.
2. Tornado Warning - A tornado has been sighted in the area and protective measures should be taken immediately.

Tornado Response

WATCH - Once a watch is announced, the severe weather alert monitor will be monitored by the bookstore clerk. Staff located at other buildings will be notified if conditions worsen.

***WARNING* - When the tornado warning is received, The Director of Facilities and Security will notify (by radio) all security officers, custodians and individuals assigned a radio on campus of the warning. He will also send a copy of the email from CEMA on the tornado alert (also the all clear for the alert) to all personnel via campus email. All personnel should be notified in this email to take the following precautions:**

a. Evacuate all classrooms, offices, and other areas with an exterior window.

1. Safe areas of the Business Building include:
 - Room 109
 - Book store and faculty work room
 - All inner administrative office w/o windows in the main corridor and the corridor leading to the receptionist area
 - Financial Aid offices
 - Admissions offices w/o windows
 - Restrooms
 - Janitor's closet
2. Safe areas for the Health Professions Building:
 - Mechanical room
 - Server room
 - Restrooms
 - Rooms 202,204 and 206
 - PA Lab
 - MA Lab
 - AA Lab

- Janitor's closet
- All faculty offices in old faculty cubicle area
- All offices in main corridor
- Inner offices w/o windows in the new office area
- Conference rooms
- Zerox room in HES
- Administrative assistant's office and adjacent kitchen in HES

3. Safe areas of the Pharmacy Building include:

- Inside offices and storerooms w/o windows of the Dean's suite
- Mechanical room
- Electrical room
- Study rooms w/o windows
- Computer storage room
- Rooms 303,304, 305, 307, and 308
- All 2d floor inside offices w/o windows
- Faculty lounge
- Storeroom
- Janitor's closets
- All rest rooms
- Mock Pharmacy
- All inner labs w/o outside windows

3. Safe areas of the library are:

- All restrooms
- Janitor's room and storage closets
- Telephone/computer room
- All study rooms w/o outside windows
- All inner offices w/o outside windows

4. Safe areas for the office of Default Management, located at 112 Oglethorpe Professional Court, include the restrooms and inner closets. If more protection is needed, the staff is encouraged to get under heavy furniture such as sturdy desks or tables.

B. Instructors should make certain that all class members have evacuated the classrooms with outside windows. Special care should be taken in assisting any students with physical disabilities.

c. If conditions worsen (such as a greenish sky, a wall cloud, or a loud roar), students and staff should take the position for greatest safety by crouching on knees, head down with hands locked at back of neck to protect the head.

d. Under no circumstances should persons go outside. In the event that a person is outside and cannot get inside, that individual should look for the closest ditch or low area and lie flat.

C. FLOODING

South University is located in an area subject to flooding. Flooding in the coastal area may be caused by heavy rain and/or from tidal surge caused by tropical storms or hurricanes.

Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking place. The National Weather Service makes timely reports to keep the public informed. Reports on the buildup of flood waters will be monitored by the Director of Security and the Dean of Student Affairs and the President will be informed accordingly. If local officials recommend that evacuation occur, the college will do so. Otherwise, the responsibility lies with the President who will make the decision based on circumstances at the time. In the absence of the President, the Dean of Student Affairs will make a determination.

Flood Response

Flash flood warnings are issued by the National Weather Service over the local television and radio stations. In the event that students and staff are unable to leave campus because of flash flooding or rising water, all personnel will move to the highest ground. The Dean of Student Affairs will monitor the situation and keep the President informed accordingly.

D. WINTER STORMS AND FOG

The major dangers of local winter storms are ice and the breakdown of transportation due to poor visibility and road conditions. With little or no emergency winter equipment in this mild climate, even a light snow may incapacitate an entire area. An additional problem in the coastal region during the winter months is the thick ground fog that can develop rapidly. Although fog is not usually a problem on campus, the fact that some South University students commute from over 30 miles away creates a need for cancellation of classes and timely notification. The Dean of Student Affairs and the Director of Communications will monitor local media in the event of deteriorating conditions.

Winter Storms Response

1. If severe weather warnings are issued during regular working hours, the President will decide whether or not the college should be closed in accordance to Annex C, Emergency Communications System. If the decision is made to close the college, students will be dismissed immediately and staff will be dismissed as quickly as emergency duties are completed. If the serious weather develops during the night, the President will make a decision about canceling classes as soon as possible. In the event that classes are canceled or college schedules are modified, the President will provide for the notification of students, faculty and staff and the media as appropriate
2. In the event the President out of town, the Dean of Students will call a meeting with the available members of the Executive Council to make a decision.

F. FIRES

Fire is an ever-present danger that may originate within the building or threaten from the outside. It is important that all students and staff be educated as to prompt action to minimize danger and risk of injury. As required by Georgia law, all buildings on campus have an approved alarm system. Evacuation plans are posted in classrooms. Drills will be carried out so that all persons can become familiar with evacuation procedures. Drills will be announced in advance so that instructions may be given to staff and faculty.

Fire - Response

1. When fire is discovered, the alarm should be sounded and fire authorities contacted immediately.
2. Evacuate buildings in accordance with the Evacuation Plan (See Annex B) and Annex C Emergency Notifications System.

SECTION III

RESPONSE TO MANMADE DISASTERS

A. BOMB THREATS

A bomb threat may be received at any time. Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action must be taken in each case to provide for the safety of students, faculty, and staff. The President will meet with the Dean of Students, the Director of Security and the Director of Communications to decide whether to evacuate the building(s) in accordance with Annex C, Emergency Communications System. Law enforcement officials should be contacted to help evaluate the situation.

Bomb Threat Response

Upon receipt of a bomb threat:

1. Obtain as much information from and about the caller as possible.
 - a. Listen - do not interrupt.
 - b. Try to take down the entire message and keep the caller talking. Get as many details (type of device, time of detonation, reason for bomb, etc.) as possible.
2. Notify law enforcement agencies immediately by calling 911.
3. The President will quickly make a careful evaluation of all information including:
 - a. An evaluation of the call.
 - b. The consideration of other bomb threats or related problems.
 - c. Student unrest or local disturbance.

4. From the evaluation performed, the President will decide if the threat is real or a hoax:
 - a. If a determination is made that the threat is real:
 1. Evacuate the building immediately using fire drill procedures.
 2. Determine with the law enforcement authorities what media information should be given publicly.
 3. Determine with law enforcement authorities when normal operations can resume.
 - b. If the threat is judged to be a hoax, the President will have security conduct a quiet search of facilities without evacuating the premises

Annex B

South University- Savannah Campus Fire and Evacuation Procedures

INTRODUCTION

Due to unforeseen reasons, it may become necessary to evacuate the buildings on the Savannah campus. The most common event which would require an evacuation is the activation of a fire or smoke alarm. These can be activated several ways such as manually pulling an alarm, smoke detector, fire and heat detectors, a change in water pressure in pipes for the sprinkler system, etc. Evacuations must be conducted safely, calmly, orderly and quickly. Our students, faculty and staff depend upon the campus leadership to provide a safe and protective environment. It is our responsibility to plan and practice in the event of an actual emergency situation.

COMUNICATION

The evacuation plan needs to be communicated regularly in departmental meetings with campus staff and faculty. It should also be presented to new students during New Student Orientation and to new employees on their first day on campus or in New Employee Orientation.

DRILLS

Evacuation drills should be conducted at least once a quarter to ensure all students, faculty and members of the staff know the proper procedures.

- Fire drills should be conducted to insure that all city guidelines are met.
- Evacuation drills should be coordinated with the Fire Department and the Alarm Company.
- The campus President should determine when drills are carried out and plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Members of the staff should also be assigned specific duties and monitor the evacuation of the school.
- A representative from each department/facility floor should be selected to serve as a Floor/Areas Marshal in each department. The primary duties of these individuals should be to ensure that no one stays behind and to check that all lights are left on and all doors are shut.
- An alternate Marshal should be selected in the event of absence. Based on the size of the area to be covered, in some situations it may be prudent to have two individuals to insure the floor or area has been cleared.

EVALUATION

After each drill or actual emergency, the campus President along with the deans and staff will meet to evaluate the evacuation and note any potential situations which may need improvement. Records must be kept by the Director of Security/Facilities as to when each drill was conducted along with any notations or comments.

EVACUATION PROCEDURES AND DESIGNATED ASSEMBLY AREAS

When a campus alarm is activated, faculty should quickly and calmly escort their class (no running) using their planned evacuation routes and gather at the designated assembly area outside and away from the building.

From School of Business Building: Exit from either the west door or the east door as shown on classroom fire evacuation diagrams. **Proceed to the assigned assembly area for the Business Building, which is located at the south end (far end) of the main student parking lot in the rear of the campus. The north door should not be used.**

From School of Health Professions Building: Exit from the doors as shown on classroom/laboratory fire evacuation diagrams. **Proceed to the assigned assembly area which is the center (middle) of the main student parking lot in the rear of the campus.**

From School of Pharmacy Building: Exit from the doors as shown on classroom or laboratory diagrams. In order to facilitate the entry of fire trucks to the campus, the rear doors will not be used. For individuals located on the second floor, please use the stairs. The elevator will be disabled and must not be used during an emergency situation/evacuation. **The assembly area for the School of Pharmacy building is the north end (near end) of the main student parking lot in the rear of campus.**

From the Library: Exit the front entrance (Not the Waters Avenue Exit). **Proceed to the assigned assembly area which is the north end (near end) of the main student parking lot in the rear of the campus.**

Roll Call: Once faculty members have gathered their students, each faculty member will conduct a roll call to ensure that every student is accounted for and present. Any missing person needs to be brought to the attention of the Director of Security or fire department upon their arrival so that a proper search may be conducted for the missing individual(s).

Staff: Procedures should be established for all staff to proceed to an assembly area where a roll call will be conducted of staff. If someone is missing it should be reported to the security officer, the Director of Security and Facilities or the President.

Reentry into the Building: No one will be allowed to re-enter the building(s) until an “all clear” is given by the appropriate school official, in most cases the campus President. If emergency teams do respond to the alarm, they will inform the school contact person when it is safe to re-enter the building.

Visitors: Everyone MUST evacuate the building. It is important that someone ensure that visitors and anyone in the reception area(s) are escorted from the building. The receptionist is the only individual in the building who is exempt from evacuation during a fire drill.

RESPONSIBILITIES

President:

- Determine scheduled for quarterly drills and coordinate with campus Director of Security/Facilities.
- Plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Ensure that all students, faculty and staff are briefed on fire evacuation procedures.

Dean of Student Affairs:

- Brief students on evacuation procedures at each new student orientation.
- Make recommendations to enhance the conduct of fire drills

Director of Facilities and Security

- Maintain and update the campus fire alarm and evacuation procedures as needed.

- Notify the fire department and the fire alarm company as to the times when fire drills commence and have been completed.
- Ensure that alarms are reset.
- Organize floor/marshal/captain team.
- Ensure that all assignments for coordinating and conducting fire drill are made.
- Establish assembly areas and posting of fire evacuation routes.
- Assign special duties and assignments for security officers and custodians
- Insure a plan is in place to assist disabled persons (in wheel chairs, using a cane etc) during an evacuation.
- Insure that other situations are covered in evacuation procedures
- Maintain records as to when each drill was conducted along with any notations for improvement or other comments.

Faculty Members:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories assigned for teaching.
- During the first day of class for each term, faculty should instruct students where they will exit the building, what stairs they will use and the location of the assembly area where they are to gather outside the building.
- Escort their class to the assigned assembly area during drills and evacuations.
- Take attendance and report the names of individuals not present in the assembly area during evacuation to either the Director of Security and Facilities or the local fire department.

Department Heads and Staff:

- Communicate all pertinent evacuation information to staff on a regular basis.
- Become familiar with evacuation routes and assembly areas.
- Become familiar with all assigned additional duties for fire drills.

Students:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories that they will attend class or lab.
- Be escorted in a quick, but calm manner by their instructor to the assigned assembly area.
- Participate in the taking of attendance by the instructor.
- Report individuals to the instructor who are not present in the assembly area.

Floor/ Area Marshal/Captain will insure:

- All individuals evacuate and that no individual is left behind.
- All lights are left on.
- All doors are closed.

Annex C

Emergency Communication System

State of Emergency Declaration

The authority to declare a State of Emergency rests with the President of South University. When a declaration of a State of Emergency is made, only registered students, staff and faculty are authorized to be present on campus. Those persons who cannot present proper ID, showing their legitimate business on campus, will be asked to leave the campus.

Certain portions of the Emergency Plan may be implemented at various times and this alone does not imply that a State of Emergency has been declared.

Initial Notification System

The president of South University has the authority to declare a State of Emergency or any portion of the Emergency Plan. The President will notify the Chancellor and the Dean of Academic Affairs. The Dean of Academic Affairs will then notify the Dean of the Business School, the Dean of the Pharmacy School and the Dean of Healthcare Sciences. The deans will then notify all faculty and staff under their jurisdiction through their emergency protocol.

The President (or the Director of Facilities and Security in the absence of the president) will also provide for the following individuals to be notified:

- Dean of Students
- Dean of Academic Affairs
- Director of Financial Aid
- Director of Admissions
- Director of Libraries
- Director of Facilities and Security
- Registrar
- Vice President for Academic Affairs
- Director of Communications

The Director of Communications (or the Dean of Students in the absence of the Director of Communications) will then notify:

- Vice President of Academic Affairs
- Vice President of Human Resources

- CFO
- CI

The Director of Communications (or the dean of Students in the Absence of the Director of Communications) will also notify the following individuals who will craft an appropriate email that would be sent to the online and PLUS students.

- Academic Director of Online and Blended Programs (Savannah Campus)
- Vice President, Online (EDMC OHE)
- Director of Marketing (EDMC OHE)
- Director of Web Strategies (EDMC OHE)

The individuals above then notify all the personnel under their jurisdiction. All individuals who are responsible for notifying others should maintain an up to date listing of all individual office numbers, home telephone numbers, cell phone numbers and home email addresses that they are responsible for.

Send Word Now: Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff or faculty, Send Word Now is activated. Send Word Now is a system that provides for the automatic notification of all students, staff and faculty of situations described above, to include students who are not present on campus. The notification procedures implemented in Send Word Now will be publicized at student orientations, via emails and various web sites of the university. Send Word Now will be tested at least twice annually.

The president may also direct that specific messages be placed on the campus switchboard voice mail to notify students when the campus facilities are closed. He may also requests that such announcements be made via radio and television.

Notifications on Campus

Notifications on campus regarding emergency measures to be taken may be made via office telephone, office email or personal contact.

Students on campus may be notified via staff and faculty personally notifying students in classrooms, laboratories, student lounges, library or other locations.

Security officers and custodians may also be utilized to relay instructions which would be relayed to them via issued campus portable radios. Instructions regarding evacuation lock down or other matters may be delivered by custodian and security officers.

Supplemental methods may be used to issue warnings and increase campus awareness of emergency procedures being followed.

- Telephone Notification: Persons in various offices may be contacted to disseminate information.
- E-mail Notifications: When possible, email notices will give awareness information, weather warnings, etc.
- Fax Notices: Information may be faxed to various offices in a poster format so that notices can be displayed on bulletin boards, doors, etc.

Lack of Notification: Staff/Faculty Duty to Act

Power outages, downed telephone lines, and the rapid development of an emergency situation may severely hinder or totally disrupt communications. Employees must be prepared to act without direct order in an emergency situation. This may include directing the evacuation of an area of a building. Communication may be accomplished through non-traditional methods as required for the specific emergency. University employees must try to maintain an awareness of potentially hazardous conditions, such as severe weather, and react accordingly to the situation as it develops. This does not, however, give the employee responsibility for canceling classes, closing buildings, and making statements to the media.

Emergency Operations Center

The President's office in the Business Building will serve as the Emergency Operations Center. In the event that it is impossible to occupy that office, another office will be designated. In the event of an evacuation, the most important administrative functions in emergencies are the safety of those on campus, successful evacuation of the campus, Safety and security and emergency information dissemination. Following an evacuation, the campus will be reopened for classes, work, and residential students only after the determination to re-open is made by the President.

Media Communications

The Director of Communications is responsible for coordinating all release of information and for contacting news media to initiate press releases, broadcasts, etc. This responsibility is under the direction of the President. Unless directed otherwise, all media contact will be referred to the Director of Communications.

University Emergency Response Procedures

South University has developed emergency response procedures for managing emergency events on campus. These procedures are activated by university administrators in notifying key staff of emergencies. During periods of campus emergency, affected departments and building personnel shall place in operation the appropriate procedures necessary to meet the emergency, safeguard human lives and property, and maintain educational facilities.

Additionally, all departments should develop area-specific plans and communication alert systems.

General Emergency Procedures

In any emergency situation, faculty and staff of the University may be called upon to provide assistance. All employees should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

- Reporting any potentially dangerous conditions immediately to the University Police Department. Taking preventive steps may reduce the chances of personal injury and damage to property.

- Being alert to one's surroundings. Suspicious activity should be reported immediately to the Security Office by dialing 6093 or the Savannah Police Department by dialing 911. Do not assume that someone else has reported it.
- Supervisors should be notified immediately if someone is suspected of criminal or potentially violent behavior.
- In any emergency situation, attempt to remain calm, be prepared to react without direction, and assist others when possible.